

ADDERBURY PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD USING ZOOM ON TUESDAY 19 MAY 2020 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Rod Head, Sue Jelfs, Ann Lyons, Keith Mitchell, Martin Rye and Laura Walker.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), County Councillor Arash Fatemian, District Councillors Mike Bishop and Andrew McHugh and two members of the public.

APOLOGIES: Parish Councillor Sheila August submitted his apologies because she had another appointment, the apologies were accepted and the absence authorised.

Parish Councillor Andy Millard submitted his apologies because he was at work, the apologies were accepted and the absence authorised.

Apologies for absence were also received from District Councillor Christine Heath.

Councillor Garrad Millier was not present.

1/20 Suspension of Standing Orders – The Chairman proposed that Standing Order 5f be suspended for this item only, to enable the Vice-Chairman to take the Chair.

Resolved that Standing Order 5f be suspended for the following item only (minute number 2/19).

2/20 Appointment of Chairman for 2020/2021 – The Vice-Chairman asked for nominations for the position of Chairman for 2020/2021. Councillor Diane Bratt was proposed and seconded.

Resolved that Councillor Diane Bratt be appointed as Chairman for 2020/2021.

The Chairman then signed the Chairman's Declaration of Acceptance of Office.

3/20 Appointment of Vice-Chairman for 2020/2021 – The Chairman asked for nominations for the position of Vice-Chairman for 2020/2021. Councillor Keith Mitchell was proposed and seconded.

Resolved that Councillor Keith Mitchell be appointed as Vice-Chairman for 2020/2021.

4/20 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

5/20 Minutes – Prior to the meeting, the minutes of the meeting held on 21 April 2020 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 21 April 2020 be approved and signed by the Chairman.

6/20 Matters Arising from the Minutes of 21 April 2020 – There were no matters arising.

7/20 Chairman's Announcements

- Community Governance Review – A statement regarding the Community Governance Review was approved for publication.
- Commencement of works on the Milton Road land - A statement regarding the work at Milton Road was approved for publication.
- Dog fouling signs in the Lucy Plackett Playing Field – Signs would be purchased.

8/20 Open Forum – None of the residents wished to address the Parish Council.

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(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents and provide details of issues within its minutes, unless they are addressing the Parish Council in an official capacity or they specifically request for their name to be included)

9/20 Reports from County and District Councillors – County Councillor Arash Fatemian reported that the County Council had its first on-line remote meeting at the beginning of May 2020. The meeting went well and this was how County Council meetings would be held for the foreseeable future.

In addition, the Government had allocated £250m to the County Council to encourage for the 'Active Travel' initiative which was to encourage people to walk and cycle. The funds had not yet been received by the County Council, however they would be split between each division and there was £40,000 available for projects in Councillor Fatemian's division. Councillor Fatemian had already made two suggestions which were clearance of the footpath from Adderbury to Deddington (along the A4260) and a new footpath for Berryhill Road.

The Chairman also suggested clearance and possible widening of the footpath from Adderbury to Bodicote as another option, which might include a cycle path.

District Councillor Andrew McHugh reported that he had chaired a meeting of the Oxfordshire Health Improvement Board and they had signed-off the Tobacco Control Strategy and the Board would now be taking this forward. The Board would be trying to make Oxfordshire the first smoke-free county in the country.

Councillor McHugh also reported that the 16% of Covid-19 deaths were patients with severe respiratory issues and 26% had Type 2 Diabetes. Therefore, giving up smoking and losing weight would help fight Covid-19.

The Chairman thanked both Councillors for their reports.

Resolved that the reports be noted.

10/20 Planning

- i) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees 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:

20/00911/TCA	Dr J Greenberg Hamelin Cottage, Horn Hill Road, Adderbury Various tree works
20/00867/REM	Crest Nicholson Midlands Land South Of Cotefield Business Park Phase 2 Adj To, Blossom Field Road, Bodicote Variation of condition 1 (approved plans) of 18/01309/REM - Minor Material Amendment for plot substitutions of housetypes for Plots 64-76 and Plots 79-95. To replace approved drawings with new drawings as appropriate
20/00916/TPO	Mr Fairbairn Greenhill House, Greenhill, Twyford T1 - Pollard Sycamore to the main union. Due to excessive squirrel damage at almost all main unions and a large cavity at the base. This tree is in the ground of a group of flats/houses and therefore has high pedestrian footfall - Subject to TPO 15/2016
20/00589/F	David Kennedy 17 The Rise, Twyford Single storey rear extension

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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 planning application/works to trees:

- | | |
|--------------|---|
| 20/00809/F | Mr Steve O'Rourke
26 Deene Close, Adderbury
Side extension to create new dwelling |
| 19/01047/OUT | Hallam Land Management Ltd
Land North East of Oxford Road West of Oxford Canal and East of Bankside, Banbury
Outline planning application for a residential development of up to 850 dwellings; green infrastructure including formal (playing fields with changing rooms, allotments) and informal open space, landscaping; and associated infrastructure including a balancing pond; on land off the A4260, with access off the existing Longford Park access off the A4260 (Oxford Road), and a new access off the A4260 (Banbury Road). All matters of detail reserved, save for access |

Resolved that, it be noted that, the Parish Council is considering the following planning applications/works to tree and tree preservation orders: None

- ii) Planning Results – The results of planning application determined by Cherwell District Council since the last meeting of the Parish Council, had been circulated to all Councillors prior to the meeting.

Resolved that the report be noted.

- iii) Planning Application 19/02796/F/Milton Road Project – OS Parcels 3309 and 4319 Adjoining and North of, Milton Road, Adderbury - The Parish Council considered a report from the Chairman with regard to the progress of the planning application for the recreation of sports & community pavilion with associated carpark and sport facilities (outdoor pitches and MUGA) following planning consent for change of use of agricultural land to sport/recreation and community use (18/00220/F).

Resolved that:

- 1) the report be noted;
 - 2) the Chairman and Clerk be authorised to continue progressing of the pitch area, working with Clark's Drainage (the company appointed by APC) and continue the management of the land;
 - 3) the Clerk and Chairman be authorised to complete payments for this work when invoices are presented between Parish Council meetings;
 - 4) the Chairman, Clerk and Vice-Chairman be authorised to continue working with the Architect to progress the Planning Application for Phase 2 of the project; and
 - 5) the Parish Council commissions a survey of all utilities for connection to the site, from Latham's Architects as the next step for the project. **Action DB/TG**
- iv) 20/01073/F, OS Parcel 0080 West of Berryhill Road adjoining and South of Milton Road, Adderbury – The Parish Council was due to consider an application for the use of the site for recreational caravan park to include a new amenity building containing reception, toilets, showers and washing facilities, however the application had been withdrawn by the applicant.

Resolved that the report be noted.

- v) 20/01078/F, 9 Walton Avenue, Twyford – The Parish Council considered an application for the construction of a garage.

Resolved that the Parish Council objects to application 20/01078/F. **Action DB/TG**

11/20 Village Matters

- i) FOCAL – Councillor Ann Lyons reported to the Parish Council on the work of FOCAL.

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Resolved that:

- 1) the report be noted; and
 - 2) County Councillor Arash Fatemian to check on the funding for the additional hours for the Library Managers. **Action AF/AL**
- ii) Working for Adderbury Community (WFAC) – Prior to the meeting, the Parish Council received a progress report on the project.

Resolved that the report be noted.

- iii) Annual Parish Meeting (APM) 2020 – The Chairman asked the Parish Council whether it wished to cancel the Annual Parish Meeting for 2020 due to the Covid-19 Pandemic and the Government guidance on social distancing.

Resolved that the Annual Parish Meeting for 2020 be cancelled due to the Covid-19 Pandemic, however, the Chairman's report and other APM standard documents will be produced in due course and published on the Parish Council web site. **Action DB/TG**

12/20 Parish Council Matters

- i) Vacancies – The Clerk advised that there had not been any applications for co-option onto the Parish Council.

Resolved that the report be noted and the vacancies continues to be advertised. **Action TG**

- ii) Parish Council Documents – The Parish Council reviewed a number of Council documents, which were available to view on the Parish Council web site.

Resolved that the following documents be approved for 2020/2021:

- Asset Register
- Risk Management Log and Risk Schedule
- Financial Regulations
- Standing Orders
- Code of Conduct
- Complaints Policy
- Vexatious Complaints Procedure
- Freedom of Information Policy
- Dispute Resolution Process
- Dignity at Work Policy
- Grievance Procedure
- Data Breach Policy
- Data Protection Policy
- Records Retention Policy
- Subject Access Request Procedure
- Press and Media Policy
- Safeguarding Policy

- iii) Appointment of Council Representatives & Council Committees and Working Groups/Review of Subscriptions/Insurance – The Parish Council reviewed the appoints of the Parish Council representatives, memberships of the Parish Council's Working Groups and Committees, reviewed the Parish Council's and staff subscriptions to other bodies and confirmed the insurance arrangements.

Resolved that:

- 1) the appointments of the Parish Council representatives, memberships of the Parish Council's Working Groups and Committees be approved, as detailed in Appendix 1 to the minutes with the exception of the Feoffees; the Clerk to check when the Terms of Office end for those two Parish Council representatives;
- 2) the Parish Council's and staff subscriptions to other bodies be noted; and

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3) the insurance arrangements be confirmed.

iv) Committees

- Environment Committee – Prior to the meeting, the minutes of the Environment Committee held on 5 May 2020 had been circulated to the Committee.

Resolved that:

- 1) the minutes be noted and the recommendations be approved; and **Action TG**
- 2) a standard item be included on the Parish Council meeting agendas, updating on the traffic calming project; and **Action MR/TG**
- 3) the information produced in (2) above, be published on the Parish Council web site and Facebook page, as and when necessary. **Action MR/TG**

13/20 Finance

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

Resolved that the following accounts for payment, be approved:

Payee	Amount
T Goss – Salary for May 2020	£1204.77
T Goss – Expenses May 2020	£14.39
HMRC – Monthly Payment	£173.21
Oxfordshire County Council Pension Fund – Monthly Payment	£415.62
Castle Water – Water rates at Walled Garden Allotments	£57.82
Thomas Fox Landscaping Ltd – Grass Cutting for April 2020	£882.23
Green Scythe Ltd – Grass cutting LPPF for April 2020	£463.20
S.Cochrane – Cleaning of the Lucy Plackett Activity Centre	£200.00
Theresa Goss – SLCC Membership for 2020/2021	£50.50

<u>Grants 2020/2021</u>	
Payee	Amount
Voices Across Time	£600.00
Adderbury Gardening Club	£200.00
Adderbury Evergreens	£200.00
Christopher Rawlins Primary School	£500.00
Adderbury & District WI	£200.00
Working for Adderbury Community	£500.00
Adderbury History Association	£200.00
Adderbury Park Football Club	£200.00
Oxfordshire County Council - Cherry Tree Centre	£500.00
Adderbury Cine Club	£200.00
Adderbury Theatre Workshop	£200.00
Adderbury Bowls Club	£500.00
Lucy Plackett Activity Centre	£200.00

Resolved that the following be signatories on the Parish Council bank account be approved: Councillors Diane Bratt, Ann Lyons, Laura Walker and Martin Rye and Theresa Goss (Clerk and Responsible Financial Officer). **Action TG**

ii) Bank Reconciliation & Financial Report - Prior to the meeting, the Clerk had circulated the bank reconciliation, as at 19 May 2020 for the accounts at Santander, Barclays and Cambridge Building Society and the financial report.

Resolved that the bank reconciliation for the Barclays, Santander and Cambridge Building Society accounts and the financial report, be noted.

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- iii) Review of the Effectiveness of the Internal Audit 2019/2020 – Prior to the meeting, the Review of the Effectiveness of the Internal Audit 2019/2020 had been circulated to the Parish Council.

Resolved that Review of the Effectiveness of the Internal Audit 2019/2020 be approved.

- iv) Statement of Internal Control 2019/2020 – Prior to the meeting, the Statement of Internal Control 2019/2020 had been circulated to the Parish Council.

Resolved that the Statement of Internal Control 2019/2020 be approved.

14/20 Correspondence – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY **(No Items)**

15/20 Exclusion of the Public and Press

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 16/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

16/20 The Leys – The Chairman reported that there was no update on this matter.

Resolved that the report be noted.

(Members of the public were invited back into the meeting at the conclusion of this item)

17/20 Meeting Dates – The Chairman reported that until further notice, Parish Council meetings would be virtual meetings held on Zoom. They would all commence at 7.30pm.

However due to the current situation with the Covid-19 Pandemic, the Chairman also highlighted that these meeting dates are subject to change at short notice and details would be published on the Parish Council web site.

- 30 June 2020
- 28 July 2020
- No meeting in August 2020
- 8 September 2020
- 27 October 2020
- 24 November 2020
- No meeting in December 2020
- 12 January 2021
- 25 February 2021
- 30 March 2021
- 27 April 2021
- 18 May 2021

18/20 Items for Future Agendas (For Information Only)

- Adderbury & Milton Feoffees
- Traffic Calming

(Meeting closed at 8.50pm)

Chairman – 30 June 2020

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON TUESDAY 30 JUNE 2020 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Rod Head, Sue Jelfs, Ann Lyons and Martin Rye.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Jonathan White, District Councillors Andrew McHugh and Sean Woodcock and two members of the public.

APOLOGIES: Parish Councillor Keith Mitchell submitted his apologies because he was at unwell, the apologies were accepted and the absence authorised.

Parish Councillor Laura Walker submitted her apologies because she was at unwell, the apologies were accepted and the absence authorised.

Apologies for absence were also received from County Councillor Arash Fatemian and District Councillors Mike Bishop and Christine Heath.

Councillors Sheila August, Andy Millard and Garrad Millier were not present.

19/20 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Councillor Diane Bratt declared an interest in minute number 33/20, Fallen Tree at Adderbury Lakes because her nephew had submitted a quote for the work.

Resolved that the interests be noted.

20/20 Minutes – Prior to the meeting, the minutes of the meeting held on 19 May 2020 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 19 May 2020 be approved and signed by the Chairman.

21/20 Matters Arising from the Minutes of 19 May 2020 – There were no matters arising.

22/20 Chairman's Announcements

- Dave Chandler – Condolences had been passed to the family of Dave Chandler.
- Adderbury Lakes and play areas – Currently continued to be closed and risk assessments would be completed before they were re-opened.
- WARA – The Parish Council would like to express its disappointment that a small group of residents calling themselves 'West Adderbury Residents Association' are spreading lots of 'fake news' relating to the Parish Council to further their own agenda to split the village of Adderbury.

If residents hear or receive information regarding the Parish Council and its workings which cause them any concern at all, please contact the Clerk for clarification and a factual response. The Parish Council would be pleased to hear from you.

- Biodiversity Project – Two residents were now involved with the area of land in St Mary's Road.
- Gracewell Carehomes - Proposed residential development was noted but no comments would be made until the Parish Council had been formally consulted by Cherwell District Council.
- Adderbury and Milton Feoffees – Terms of Office ended in May 2021 for Councillor Sue Jelfs and January 2022 for Paddy Leeman.
- Bryan Sheppard Memorial Tree – The tree was due to be planted in August 2020 and the Clerk would confirm with Gail Sheppard that the Parish Council had no issues with the planting. **Action TG**

23/20 Open Forum – None of the residents wished to address the Parish Council.

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents and provide details of issues within its minutes, unless they are addressing the Parish Council in an official capacity or they specifically request for their name to be included)

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24/20 Reports from County and District Councillors – There was no report from County Councillor Arash Fatemian.

District Councillor Andrew McHugh reported that he had attended a meeting of the Health and Wellbeing Board and it had been identified that Ruscote was one of the top ten deprived Wards in Oxfordshire. However he was also concerned about the parts of Adderbury which were deprived and he would be taking this matter forward.

Councillor McHugh also reported that because the lockdown was due to be relaxed further on 4 July 2020, there were concerns about people organising unofficial music festivals. If these went ahead, then all of the good work which had been done during the lockdown would be undone. Therefore, if anyone was aware of events taking place, he asked that he be advised and he would pass the information onto the relevant bodies.

The Chairman thanked Councillor McHugh for his reports.

Resolved that the reports be noted.

25/20 Planning

- iv) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees 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:

- | | |
|--------------|--|
| 20/01248/TCA | Mrs J McLaine
Autumn Bank, 14 Round Close Road, Adderbury
Tree works |
| 20/01226/F | Mr Philip French
Gothic Cottage, Oxford Road, Adderbury
Refurbish the existing conservatory including enhancements to improve its thermal properties |
| 20/01363/F | Mrs Cindy Holdsworth
5 The Rise, Twyford
New detached 1.5 storey two bedroom dwelling |
| 20/01367/TCA | Mrs K Edge
The Lime Trees, 5 Church Close, Adderbury
Tree works |

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 planning application/works to trees:

- | | |
|------------|---|
| 20/01078/F | Mr Sam Donaghy
9 Walton Avenue, Twyford,
Construction of garage |
|------------|---|

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

- | | |
|------------|--|
| 20/01421/F | Mr Robert Stilgo
2 Grounds Farm Cottages, Oxford Road, Adderbury
Demolition of existing outbuildings and erection of single storey extension.
Replacement of existing timber windows with painted UPVC. |
| 20/01489/F | Mr Antony Humphrey
Thistle Cottage, 2 Nell Bridge Cottages, Aynho Road, Adderbury |

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Ground floor infill extension to the front to extend the hall remove existing conservatory to the rear and create a two storey extension.

20/01543/LB & Mr Robert Stilgo
20/01542/F Grounds Farm, Oxford Road, Adderbury
Remove existing stonessfield slates and fit Welsh slates to roof slopes 2 and 3 of Grounds Farm farmhouse

- v) Planning Results – The results of planning application determined by Cherwell District Council since the last meeting of the Parish Council, had been circulated to all Councillors prior to the meeting.

Resolved that the report be noted.

- iii) Planning Application 19/02796/F/Milton Road Project – OS Parcels 3309 and 4319 Adjoining and North of, Milton Road, Adderbury - The Parish Council considered a report from the Chairman with regard to the progress of the planning application for the recreation of sports & community pavilion with associated carpark and sport facilities (outdoor pitches and MUGA) following planning consent for change of use of agricultural land to sport/recreation and community use (18/00220/F).

Resolved that:

- 6) the report be noted;
 - 7) the STRI report be noted;
 - 8) the Chairman and Clerk be authorised to continue progressing of the pitch area, working with Clark's Drainage (the company appointed by APC) and continue the management of the land.
 - 9) the Chairman, Clerk and Vice Chairman be authorised continue working with the WFAC residents team to progress Phase 2 of the project.
- iv) Planning Application 20/01208/F - Land West of, Horn Hill Road, Adderbury – The Parish Council discussed an application for an extension to the approved single dwelling

Resolved that Parish Council does not object to application 20/01208/F.

The Parish Council notes there is no objection from English Heritage and the building is some way back from the listed Friends Meeting House, however the development should not impose on the Friends Meeting House and the PC suggests some increased planting of hedging along the boundary with the cemetery to ensure this. **Action TG**

26/20 Village Matters

- i) Traffic Calming – The Parish Council considered a report from Councillor Martin Rye on the progress of the Environment Committee's Traffic calming project.

District Councillor Andrew McHugh reported that the Community Safety Fund which had been ring-fenced in the reserves at Cherwell District Council had been used during the Covid-19 Pandemic and would probably not now be available for community safety.

Jonathan White asked Councillor McHugh whether he would escalate a matter at Thames Valley Police (TVP) relating to the Parish Council's request relating to the locations for the TVP enforcement van. The Parish Council had offered to pay for hardstanding for the enforcement vans, if they would be used by Thames Valley Police. However, despite asking a number of times, there had not been any response from TVP. Councillor McHugh agreed to follow this up with Thames Valley Police. **Action AMc**

Resolved that the report be noted.

- ii) FOCAL – Councillor Ann Lyons reported that there had not been any update on the re-opening of the library and fundraising was continuing.

Resolved that the report be noted.

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- iii) Working for Adderbury Community (WFAC) – Prior to the meeting, the Parish Council received a progress report on the project.

Resolved that the report be noted.

- iv) Adderbury Lakes – The Parish Council considered a report with regard to weed removal at Adderbury Lakes.

Resolved that:

- 1) the report be noted;
 - 2) the Lakes Management Group continues to follow up the survey and progress with this work; and **Action DB**
 - 3) thanks be sent to the Lakes Management Committee, especially Rick Atkinson and Nigel Claxton, for their work at the Lakes. **Action DB**
- v) Community Governance Review – The Parish Council considered a report on the Community Governance Review, which was being carried out by Cherwell District Council, following the submission of a petition.

Resolved that:

- 1) the Parish Council notes that the Community Governance Review has been submitted to Cherwell District Council;
 - 2) the Parish Council does not support the proposal for a West Adderbury Parish Council;
 - 3) the Clerk, Chairman and Vice-Chairman be authorised to submit comments to Cherwell District Council, on behalf of the Parish Council, opposing such a split in the village; and **Action DB/KM/TG**
 - 4) a statement be published on the Parish Council website/village web site/Facebook etc to state and explain the Parish Council's agreed position on the Community Governance Review. **Action TG**
- vi) Millennium Cup 2020 – The Parish Council discussed whether the Millennium Cup should be judged this year, in light of the Covid-19 Pandemic.

Resolved that the Millennium Cup be awarded in 2020 and it be judged by Councillor Sue Jelfs.
Action SJ

27/20 Parish Council Matters

- v) Vacancies – The Parish Council considered two applications for co-option onto the Parish Council.

Resolved that Ian Bailey and Oliver Ighani be co-opted onto the Parish Council. **Action TG**

- vi) Committees

- Environment Committee – The minutes of the Environment Committee held on 23 June 2020 would be circulated in readiness for the next meeting of the Parish Council on 28 July 2020.

Resolved that the report be noted.

28/20 Finance

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

Resolved that the following accounts for payment, be approved:

Payee	Amount
T Goss – Salary for May 2020	£1170.99
T Goss – Expenses May 2020	£14.39
HMRC – Monthly Payment	£155.44
Oxfordshire County Council Pension Fund – Monthly Payment	£400.16

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Signs Engraving – Signs for Lucy Plackett Playing Field	£117.60
Thomas Fox Landscaping Ltd – Grass Cutting for May 2020	£943.23
Green Scythe Ltd – Grass cutting LPPF for May 2020	£463.20
Rascals Horticultural Services – Allotment and Cemetery maintenance for May 2020	£215.00
Prysebros Ltd – Weed Control for May 2020	£561.60
T Goss – Stationery Order	£121.16
Rascals Horticultural Services – Allotment and Cemetery maintenance for June 2020	£280.00
Thomas Fox Landscaping Ltd – Grass Cutting for June 2020	£883.23
DW Clark Drainage Ltd – Milton Road Project	£21,434.16

- ii) Bank Reconciliation & Financial Report - Prior to the meeting, the Clerk had circulated the bank reconciliation, as at 30 June 2020 for the accounts at Santander, Barclays and Cambridge Building Society and the financial report.

Resolved that the bank reconciliation for the Barclays, Santander and Cambridge Building Society accounts and the financial report, be noted.

- iii) Parish Council Bank Accounts – The Parish Council considered a report with regard to closing the two bank accounts at Santander and opening two new accounts with Unity Bank, which allowed for on-line banking.

Resolved that:

- 1) the two bank accounts at Santander and Barclays Bank and the one account at the Cambridge Building Society be closed;
- 2) two new bank accounts be opened at Unity Bank; and
- 3) the following signatories on the Parish Council bank account be approved: Councillors Diane Bratt, Ann Lyons, Laura Walker and Martin Rye and Theresa Goss (Clerk and Responsible Financial Officer). **Action TG**

29/20 Correspondence – There was no further correspondence from the Clerk. District Councillor Andrew McHugh advised that there were still Covid-19 funds available at Cherwell District Council to provide support for community groups.

THE LUCY JANE PLACKETT CHARITY

30/20 Adderbury Park Football Club – This item was withdrawn from the agenda.

31/20 Exclusion of the Public and Press

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 32/20 & 33/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

32/20 The Leys – The Chairman reported that there was no update on this matter.

Resolved that the report be noted.

33/20 Fallen Tree at Adderbury Lakes – The Parish Council considered two quotes for the removal of a large tree at Adderbury Lakes, which had fallen onto land owned by Stud Farm Stables.

Resolved that:

- 1) the report be noted;
- 2) the Parish Council authorises the Clerk and the Chairman and/or Councillor Martin Rye to accept a suitable quote, after consultation with other members of the Lakes Management Committee; and **Action DB/MR/TG**
- 3) the choice of contractor should be based on the most competitive price, but also considering that the work needs to be completed in the next 4 to 6 weeks. **Action DB/MR/TG**

(Members of the public were invited back into the meeting at the conclusion of this item)

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34/20 Meeting Dates – The Chairman reported that until further notice, Parish Council meetings would be virtual meetings held on Zoom. They would all commence at 7.30pm.

However due to the current situation with the Covid-19 Pandemic, the Chairman also highlighted that these meeting dates are subject to change at short notice and details would be published on the Parish Council web site.

- 28 July 2020
- No meeting in August 2020
- 8 September 2020
- 27 October 2020
- 24 November 2020
- No meeting in December 2020
- 12 January 2021
- 25 February 2021
- 30 March 2021
- 27 April 2021
- 18 May 2021

35/20 Items for Future Agendas (For Information Only)

- Environment Committee Minutes - 23 June 2020

(Meeting closed at 8.50pm)

Chairman – 28 July 2020

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON TUESDAY 28 JULY 2020 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Ian Bailey, Rod Head, Sue Jelfs, Oliver Ighani, Andy Millard, Martin Rye and Laura Walker.

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

APOLOGIES: Parish Councillor Sheila August submitted her apologies because she was unable to connect to Zoom, the apologies were accepted and the absence authorised.

Parish Councillor Keith Mitchell submitted his apologies because he was at unwell, the apologies were accepted and the absence authorised.

Parish Councillor Ann Lyons submitted her apologies because she was at unwell, the apologies were accepted and the absence authorised.

Apologies for absence were also received from Trish Fennell and District Councillors Mike Bishop and Christine Heath.

36/20 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

37/20 Minutes – Prior to the meeting, the minutes of the meeting held on 30 June 2020 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 30 June 2020 be approved and signed by the Chairman.

38/20 Matters Arising from the Minutes of 30 June 2020 – There were no matters arising.

39/20 Chairman's Announcements

- Removal of Hedge adjacent to Barwood Homes Site on A4260 – This hedge had been removed, but should have been left in place as Barwood Homes did not have permission for its removal. This had been raised with Cherwell District Council and they were looking into it and it would hopefully be reinstated.
- Re-opening of Adderbury Lakes and Play Areas – Thanks were passed to Nigel Claxton for his work reopening Adderbury Lakes and also to Parish Councillors Laura Walker and Ann Lyons for their work reopening the two play areas.
- Adderbury Community Day – This was scheduled for 19 September 2020, but would be continually reviewed in accordance with Government Guidance on social gatherings.
- Millennium Cup 2020 – Parish Councillor Sue Jelfs would be undertaking the judging, however the Gardening Club Show had been cancelled this year, therefore the Cup could not be presented to the winners in the usual way. **Action SJ**
- Letter from the Lord Lieutenant of Oxfordshire's Office – The letter thanked those who provided support to the community during the Covid-19 Pandemic. The letter would be included on the Parish Council web site. **Action TG**

40/20 Open Forum – None of the residents wished to address the Parish Council.

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents and provide details of issues within its minutes, unless they are addressing the Parish Council in an official capacity or they specifically request for their name to be included)

41/20 Reports from County and District Councillors – District Councillor Andrew McHugh reported that the NHS Clinical Commissioning Group had decided to remove primary care from Ruscote Ward in Banbury, which was one of the most deprived Wards in Oxfordshire. However, he would continue to appeal against this decision and would like it to be reversed.

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Councillor McHugh also reported that he still had some funds available to assist anyone affected by the Covid-19 Pandemic. Councillor Ian Bailey advised that Christopher Rawlins Primary School required additional funds and he would make an application on their behalf. **Action IB**

Councillor McHugh also advised that following the Covid-19 Pandemic, Cherwell District Council was facing a loss of income of approximately 40%.

Councillors Arash Fatemian and Andrew McHugh also updated the Parish Council on the proposals for a Unity Authority in Oxfordshire and these proposals could be progressed quite quickly.

The Chairman thanked both Councillors for their reports.

Resolved that the reports be noted.

42/20 Planning

- vi) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees 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:

20/01421/F Mr Robert Stilgo
2 Grounds Farm Cottages, Oxford Road, Adderbury
Demolition of existing outbuildings and erection of single storey extension.
Replacement of existing timber windows with painted UPVC.

20/01489/F Mr Antony Humphrey
Thistle Cottage, 2 Nell Bridge Cottages, Aynho Road, Adderbury
Ground floor infill extension to the front to extend the hall remove existing conservatory to the rear and create a two storey extension.

20/01543/LB & Mr Robert Stilgo
20/01542/F Grounds Farm, Oxford Road, Adderbury
Remove existing stonesfield slates and fit Welsh slates to roof slopes 2 and 3 of Grounds Farm farmhouse

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:

20/01208/F Mr Matthew Gough
Land West of Horn Hill Road, Adderbury
Residential development of a single dwelling with associated landscaping and additional community land associated with the Friends Meeting House

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

Resolved that, it be noted that, the Parish Council is considering the following planning applications/works to tree and Tree Preservation Orders:

20/01627/F Ms Alison Gault
Coromadel Cottage, Horn Hill Road, Adderbury
Extension of single garage and conversion to form annex accommodation

20/01687/F Mr & Mrs. Simon and Jemma Parker
18 Round Close Road, Adderbury
Ground and first floor rear extension, loft conversion and associated works

20/01692/F Mr & Mrs Brock

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2 Round Close Road, Adderbury

Conversion of garage to habitable room. Insertion of glazed units to former garage doors

20/01858/TPO Katharine House Hospice
Katharine House Hospice, Aynho Road, Adderbury
T1 (Pine) - removal of dead tree T2 & 3 (Elm) - removal of both trees which have died from Dutch Elm Disease subject to TPO 016/1987

20/01845/OUT Patron Adderbury Retirement Living Sarl
Land to Rear of Gracewell Care Home, Gardner Way, Adderbury
Erection of up to 9no residential dwellings (Use Class C3) and associated access, with all other matters reserved.

- vii) Planning Results – The results of planning application determined by Cherwell District Council since the last meeting of the Parish Council, had been circulated to all Councillors prior to the meeting.

Resolved that the report be noted.

43/20 Village Matters

- i) Traffic Calming – The Parish Council received a verbal update from Councillor Martin Rye on the progress of the Environment Committee's Traffic calming project.

There was a discussion about a 20mph speed limit around the area of the Primary School and Councillors Arash Fatemian and Andrew McHugh agreed to follow this up with Thames Valley Police.

Resolved that:

- 1) the report be noted; and
 - 2) Councillors Arash Fatemian and Andrew McHugh will seek advice from Thames Valley Police about a 20mph zone around the area of Christopher Rawlins Primary School. **Action AF/AMc**
- ii) FOCAL – In the absence of Councillor Ann Lyons there was no update on FOCAL.

Resolved that the report be noted.

- viii) The Milton Road Community Project – The Parish Council received a progress report on the pitch preparation and also a progress report on the project, from the WFAC Working Group.

Resolved that

- 1) the reports be noted;
 - 2) the Chairman and Clerk be authorised to continue progressing of the pitch area and continue the management of the land; and **Action TG/DB**
 - 3) the Chairman, Clerk and Vice Chairman be authorised to continue working with the WFAC residents group to progress Phase 2 of the project. **Action TG/DB/KM**
- ix) Dog Fouling – The Parish Council discussed new initiatives to tackle dog fouling in the village, which would involve spraying with a fluorescent paint, dog mess which had not been picked up by dog owners.

Resolved that the initiative be approved to tackle dog fouling in the village and volunteers be sought to support this work. **Action TG**

44/20 Parish Council Matters

- vii) Vacancies – There were no applications for co-option onto the Parish Council.

Resolved that the vacancy continue to be advertised. **Action TG**

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- viii) Environment Committee – Prior to the meeting, the minutes of the Environment Committee held on 23 June 2020 had been circulated to the Parish Council.

Resolved that the minutes be noted and the recommendations be approved.

45/20 Finance

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

Resolved that the following accounts for payment, be approved:

Payee	Amount
T Goss – Salary for July 2020	£1167.89
T Goss – Expenses July 2020	£56.22
HMRC – Monthly Payment for July 2020	£158.84
T Goss – Salary for August 2020	£1170.29
T Goss – Expenses August 2020	£14.39
HMRC – Monthly Payment August 2020	£156.44
Oxfordshire County Council Pension Fund – Monthly Payment for July	£400.16
Oxfordshire County Council Pension Fund – Monthly Payment for August 2020	£400.16
DW Clark Drainage Ltd – Milton Road Project	£42,516.00
Green Scythe Ltd – Grass cutting LPPF for June 2020	£463.20
Design Grow – Lakes Maintenance for June 2020	£69.77
GeoXphere Ltd – Parish Online Annual Subs	£150.00
T Goss – Training for Councillors	£20.00
OALC – Training for Councillors	£156.00
NR Prickett – Repairs to The Rise Fencing	£636.29
Rascal Horticultural Services – Allotment and Cemetery Maintenance	£140.00

- ii) Bank Reconciliation & Financial Report - Prior to the meeting, the Clerk had circulated the bank reconciliation, as at 28 July 2020 for the accounts at Santander, Barclays and Cambridge Building Society and the financial report.

Resolved that the bank reconciliation for the Barclays, Santander and Cambridge Building Society accounts and the financial report, be noted.

46/20 Correspondence – There were three items of correspondence.

1. The Chairman reported that there had been a number of reports of anti-social behaviour in the Lucy Plackett Playing Field. Residents would be encouraged to report these instances to Thames Valley Police. A reminder had been included on the Parish Council's Facebook page and web site however it would also be included on the village web site. **Action TG**
2. The Bryan Sheppard Memorial Tree had been planted.
3. Western Power would be undertaking work to trees on the disused railway embankment next to the Lucy Plackett Playing Field to stop the branches from damaging the overhead power lines.

THE LUCY JANE PLACKETT CHARITY (No items)

47/20 Exclusion of the Public and Press

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 48/20, 49/20 and 50/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

48/20 The Leys – The Chairman reported on the latest advice from the Parish Council's Solicitor regarding the issue of the access to The Leys.

Resolved that:

- 1) the report be noted;

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- 2) the Parish Council's land not be registered at the disused railway land with the Land Registry, subject to advice from the Parish Council's Solicitor; and **Action TG/DB**
- 3) the Parish Council place a charge on the land registered by the Biggam's solicitor if that is possible, subject to advice from the Parish Council's Solicitor. **Action TG/DB**

49/20 Ice House – The Parish Council considered a quote for works to the Ice House at Adderbury Lakes.

Resolved that:

- 1) the report be noted;
- 2) the quote from Graham Kite for £685.00 be accepted; and
- 3) the Chairman and Councillor Martin Rye be authorised to work with the Lakes Management Committee to progress this work. **Action DB/RH/MR**

50/20 Adderbury Lakes – The Chairman reported that a grant application had been submitted to Thames Water to cover the cost of the work to remove the weeds from the Lakes, however the application had been unsuccessful. Therefore, a request was made for the Parish Council to fund the works.

If nothing was done to remove the weed, the upper lake would gradually become a bog with a small water course running through it and the lower lake would revert to a swamp.

Resolved that:

- 1) the report be noted;
- 2) it be noted that the grant application to Thames Water has not been successful;
- 3) the quote from Aquatic Solutions for £5010.00 be accepted; and **Action DB**
- 4) the work be funded from the Parish Council's budget. **Action DB**

(This item was taken as a matter of urgency because the work needed to be completed after the breeding season and a decision at the next meeting of the Parish Council would not meet this deadline)

(Members of the public were invited back into the meeting at the conclusion of this item)

50/20 Meeting Dates – The Chairman reported that until further notice, Parish Council meetings would continue to be held on Zoom. They would all commence at 7.30pm.

However due to the current situation with the Covid-19 Pandemic, the Chairman also highlighted that these meeting dates are subject to change at short notice and details would be published on the Parish Council web site.

- No meeting in August 2020
- 8 September 2020
- 27 October 2020
- 24 November 2020
- No meeting in December 2020
- 12 January 2021
- 25 February 2021
- 30 March 2021
- 27 April 2021
- 18 May 2021

51/20 Items for Future Agendas (For Information Only)

- Burial Fees for 2021/2022
- Walled Garden Allotment Rent for 2021/2022

(Meeting closed at 9.00pm)

Chairman – 8 September 2020

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON TUESDAY 8 SEPTEMBER 2020 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Ian Bailey, Rod Head, Sue Jelfs, Oliver Ighani, Ann Lyons, Andy Millard, Martin Rye and Laura Walker.

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

APOLOGIES: Parish Councillor Sheila August submitted her apologies because she was unable to connect to Zoom, the apologies were accepted and the absence authorised.

Apologies for absence were also received from Trish Fennell and District Councillors Mike Bishop, Christine Heath and Andrew McHugh.

52/20 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

53/20 Minutes – Prior to the meeting, the minutes of the meeting held on 28 July 2020 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 28 July 2020 be approved and signed by the Chairman.

54/20 Matters Arising from the Minutes of 28 July 2020 – There were no matters arising.

55/20 Chairman's Announcements

- Parish Councillor Keith Mitchell CBE – The Chairman made a brief statement of regret and condolence on the passing of Councillor Mitchell. The full Obituary for Councillor Mitchell could be read on the Parish Council website. The Parish Council to pass its condolences to Keith Mitchell's wife and family, following his passing on 26 August 2020. A donation of £50 would be made to Katharine House Hospice. **Action TG**

56/20 Appointment of Vice-Chairman – The Chairman asked for nominations for Vice-Chairman for 2020/2021. There were no nominations for the position.

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

57/20 Open Forum – Two residents addressed the Parish Council with regard to the drainage at the Milton Road site. The Chairman advised that the Parish Council had been liaising with the Local Planning Authority, Cherwell District Council and they were happy with the drainage which was in place as it complied with the planning conditions. Condition 3 states the infiltration basin did not have to be completed until the "development is completed". The Parish Council's intention was to monitor the basin and as the project progresses.

One resident was removed from the meeting due to his disruptive behaviour.

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents and provide details of issues within its minutes, unless they are addressing the Parish Council in an official capacity or they specifically request for their name to be included)

58/20 Reports from County and District Councillors – County Councillor Arash Fatemian reported on the financial impact on County Council due to Covid-19.

Councillor Ann Lyons requested that Councillor Fatemian confirmed with County Council officers that the County Council would be covering the cost of the extra hours paid to the library staff during the closure of the library, as FOCAL did not have the funds to do this. **Action AF**

Resolved that the report be noted.

ADDERBURY PARISH COUNCIL

59/20 Planning

- x) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees 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:

20/01627/F	Ms Alison Gault Coromadel Cottage, Horn Hill Road, Adderbury Extension of single garage and conversion to form annex accommodation
20/01687/F	Mr & Mrs. Simon and Jemma Parker 18 Round Close Road, Adderbury Ground and first floor rear extension, loft conversion and associated works
20/01892/F	Mr Mark Collins Carlyon House, 27 Twyford Gardens, Twyford Annexe / outbuilding in rear garden
20/01952/TCA & 20/01954TCA	Ms Sykes and Mr Cudahy Westway House Horn Hill Road Adderbury Tree Works
20/01858/TPO	Katharine House Hospice Katharine House Hospice, Aynho Road, Adderbury T1 (Pine) - removal of dead tree T2 & 3 (Elm) - removal of both trees which have died from Dutch Elm Disease subject to TPO 016/1987
20/01784/F	Mr David Beech 15 Twyford Gardens, Twyford Demolition of existing garage, proposed two storey side extension and proposed single storey rear extension
20/01988/F	Mr and Mrs A Horrell Middle Cottage, 17 Sydenham Close, Adderbury Single storey rear extension with associated internal and external works - re-submission of 20/00818/F

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:

20/01692/F	Mr & Mrs Brock 2 Round Close Road, Adderbury Conversion of garage to habitable room. Insertion of glazed units to former garage doors
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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 planning application/works to trees: None

Resolved that, it be noted that, the Parish Council is considering the following planning applications/works to tree and Tree Preservation Orders:

20/02261/TCA	Mr & Mrs Harper 3 Church Close, Adderbury T1 x Holly – remove
20/02327/TCA	Mr Arnold The Bothy, Sir Georges Lane, Adderbury Tree works

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- 20/02262/TCA Mr M Chander
Stags Leap Sir Georges Lane Adderbury
Tree works
- 20/02177/F Mr Keith Borien
Field Barn, Aynho Road, Adderbury
Erection of stone wall at Field Barn – Retrospective
- 20/01862/F Mr Martin Eley
23 Deene Close, Adderbury
Form garage into dwelling and internal alterations and to provide bedroom into roof space; form asymmetric roof with Velux rooflight to rear and provide Forticrete hard roof tiles to match existing; extend to the rear (north) 1900mm to external face
- 20/01558/F Adderbury Estates Ltd
Adderbury House, Lake Walk, Adderbury
Single storey side extension to dwelling. Repairs to the ice house, loggia and entrance arch. Landscaping of parkland. (resubmission of 17/01260/F (part retrospective))

- xi) Planning Results – The results of planning application determined by Cherwell District Council since the last meeting of the Parish Council, had been circulated to all Councillors prior to the meeting.

Resolved that the report be noted.

- iii) Cherwell Local Plan Review 2040 - Planning for Cherwell to 2040: A Community Involvement Paper – The Parish Council considered the consultation documents on the Cherwell Local Plan Review 2040.

Resolved that Councillors to forward comments to the Clerk on the Local Plan Review 2040 and those comments be submitted Cherwell District Council. **Action ALL**

- iv) Changes to the Current Planning System, Planning for the Future, White Paper and Transparency and Competition: Data and Land control – The Parish Council considered the consultation documents on the current planning system, planning for the future, White Paper and Transparency and Competition: Data and Land control

Resolved that Councillors to forward comments to the Clerk on the Changes to the Current Planning System, Planning for the Future, White Paper and Transparency and Competition: Data and Land control and those comments be submitted to the appropriate bodies. **Action ALL**

60/20 Village Matters

- i) Community Governance Review – The Chairman reported that the Parish Council's comments on the Community Governance Review had been submitted to Cherwell District Council and these had been circulated to Parish Councillors, prior to the meeting.

Resolved that the report and comments be noted and approved.

- ii) Traffic Calming – Prior to the meeting, the Parish Council had received a report on the progress with the traffic calming project.

Resolved that:

- 3) the report be noted; and
- 4) it be noted that the consultation process for the chicanes on Berry Hill Road and Milton Road and also the proposed closure of the western arm of the Berry Hill Road/Horn Hill Road junction (oak tree corner) had both commenced.

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- xii) FOCAL – Councillor Ann Lyons reported that FOCAL had been saddened to hear that Keith Mitchell had passed away. They passed condolences to his wife and family and as a founding member of FOCAL, Keith would be very much missed.

Resolved that the report be noted.

- xiii) The Milton Road Community Project – The Parish Council received a progress report on the pitch preparation and also a progress report on the project, from the WFAC Working Group.

Resolved that:

- 4) the reports be noted;
 - 5) the Chairman and Clerk be authorised to continue progressing of the pitch area and continue the management of the land; **Action DB/TG**
 - 6) PF Walsh & Sons be appointed to complete the grass cutting to establish the grass pitches; **Action DB/TG**
 - 7) rabbit fencing be used to protect the pitches; **Action DB/TG**
 - 8) the Chairman and Clerk be authorised to continue working with the WFAC residents group to progress the Building Phase of the project; **Action DB/TG**
 - 9) WFAC to explore a phased approach for the Building phase of the project which will include further meetings with CDC planning officers led by the Chairman; **Action DB**
 - 10) Chris Wardley be appointed as Project Manager for this building phase, under the terms previously circulated, working with Councillors Diane Bratt and Ian Bailey and residents from WFAC;
 - 11) Latham's be appointed as architect for the project; **Action DB**
 - 12) three quotes be obtained for the MEP Specialist and the Chairman, Clerk and Project Group be given delegated authority to accept a suitable quote; and **Action DB**
 - 13) WFAC be requested to appoint Councillor Rod Head to the WFAC Grants Group. **Action DB**
- iv) Community Award – The Parish Council considered a request that a 'Community Award' be introduced for those who 'make a significant contribution to the Community of Adderbury'.

Resolved that:

- 1) the report be noted;
 - 2) the Community Award be supported; and
 - 3) Councillor Oliver Ighani to report back to the next meeting of the Parish Council with further details. **Action OI**
- v) Grit Bin for Twyford – The Parish Council considered a request from a resident for new grit bin in Twyford.
- Resolved** that a new grit bin be installed on the grass verge outside Gainsborough, on the corner of Twyford Grove and Twyford Avenue.
- vi) 'No Cold Calling' Signs – The Parish Council considered a request for 'No Cold Calling' Signs in the village.

Resolved that:

- 1) the report be noted;
 - 2) this item be deferred to the next meeting of the Parish Council; **Action TG**
 - 3) Councillor Andrew McHugh be contacted to ask for advice how to address 'cold calling' in the village. **Action TG**
- vii) Biodiversity Project, including a bollard for St Mary's Road – The Parish Council received an update on the biodiversity project and considered installing a bollard in St Mary's Road to protect the biodiversity area.

Resolved that:

- 1) the report be noted; and

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- 2) expenditure on the bollard(s) for the grass verge be approved in principle and the Chairman and Clerk be given delegated authority to approve a suitable quote. **Action DB/TG**

61/20 Parish Council Matters

- ix) Vexatious Complaints Policy – The Clerk reported that the Parish Council had received a number of requests for information which appeared to fit within the Parish Council's Vexatious Complaints Policy.

Resolved that the Parish Council supports the Chairman and Clerk if they both agree it is appropriate to apply the Parish Council's Vexatious Complaints Policy. **Action DB/TG**

- x) Vacancies – The Chairman reported that there had been one application for co-option onto the Parish Council from Jamie Cox.

Resolved that Jamie Cox be co-opted onto the Parish Council. **Action TG**

- xi) Committee/Working Group Memberships – The Parish Council reviewed the memberships of the Committees and Working Groups.

Resolved that the memberships of the Committees/Working Groups be approved, as detailed in Appendix 1 to the minutes. **Action TG**

- xii) Environment Committee – Prior to the meeting, the minutes of the Environment Committee held on 23 June 2020 had been circulated to the Parish Council.

Resolved that the minutes be noted and the recommendations be approved.

62/20 Finance

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

Resolved that the following accounts for payment, be approved:

Payee	Amount
T Goss – Salary for September 2020	£1298.67
T Goss – Expenses September 2020	£39.89
HMRC – Monthly Payment for September 2020	£158.84
Oxfordshire County Council Pension Fund – Monthly Payment for September 2020	£459.04
Green Scythe Ltd – Grass cutting LPPF for July 2020	£694.80
Mrs D Bratt (Reimbursement following payment to Boston Seeds) – Seeds for Milton Road sports pitches	£3190.00
Design Grow – Lakes maintenance for July 2020	£69.77
Thomas Fox Landscaping – Grass cutting for July 2020	£883.23
Came and Company – Parish Council insurance	£1556.80
Thomas Fox Landscaping – Grass Cutting for August 2020	£883.23
Lexon GB Limited – Covid-19 signs for the lakes and play areas	£136.64
Design Grow – Lakes Maintenance for August 2020	£69.77
Rascal Horticultural Services – Cemetery and Allotment Maintenance	£240.00
Westcotec – Repair of VAS on Banbury Road	£169.20
Katharine House Hospice – Donation in memory of Keith R Mitchell CBE	£50.00

- ii) Bank Reconciliation & Financial Report - Prior to the meeting, the Clerk had circulated the bank reconciliation, as at 8 September 2020 for the accounts at Santander, Barclays and Cambridge Building Society and the financial report.

Resolved that the bank reconciliation for the Barclays, Unity, Santander and Cambridge Building Society accounts and the financial report, be noted.

- iii) Burial Fees 2021/2022 – The Parish Council reviewed the burial fees for 2021/2022.

Resolved that the fees be increased by 3% from 1 April 2021. **Action TG**

ADDERBURY PARISH COUNCIL

- iv) Walled Garden Allotment Rent 2021/2022 & Millennium Cup 2020 – The Parish Council discussed the annual rent for 2021/2022 and congratulated Phil and Bernice Mansell for winning the Millennium Cup 2020 for plot 18.

Resolved that the rent from 1 October 2021 be increased to £30 for a full plot. **Action TG**

63/20 Correspondence – There were no further items.

THE LUCY JANE PLACKETT CHARITY **(No items)**

64/20 Exclusion of the Public and Press

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 65/20, 66/20 and 67/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

(Councillor Sue Jelfs left the meeting at this point)

65/20 The Leys – The Chairman reported on the latest advice from the Parish Council's Solicitor regarding the issue of the access to The Leys.

Resolved that:

- 4) the report be noted; and
- 5) the land at the railway embankment not be registered with the Land Registry at this time. **Action DB/TG**

66/20 Tree Survey – The Parish Council considered three tree survey quotes for trees which were located on Parish Council owned land at the Adderbury Lakes.

Resolved that:

- 4) the report be noted; and
- 5) the quote from Tree and Woodland be accepted. **Action DB/TG**

67/20 Clerk and Responsible Financial Officer – The Clerk reported on the amended salary scales, following the award of a 2.75% pay increase from 1 April 2020.

Resolved that the report be noted and approved.

(Members of the public were invited back into the meeting at the conclusion of this item)

68/20 Meeting Dates – The Chairman reported that until further notice, Parish Council meetings would continue to be held on Zoom. They would all commence at 7.30pm.

However due to the current situation with the Covid-19 Pandemic, the Chairman also highlighted that these meeting dates are subject to change at short notice and details would be published on the Parish Council web site.

- 27 October 2020
- 24 November 2020
- No meeting in December 2020
- 12 January 2021
- 25 February 2021
- 30 March 2021
- 27 April 2021
- 18 May 2021

69/20 Items for Future Agendas (For Information Only)

ADDERBURY PARISH COUNCIL

- Front Gardens in Bloom
- Parish Council WhatsApp Group
- Appointment of Vice-Chairman 2020/2021
- Possible improvements to access to canals
- Community Award
- 'No Cold Calling' Signs

(Meeting closed at 9.45pm)

Chairman – 27 October 2020

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON TUESDAY 27 OCTOBER 2020 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Ian Bailey, Jamie Cox, Rod Head, Sue Jelfs, Oliver Ighani, Ann Lyons and Laura Walker.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), District Councillor Andrew McHugh, Trish Fennell, Chris Wardley and one member of the public.

APOLOGIES: Parish Councillor Sheila August submitted her apologies because she was unable to connect to Zoom, the apologies were accepted and the absence authorised.

Parish Councillor Andy Millard submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

Parish Councillor Martin Rye submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

Apologies for absence were also received from District Councillor Mike Bishop.

70/20 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 73/20 – Chairman’s Announcements - Aynho Road Ancient Paddock – The Chairman declared an interest because the paddock was adjacent to the track leading to her house.

Minute Number 78/20 (viii) - Works to Footpaths in the Village – Councillors Diane Bratt and Oliver Ighani declared an interest as they lived close to the Longwall footpath.

Minute Number 83/20 Works to Amenity Areas – Councillor Diane Bratt declared an interest because her nephew, who worked at Cotefield Treecare, had submitted the quote for the work.

Resolved that the interests be noted.

71/20 Minutes – Prior to the meeting, the minutes of the meeting held on 8 September 2020 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 8 September 2020 be approved and signed by the Chairman.

72/20 Matters Arising from the Minutes of 8 September 2020 – There were no matters arising.

73/20 Chairman’s Announcements

- Rotary Club Banbury Cherwell Christmas Cheer Event – This event was being held in conjunction with Horton Radio and more details would follow in due course.
- Aynho Road Ancient Paddock – The condition of the paddock had been reported to Cherwell District Council for investigation because it had not been reinstated following the building work. It had been used as a storage area and a car park by the developer.
- Parish Council WhatsApp Group – Councillors should contact the Clerk if they wished to be a member of the Group.
- Dog Fouling Initiative – Parish Councillors Ian Bailey and Laura Walker both volunteered to support this initiative. **Action TG**

74/20 Appointment of Vice-Chairman – The Chairman asked for nominations for Vice-Chairman for 2020/2021. There were no nominations for the position.

Resolved that this position not be filled at the current time.

75/20 Open Forum – A resident addressed the Parish Council with regard to the traffic calming project.

ADDERBURY PARISH COUNCIL

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents and provide details of issues within its minutes, unless they are addressing the Parish Council in an official capacity or they specifically request for their name to be included)

76/20 Reports from County and District Councillors – Prior to the meeting, a report from District Councillor Andrew McHugh had been circulated to the Parish Council. Councillor McHugh gave further details on supporting children who were entitled to Free School Meals through the school holidays.

Resolved that the report be noted.

77/20 Planning

xiv) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees 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:

20/02261/TCA	Mr & Mrs Harper 3 Church Close, Adderbury T1 x Holly – remove
20/02327/TCA	Mr Arnold The Bothy, Sir Georges Lane, Adderbury Tree works
20/02262/TCA	Mr M Chander Stags Leap Sir Georges Lane Adderbury Tree works
20/02177/F	Mr Kieth Borien Field Barn, Aynho Road, Adderbury Erection of stone wall at Field Barn – Retrospective
20/01862/F	Mr Martin Eley 23 Deene Close, Adderbury Form garage into dwelling and internal alterations and to provide bedroom into roof space; form asymmetric roof with Velux rooflight to rear and provide Forticrete hard roof tiles to match existing; extend to the rear (north) 1900mm to external face
20/02356/TCA	Mr Long 1 Church Close, Adderbury Tree Works
20/02469/TCA & 20/02466/TCA	Katrina Edge The Lime Trees, 5 Church Close, Adderbury Tree works
20/01558/F	Adderbury Estates Ltd Adderbury House, Lake Walk, Adderbury Single storey side extension to dwelling. Repairs to the ice house, loggia and entrance arch. Landscaping of parkland. (resubmission of 17/01260/F (part retrospective)
20/02537/TCA	Ms Sykes Westway Cottage, Horn Hill Road, Adderbury Tree works
20/02535/TCA	Mr Cudahy Westway Cottage, Horn Hill Road, Adderbury

ADDERBURY PARISH COUNCIL

Tree works

- 20/02576/ADJ Mr N Saganthakumar
Mill House Farm Mill Lane Kings Sutton OX17 3QP
Removal of farm buildings adjoining farmhouse, replace with new community building and farm machinery barn. Construction of new farm buildings comprising 2 no barns to house farm animals, office and detached hay barn. Re-construction of original barn 4. Installation of micro-hydro generator to mill stream. Retrospective application for 2 no timber religious assembly buildings. Replacement gates, new recycling compound, associated external works, hard standing, access road and parking. Supporting agricultural statement as prepared by Reading Agricultural Consultants (follow up to 20/00241/ADJ).
- 20/02457/F Mr Dominic Clarke
Horn Hill Cottage, Horn Hill Road, Adderbury
Alterations to existing double garage / workshop comprising cladding of the external walls in Siberian Larch V-Joint Weatherboard Cladding, removal of workshop door and two windows and their replacement with two x UVPC anthracite grey french doors.
- 20/02650/TCA Mr French
Gothic Cottage, Oxford Road, Adderbury
Tree works

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

Resolved that, it be noted that, the Parish Council is considering the following planning applications/works to tree and Tree Preservation Orders:

- 20/02614/F Mr & Mrs M Harley
Stud Farm Stables, East End, Adderbury
Demolition of existing single storey ancillary buildings and erection of new single storey, pool building, gym with associated landscape works and construction of one outside pool.
- 20/02746/F Mr Ned Fox
OS Parcel 3491 North of Adderbury Court, Oxford Road, Adderbury
Variation of Conditions 2 (approved plans), 6 (Landscaping Scheme) & 14 (boundary treatments) for plots 19 to 22 on western edge of the site of 16/01459/F

- xv) Planning Results – The results of planning application determined by Cherwell District Council since the last meeting of the Parish Council, had been circulated to all Councillors prior to the meeting.

Resolved that the report be noted.

78/20 Village Matters

- i) Traffic Calming – Prior to the meeting, the Parish Council had received a report on the progress with the traffic calming project.

Resolved that the report be noted.

- ii) FOCAL – Councillor Ann Lyons reported that FOCAL was continuing to fundraise, but the Library could not re-open until the volunteers could resume their roles.

Resolved that:

- 1) the report be noted; and
- 2) contact be made with Oxfordshire County Council with regard to when the library will re-open, highlighting its importance to the village. **Action TG**

ADDERBURY PARISH COUNCIL

- xvi) The Milton Road Community Project – The Parish Council received a progress report on the pitch maintenance, a progress report on the fundraising for the project from the WFAC Working Group and an update on the building project from Chris Wardley, Project Manager.

Resolved that:

- 14) the reports be noted;
 - 15) the Chairman and Clerk be authorised to continue the maintenance of the pitch area and continue the management of the land; **Action DB/TG**
 - 16) the quotation for rabbit fencing required to protect the pitches be approved; **Action DB/TG**
 - 17) the Chairman, Councillor Ian Bailey, the Clerk and the Project Manager to continue working with the WFAC residents group to progress the building phase of the project; **Action DB/TG**
 - 18) the team continues to work on a phased approach for the building stage of the project which will include further meetings with Cherwell District Council planning officers, led by the Chairman;
 - 19) the Parish Council Trustees discuss arrangements for the AGM with WFAC; and **Action RH/LW/MR**
 - 20) the Parish Council considers the Terms of Reference for the WFAC Working Group, to change the 'Trustee' status to another appropriate term.
- viii) Community Award – The Parish Council considered a request with regard to a Community Award be introduced for those who 'make a significant contribution to the Community of Adderbury'.

Resolved that:

- 4) the report be noted; and
 - 5) the proposal be supported and be considered in more detail at a later date. **Action OI**
- ix) 'No Cold Calling' Signs – The Parish Council considered a request for 'No Cold Calling' signs in the village.

Resolved that:

- 4) the report be noted;
 - 5) stickers be obtained from Cherwell District Council and distributed around the village; and **Action TG**
 - 6) 'no cold calling' signage be purchased, at a later date, if residents request them.
- x) Parking on The Rise – Prior to the meeting, the Parish Council considered a report regarding parking issue in The Rise

Resolved that:

- 1) the report be noted;
 - 2) residents of The Rise be written to and asked not to park on the green as it is an amenity area for children to play, not a parking area; and **Action TG**
 - 3) the painting of double yellow lines at the junction of The Rise and Banbury Road be supported. **Action TG**
- xi) Relocation of the Silent Soldier – Prior to the meeting, the Parish Council received a report on the relocation of the Silent Soldier on a temporary or permanent basis. This would coincide with a suggested outside Remembrance Day Service.

Resolved that:

- 1) the report be noted;
- 2) the Silent Soldier be relocated to St Mary's Church, on a temporary for Remembrance Sunday and Remembrance Day;
- 3) the Clerk and Chairman be given the authority to approve any associated costs of up to £100.00; and
- 4) the village Morris Men be contacted with regard to involving the school children in their Remembrance Day event. **Action IB**

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- xii) Works to Footpaths in the Village – Prior to the meeting, the Parish Council received a report on proposed works to footpaths 17 & 27 using Section 106 funds held at Oxfordshire County Council.

Resolved that:

- 1) the report be noted; and
 - 2) further information be obtained and a meeting be arranged with Beth Rutterford, the Footpaths Officer at Oxfordshire County Council with Councillor Oliver Ighani and the Chairman; **Action DB/OI/TG** and
 - 3) this item be discussed at the next meeting. **Action DB/TG**
- xiii) Biodiversity Projects – The Parish Council considered a report on the success of the biodiversity project in St Mary's Road, at the Aynho Road amenity areas and also the Forest Schools project.

Resolved that:

- 3) the report be noted;
- 4) the cost of two bollards for St Mary's Road be approved; and **Action TG/DB**
- 5) the Chairman be authorised to continue to liaise with interested residents at Sydenham Close to develop a potential volunteer group for the Sydenham Close area, and at Long Wall and St Mary's Road. **Action DB**

79/20 Parish Council Matters

- xiii) Vacancies – The Chairman reported that there had been one application for co-option onto the Parish Council from Stephen Walsh.

Resolved that Stephen Walsh be co-opted onto the Parish Council. **Action TG**

- xiv) Areas of Responsibility – Prior to the meeting, the Parish Council received a report which reviewed the areas of responsibility.

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

- xv) Community Governance Review – The Chairman reported that Cherwell District Council had agreed not to split Adderbury Parish Council into two separate Parish Councils, however the next stage of the consultation would be to complete a review of the number of Councillors and whether the Parish Council should be split into two wards.

Resolved that:

- 1) the Community Governance Review Working Group's interim report and the recommendations approved by Cherwell District Council, be noted;
 - 2) the Clerk and Chairman be authorised to produce a statement on the recommendations, using the information received so far from Cherwell District Council officers to inform residents on the decision and next stage of the process; and **Action TG/DB**
 - 3) the Clerk and Chairman be authorised to draft a response to the second stage of the consultation, from the Parish Council to be considered at the Parish Council meeting on 24 November 2020. **Action TG/DB**
- xvi) Committee/Working Group Memberships – The Parish Council reviewed the memberships of the Committees and Working Groups.
- Resolved** that:
- 1) Councillors Ian Bailey, Diane Bratt, Jamie Cox and Road Head be appointed to the Complaints Committee; and
 - 2) Parish Councillors Laura Walker and Ian Bailey be appointed to the Environment Committee.
- xvii) Environment Committee – Prior to the meeting, the minutes of the Environment Committee held on 22 September 2020 had been circulated to the Parish Council.

ADDERBURY PARISH COUNCIL

Resolved that the minutes be noted and the recommendations be approved.

80/20 Finance

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

Resolved that the following accounts for payment, be approved:

Payee	Amount
T Goss – Salary for October 2020	£1191.96
T Goss – Expenses October 2020	£54.89
HMRC – Monthly Payment for October 2020	£167.41
Oxfordshire County Council Pension Fund – Monthly Payment for October 2020	£409.97
Green Scythe Ltd – Grass cutting LPPF for August 2020	£463.20
Design Grow – Lakes maintenance for September 2020	£69.77
Graham Kite – Works to the Ice House	£715.00
CPRE Annual Membership	£36.00
Aquatic Solution UK – Works at Adderbury Lakes	£5010.00
Cherwell DC – Emptying Dog Waste Bins for Summer season	£1537.54
Spratt Endicott – Legal work for registering PC Land	£1002.00
S.Cochrane – Cleaning gutters at LPAC	£50.00
Industrial Commercial Engraving – Memorial Plaque	£54.00
Castle Water – Water rates for Walled garden Allotments	£161.94
Moore – External Audit for 2019/2020	£480.00
PE Walsh – Grass cutting on Milton Road Field	£720.00
Green Scythe Ltd – Grass cutting LPPF for September 2020	£463.20
Theresa Goss – Petty Cash Top-Up	£50.00
Lexon GB Limited – Covid-19 Signs	£80.40
Wild Oxfordshire – Annual Subs	£35.00
Adderbury History Association – Annual Grant (original cheque not cashed and now PC bank account is closed)	£200.00
Rascal Horticultural Services – Cemetery and Allotment Maintenance	£265.00
Eco Web Hosting – Email hosting for October 2020	£5.99
Prysebros Ltd – Weed control in Adderbury	£561.60
Derek Latham and Co – Milton Road Pavilion Project	£2400.00
Thomas Fox landscaping – Grass Cutting for September 2020	£1796.46
Brian Coleman – Field Preparations, Fertilising and Spreading	£540.00

- vi) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation, as at 27 October 2020 for the accounts at Unity Trust Bank and the Cambridge Building Society.

Resolved that the bank reconciliation be noted.

- vii) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as at 27 October 2020.

Resolved that the report be noted.

- iii) External Auditor Report 2019/2020 – Prior to the meeting, the notice of the conclusion of the external audit for 2019/2020 had been circulated to the Parish Council. No issues were highlighted by the external auditor, Moore.

Resolved that the report be noted.

- iv) Parish Remuneration Panel 2020/2021 – Members Allowances – The Parish Council considered a report of the Independent Parish Remuneration Panel with recommendations for 2020/2021.

Resolved that:

- 1) the report be noted;
- 2) it be confirmed that basic allowances will not be paid to Councillors; and

ADDERBURY PARISH COUNCIL

- 3) reimbursements for travel and subsistence be paid, upon production of a receipt.

81/20 Correspondence – There were two items of correspondence. The first related to issues a neighbour had highlighted with regard to Lake House and it was agreed that Lake House be contacted by the Clerk about these matters. The second matter was with regard to the continual correspondence which the Parish Council was receiving from a resident with regard to the drainage at the Milton Road site. It was agreed that the Vexatious Complaints Policy be applied to this case and that as a corporate email address was being used to send this correspondence, the company concerned should also be contacted and made aware. **Action TG**

THE LUCY JANE PLACKETT CHARITY

(No items)

82/20 Exclusion of the Public and Press

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 83/20 & 84/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

83/20 Works to Amenities Areas – The Parish Council considered three quotes for maintenance work to amenity areas in the village.

Resolved that:

- 6) the report be noted; and
- 7) the quotes from Rural Works be accepted. **Action TG/DB**

84/20 Registration of Volunteers – The Parish Council considered a quote for the electronic registration of volunteers who assist the Parish Council.

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

(Members of the public were invited back into the meeting at the conclusion of this item)

85/20 Meeting Dates – The Chairman reported that until further notice, Parish Council meetings would continue to be held on Zoom. They would all commence at 7.30pm.

However due to the current situation with the Covid-19 Pandemic, the Chairman also highlighted that these meeting dates are subject to change at short notice and details would be published on the Parish Council web site.

- 24 November 2020
- No meeting in December 2020
- 12 January 2021
- 25 February 2021
- 30 March 2021
- 27 April 2021
- 18 May 2021

86/20 Items for Future Agendas (For Information Only)

- Front Gardens in Bloom
- Possible improvements to access to the canal/ other PRow improvements
- Grass Cutting/Maintenance
- Areas of Responsibility
- Registration of Volunteers

(Meeting closed at 9.50pm)

Chairman – 24 November 2020

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON TUESDAY 24 NOVEMBER 2020 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Ian Bailey, Rod Head, Oliver Ighani, Ann Lyons, Martin Rye, Laura Walker and Stephen Walsh.

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

APOLOGIES: Parish Councillor Sheila August submitted her apologies because she was unable to connect to Zoom, the apologies were accepted and the absence authorised.

Parish Councillor Jamie Cox submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

Parish Councillor Andy Millard submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

Parish Councillor Sue Jelfs submitted her apologies because she was unwell, the apologies were accepted and the absence authorised.

Apologies for absence were also received from District Councillors Mike Bishop and Councillor Andrew McHugh.

87/20 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 94/20 (v) - Works to Footpaths in the Village – Councillors Diane Bratt and Oliver Ighani declared an interest in this item because they lived close to the Longwall footpath.

Resolved that the interests be noted.

88/20 Minutes – Prior to the meeting, the minutes of the meeting held on 27 October 2020 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 27 October 2020 be approved and signed by the Chairman.

89/20 Matters Arising from the Minutes of 27 October 2020

Minute Number 78/20 (ix) Biodiversity Projects – The Chairman advised the Parish Council that following a site meeting, a total of eight bollards were required for St Mary's Road wild flower area. The cost was now £1485.80, plus VAT. The increase in cost was approved. **Acton DB/TG**

Minute Number 78/20 (ii) FOCAL – Councillor Ann Lyons confirmed that new volunteers were still required to enable the Library to re-open. FOCAL had already advertised for volunteers in Contact.

90/20 Chairman's Announcements

- Keys for the bollards in the Lucy Plackett Playing Field – Councillor Martin Rye would pass the keys to Councillor Ian Bailey.
- Budget Working Group – Scheduled to meet on Tuesday 8 December 2020.
- Emergency Planning - Sandbags had been delivered to the Lucy Plackett Playing Field and Dog Close and the village Flood Risk Plan was currently being updated by Councillor Laura Walker.
- Adderbury Speedwatch - More volunteers from the community were required for the scheme.
- Access to the Milton Road field – The community was reminded that there was no public access to the field because contractors were on site and the newly sown field, needed to be protected. Wire fencing had also been cut on neighbouring land however, there was no access in the north east corner because there was no public right of way. Concerns were also raised about people who were taking photographs of the infiltration basin because they could easily slip. Residents were again requested to stay off the land until it was safe and the Parish Council had advised it was open to the public.

ADDERBURY PARISH COUNCIL

91/20 Open Forum – A resident addressed the Parish Council with regard to the revised plans for community centre on Milton Road. The Chairman advised that this item would be discussed later in the meeting.

A resident asked the Parish Council if it had any information regarding the plans for the site opposite Ball Colgrave on Milton Road. The Chairman advised that this matter had been passed to the Enforcement Team at Cherwell District Council to address.

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents and provide details of issues within its minutes, unless they are addressing the Parish Council in an official capacity or they specifically request for their name to be included)

92/20 Reports from County and District Councillors – County Councillor Arash Fatemian advised that the traffic calming consultation had commenced. There were no reports from the District Councillors.

Resolved that the report be noted.

93/20 Planning

xvii) **Planning Applications/Works to Trees** – Prior to the meeting, the details of the planning applications/works to trees 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:

20/02614/F	Stud Farm Stables, East End, Adderbury Demolition of existing single storey ancillary buildings and erection of new single storey, pool building, gym with associated landscape works and construction of one outside pool.
20/02746/F	OS Parcel 3491 North of Adderbury Court, Oxford Road, Adderbury Variation of Conditions 2 (approved plans), 6 (Landscaping Scheme) & 14 (boundary treatments) for plots 19 to 22 on western edge of the site of 16/01459/F
20/02770/F	30A Twyford Road, Twyford, Adderbury Single storey rear extension
20/02898/TCA	Long Wall House, The Green, Adderbury Tree works

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

Resolved that, it be noted that, the Parish Council is considering the following planning applications/works to tree and Tree Preservation Orders:

20/02856/F	Claire House, Twyford Grove, Twyford Erection of porch, side and rear extensions, change existing flat to pitched roof and associated alterations
20/3132/TCA	Green Farmhouse, Green Farm, Adderbury Tree works
20/03219/TCA	Wychwood, Meadow View, Adderbury G1 - Mixed species copse - Sympathetic reduction of the whole copse by up to 3m to manage tree size and increase light levels to the applicant's property.
20/02919/F	St Martins Barn, Chapel Lane, Adderbury Insertion of 14 solar panels to the front roof
20/02963/F	18 Round Close Road, Adderbury

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Single storey and first floor rear extension, loft conversion and associated works
(Revision to 20/01687/F)

- xviii) Planning Results – The results of planning application determined by Cherwell District Council since the last meeting of the Parish Council, had been circulated to all Councillors prior to the meeting.

Resolved that the report be noted.

- iii) Oxfordshire Neighbourhood Plan Alliance (ONPA) – Prior to the meeting, Councillor Oliver Ighani circulated a report to the Parish Council on the ONPA AGM held on 21 November 2020.

Resolved that the report be noted.

94/20 Village Matters

- i) Traffic Calming – Prior to the meeting, the Parish Council had received a report on the progress with the traffic calming project.

Resolved that:

- 1) the report be noted;
- 2) the Parish Council supports the proposal for two new chicanes on Berry Hill Road and Milton Road; **Action TG**
- 3) the Parish Council supports the proposal for double yellow lines on the junction of Banbury Road and The Rise; and **Action TG**
- 4) Mel Zuydam be thanked for volunteering for the 'Adderbury Speedwatch' Scheme'. **Action TG/MR**

- iii) FOCAL – Councillor Ann Lyons reported that FOCAL was continuing to fundraise, but the Library could not re-open because there were not enough volunteers.

Resolved that:

- 1) the report be noted; and
- 2) it be noted that Jackie Head and Parish Councillor Stephen Walsh have both volunteered to work in Adderbury Library. **Action AL**

- iv) The Milton Road Community Project – The Parish Council considered a progress report on the building project and a report from the Working for Adderbury Community (WFAC) Working Group.

Resolved that:

- 1) the annual report from the WFAC Working Group be noted;
- 2) the Chairman and Clerk be authorised to continue the management of the land and the pitch area; **Action DB/TG**
- 3) the Project Management team continues working with the WFAC residents group to progress the building phase of the project; **Action DB/CW/IB**
- 4) the Parish Council to submit a Section 73 Application for variation of condition 2 for the building stage of the project; **Action DB**
- 5) it be noted that the reason for the submission of the Section 73 application is because there is a lack of grant funding available due to the Covid-19 Pandemic;
- 6) the quote from Derek Lathams and Co for architect's work on the Section 73 revision of condition 2 at £3,400 (plus VAT) be approved;
- 7) a statement will be provided by the Parish Council/Project team/WFAC to update the community on the proposed changes; and **Action DB/TG**
- 8) the residents in Henge Close, who have been liaising with the Chairman on the project, be advised of the submission of the Section 73 application. **Action TG/DB**

- v) Working for Adderbury Community (WFAC) Working Group – The Chairman advised that the Terms of Reference for the Working Group would be discussed at a future meeting because the WFAC AGM had only been held on the previous evening.

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Resolved that this item be deferred to a future meeting of the Parish Council. **Action DB/TG**

- vi) Works to Footpaths in the Village – The Parish Council received a progress report with regard to using Section 106 funds for footpaths in the village.

Resolved that:

- 1) the report be noted;
 - 2) the Parish Council supports the County Council's proposal to resurface the steep and muddy part of the Long Wall footpath, to be similar to the paths in the Lakes area;
 - 3) Councillor Oliver Ighani to liaise with Beth Rutterford at Oxfordshire County Council with regard to obtaining quotes for the work to the footpath; **Action OI**
 - 4) it be noted that Oxfordshire County Council may be able to mow the grass verge to the Golf Club once a year, as a number of pedestrians use this; and
 - 5) contact be made with Oxfordshire County Council with regard to ascertaining whether there are any Section 106 funds which could be used for a cycleway from the village to the Business Park on Aynho Road. **Action DB/TG**
- vii) Dog Waste Bin – The Parish Council discussed a request for a new dog waste bin to be located in Manor Road.

Resolved that:

- 1) the report be noted;
 - 2) a sign be erected asking dog walkers to dispose of their dogs' waste responsibly; **Action TG/LW**
 - 3) residents in that area of Manor Road be asked for their feedback with regard to siting a new dog waste bin; and
 - 4) suitable locations for a dog waste bin be investigated. **Action DB/LW**
- viii) Street Lighting – The Parish Council considered a report for street lighting in the village to be switched off/dimmed during the night, from around 12.30am to 5am.

Resolved that this item be discussed at the Adderbury Annual Parish Meeting in April 2021. **Action TG**

- ix) Mini Bus Service to Banbury – The Parish Council discussed a proposal for a mini bus service from the village to Banbury.

Resolved that this item be deferred to a future meeting of the Parish Council to enable more information to be obtained. **Action RH**

95/20 Parish Council Matters

- xviii) Areas of Responsibility – Prior to the meeting, the Parish Council received a report which reviewed the areas of responsibility.

Resolved that:

- 1) the report be noted;
 - 2) the Areas of Responsibility list be published on the Parish Council web site; and **Action TG**
 - 3) Councillors Ann Lyons and Laura Walker be included in the Cemetery Working Group. **Action TG**
- xix) Health and Safety – The Parish Council considered a number of health and safety inspections.

Resolved that:

- The annual play area inspections - Councillor Rod Head to review the inspection for The Rise and Councillor Ann Lyons to review the inspection for the Lucy Plackett Playing Field and report back to the next meeting. **Action RH/AL**

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- The bridge parapet inspection (at the Lucy Plackett Playing Field) - Councillor Sheila August confirmed there had been no changes to the structure.
 - Play area inspection at The Rise – Councillor Rod Head would check the equipment.
 - Play area inspection at the Lucy Plackett Playing Field - Councillor Ann Lyons reported that there were no issues. Councillor Stephen Walsh asked if the brambles could be cut back inside the play area. The Chairman advised that this work had been completed recently but could be looked at again, prior to the nesting season.
 - Adderbury Lakes – The Chairman reported that the path alongside the deerfield had been closed because it was slippery and muddy. Covid19 signs were in place and so too was a one-way system. A structural engineer had completed a report on the dam between the two lakes and the report would be circulated to all Councillors. **Action TG**
- xx) Community Governance Review – The Parish Council considered a draft response to the second stage of the consultation process being held by Cherwell District Council.
- Resolved** that the draft response be approved and submitted to Cherwell District Council. **Action TG**
- xxi) Committee/Working Group Memberships
- Environment Committee – Prior to the meeting, the minutes of the Environment Committee held on 10 November 2020 had been circulated to the Parish Council.

Resolved that the minutes be noted and the recommendations be approved.

96/20 Finance

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

Resolved that the following accounts for payment, be approved:

Payee	Amount
T Goss – Salary for November 2020	£1191.66
T Goss – Expenses November 2020	£59.82
HMRC – Monthly Payment for November 2020	£167.41
Oxfordshire County Council Pension Fund – Monthly Payment for November 2020	£409.97
T Goss – Salary for December 2020	£1191.86
HMRC – Monthly Payment for December 2020	£167.61
Oxfordshire County Council Pension Fund – Monthly Payment for December 2020	£409.97
Theresa Goss – Microsoft 365 Annual Subscription	£59.99
Theresa Goss – Back-up for PC Laptop	£72.00
The Play Inspection Company – Play Area Inspection	£240.00
Design Grow – Maintenance at Adderbury Lakes for October 2020	£69.77
Thomas Fox Landscaping – Grass cutting for October 2020	£883.23
Derek Latham and Co Ltd – Milton Road Project	£2400.00
Green Scythe Ltd – Grass Cutting LPPF for October 2020	£231.60
J Robbins – Maintenance Work at LPPF (1312)	£130.50
J Robbins – Maintenance Work at Allotments (middle wall & roadside wall) (1314)	£360.00
J Robbins – Maintenance Work at Allotments (North wall & gate) (1313)	£234.00
J Robbins – Maintenance Work at Lakes Approach Road (1316)	£292.50
J Robbins – Maintenance Work at LPPF Play Area (1315)	£306.00
J Robbins – Maintenance Work at Adderbury Lakes (1309)	£135.00
J Robbins – Maintenance Work at Rawlins Close (Work not yet complete) (1317)	£202.50
J Robbins – Maintenance Work at Rawlins Close (work not yet complete) (1318)	£346.50
Rascal Horticultural Services – Cemetery and Allotment Maintenance	TBC

- ix) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation, as at 24 November 2020 for the accounts at Unity Trust Bank and the Cambridge Building Society.

ADDERBURY PARISH COUNCIL

Resolved that the bank reconciliation be noted.

- x) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as at 24 November 2020.

Resolved that the report be noted.

- iv) Budget and Precept 2021/2022 – The Parish Council noted that the budget and precept would be considered at the next meeting of the Parish Council and any suggestions for items for inclusion in the budget should be forwarded to the Responsible Financial Officer.

Resolved that the report be noted.

97/20 Correspondence – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY **(One item)**

98/20 Party in the Park 2021 – The Parish Council considered a request for use of the Lucy Plackett Playing Field for Party in the Park on Saturday 19 June 2021

Resolved that the request be approved. **Action TG**

99/20 Exclusion of the Public and Press

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 100/20, 101/20 & 102/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

100/20 Internal Audit 2020/2021 – The Parish Council discussed the appointment of the Internal Auditor for 2020/2021.

Resolved that the quote from Auditing Solutions Ltd be approved and they be appointed as the Internal Auditor for 2020/2021. **Action TG**

101/20 Scribe Accounts – The Parish Council considered a quote from Scribe Accounts to provide the Parish Council with an accounting package.

Resolved that the quote from Scribe Accounts be approved. **Action TG**

102/20 Grass Cutting/Allotment/Cemetery/Milton Road Field/Lucy Plackett Playing Field Maintenance Contracts for 2021/2022 – The Parish Council discussed the maintenance contracts for 2021/2022.

Resolved that:

- 1) the grass cutting contract 2021/2022 for the Milton Road field be discussed at the next meeting; and **Action TG**
- 2) the following maintenance contracts be awarded for 2021/2022:
 - Village & highway areas – Thomas Fox Landscaping Ltd
 - Lucy Plackett Playing Field and Play Area – Green Scythe Ltd
 - Adderbury Lakes – Design Grow
 - Allotment and Cemetery – Rascal Horticultural Services

Action TG

103/20 Registration of Volunteers – The Parish Council considered a quote for the electronic registration of volunteers who assist the Parish Council.

Resolved that the quote from Pixel Concepts be accepted. **Action TG**

(Members of the public were invited back into the meeting at the conclusion of this item)

ADDERBURY PARISH COUNCIL

104/20 Meeting Dates – The Chairman reported that until further notice, Parish Council meetings would continue to be held on Zoom. They would all commence at 7.30pm.

However due to the current situation with the Covid-19 Pandemic, the Chairman also highlighted that these meeting dates are subject to change at short notice and details would be published on the Parish Council web site.

- No meeting in December 2020
- 12 January 2021
- 25 February 2021
- 30 March 2021
- 27 April 2021
- 18 May 2021

105/20 Items for Future Agendas (For Information Only)

- Front Gardens in Bloom
- Mini Bus Service to Banbury
- Shed at Adderbury Lakes
- Play area/equipment maintenance following annual inspections
- Milton Road field grass cutting contract

(Meeting closed at 9.15pm)

Chairman – 12 January 2021

ADDERBURY PARISH COUNCIL

PRESENT: Councillor Diane Bratt (Chairman); Councillors Rod Head, Sue Jelfs, Oliver Ighani, Ann Lyons, Andy Millard, Martin Rye, Laura Walker and Stephen Walsh.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Trish Fennell, Chris Wardley and four members of the public.

APOLOGIES: Parish Councillor Sheila August submitted her apologies because she was unable to connect to Zoom, the apologies were accepted and the absence authorised.

Parish Councillor Jamie Cox submitted his apologies because he was at work, the apologies were accepted and the absence authorised.

Councillor Ian Bailey was not present.

106/20 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 112/20 (i), Planning Applications, 20/03639/F 47 Rochester Way, Twyford – Councillor Diane Bratt declared an interest in this item because the applicant was connected with a family member.

Resolved that the interests be noted.

107/20 Minutes – Prior to the meeting, the minutes of the meeting held on 24 November 2020 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 24 November 2020 be approved and signed by the Chairman.

108/20 Matters Arising from the Minutes of 24 November 2020

Minute Number 102/20, Grass Cutting/Allotment/Cemetery/Milton Road Field/Lucy Plackett Playing Field Maintenance Contracts for 2021/2022 – Councillor Sue Jelfs asked for the grass cutting and maintenance contractors to commence w/c 22 March 2021. **Action TG**

109/20 Chairman's Announcements

- Retirement of John Cleeton, Rascal Horticultural – A letter of thanks would be sent to Mr Cleeton for his long service maintaining the Parish Council's Walled Garden Allotments and Adderbury Cemetery. **Action TG**
- Rural Community Forum – Councillor Rod Head would be attending the Rural Community Forum meetings as the Parish Council's representative.
- Electrical Vehicle Charging Point – These points would be part of Milton Road project and investigations would be made into whether other points could be installed in the village. Government funding was also available for the project. Councillor Martin Rye agreed to progress this matter, in consultation with the Environment Committee and members of the WFAC team. **Action MR**

110/20 Open Forum – A resident addressed the Parish Council with regard to plot 37 in Henge Close and the planning permission which Cherwell District Council had given for Nicholas King Homes to build on the plot. However this appears to be a breach of a planning condition included in the original permission for the overall development. David Peckford at Cherwell District Council was dealing with the matter and would shortly be advising the resident on it further.

A resident addressed the Parish Council with regard to the dog waste bin on Adderbury Fields which needed to be emptied. The Clerk advised that the site was still in the ownership of David Wilson Homes and this matter should be referred to them in the usual way.

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents and provide details of issues within its minutes, unless they are addressing the Parish Council in an official capacity or they specifically request for their name to be included)

111/20 Reports from County and District Councillors – There were no reports from County Councillor Arash Fatemian or the District Councillors.

ADDERBURY PARISH COUNCIL

Resolved that the report be noted.

112/20 Planning

- xix) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees 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:

20/03219/TCA	Ms Wareham Wychwood, Meadow View, Adderbury G1 - Mixed species copse - Sympathetic reduction of the whole copse by up to 3m to manage tree size and increase light levels to the applicant's property.
20/02919/F	Mr John Critchfield St Martins Barn, Chapel Lane, Adderbury Insertion of 14 solar panels to the front roof
20/02856/F	Mr and Mrs S Booth Claire House, Twyford Grove, Twyford Erection of porch, side and rear extensions, change existing flat to pitched roof and associated alterations
20/3132/TCA	Mr C Rose Green Farmhouse, Green Farm, Adderbury Tree works
20/02963/F	Mr & Mrs. Simon and Jemma Parker 18 Round Close Road, Adderbury Single storey and first floor rear extension, loft conversion and associated works (Revision to 20/01687/F)
20/03323/F	Mr Andy Morris Langland, Twyford Gardens, Twyford Two storey side and rear extensions
20/03487/F	Mr Tim Catling St Georges Catholic Church, Round Close Road, Adderbury Erection of timber shed in garden of dwelling under construction (existing unauthorised) (Permitted development rights removed by condition 10 of 19/02181/F)

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

Resolved that, it be noted that, the Parish Council is considering the following planning applications/works to tree and Tree Preservation Orders:

20/03639/F	Mr and Mrs P Gladden 47 Rochester Way, Twyford Addition of box dormers to rear roof slope (to facilitate loft conversion to habitable accommodation) with internal and associated external works
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- xx) Planning Results – The results of planning application determined by Cherwell District Council since the last meeting of the Parish Council, had been circulated to all Councillors prior to the meeting.

Resolved that the report be noted.

113/20 Village Matters

ADDERBURY PARISH COUNCIL

- i) Traffic Calming – Prior to the meeting, the Parish Council had received a report on the progress with the traffic calming project. The consultation period for the chicanes on Milton Road and Berry Hill Road and the double yellow lines at the junction of The Rise and Banbury Road had ended on 18 December 2020 and the proposals were due to be considered by the Cabinet at Oxfordshire County Council on 21 January 2021. It was hoped work would start in March 2021.

Resolved that the report be noted;

- x) FOCAL – Prior to the meeting, Councillor Ann Lyons had circulated a report to the Parish Council on the work of FOCAL. The AGM was being held on 30 January 2021 at 11am on Zoom.

Resolved that the report be noted.

- xi) The Milton Road Community Project – The Parish Council considered a progress report on the building project and a report from the Working for Adderbury Community (WFAC) Working Group
I'm not sure we had an actual report from WFAC.

Resolved that:

- 9) the progress report from the WFAC Working Group be noted;
 - 10) the Chairman and Clerk be authorised to continue the management of the land and the pitch area; **Action DB/TG**
 - 11) the Project Management team continues working with the WFAC residents group to progress the building phase of the project; and **Action DB/CW/IB**
 - 12) the Chairman and Architect be authorised to continue to work on the determination of planning conditions. **Action TG**
- xii) Mini Bus Service to Banbury – Parish Councillor Road Head reported that he had tried to obtain further information on the scheme, from the Company who had initially made contact with the Parish Council, but he had been unsuccessful.

Resolved that this matter be discussed again at a future date, if there is a need in the village.

- xiii) Adderbury Lakes – Prior to the meeting, the Tree Survey carried out at Adderbury Lakes by Tree and Woodland had been circulated to the Parish Council.

Resolved that the report be noted.

- xiv) Flooding Update – Prior to the meeting, Councillor Laura Walker had circulated a report to the Parish Council providing an update on the flooding issues in the village during the heavy rainfall over the Christmas and New Year period.

A resident also advised that a fallen tree over the Sor Brook near the footbridge was restricting the water flow of Sor Brook. In addition, a tree stump was also eroding the bank of the Brook near to the railway embankment.

Resolved that

- 1) the report be noted;
- 2) Councillors to continue to monitor Sor Brook and weather warnings from Gov.uk; **Action LW**
- 3) investigations be made into forming a 'weather warning' team to help the village with flooding, snow, ice and village emergencies; **Action LW**
- 4) correspondence with Paul Mann from the County Council to continue within regard to sandbags and the village Flood Plan, which is currently being updated by Councillor Laura Walker; **Action LW**
- 5) investigations be made into developing a professional relationship with local farmers and landowners to take responsibility for the upkeep and maintenance of their ditches and fields that are affected by flooding; and **Action LW**
- 6) the Chairman to inspect the Sor Brook near the railway embankment to check the water flow and any blockages and also the tree stump eroding the bank. **Action DB**

ADDERBURY PARISH COUNCIL

- xv) Adderbury Walled Garden Allotments – The Parish Council considered a request from the tenant of plot number 1 for a plastic bubble greenhouse.

Resolved that the request be approved, in accordance with the rules outlined in the Conditions of Tenancy for the erection of sheds. **Action TG**

- xvi) Annual Parish Meeting (APM) 2021 – The Chairman advised the Parish Council that the Annual Parish Meeting was being held on Wednesday 14 April 2021.

Resolved that the report be noted.

114/20 Parish Council Matters

- xxii) Clerk's Equipment – Prior to the meeting, the Clerk had circulated a report requesting a new printer.

Resolved that the Clerk be authorised to purchase a new printer. **Action TG**

- xxiii) Health and Safety – The Parish Council considered a number of health and safety inspections.

Resolved that:

- Play area inspection at The Rise – Councillor Rod Head reported that the bridge needed to be repaired, following a complaint by a residents. **Action RH/TG**
- Play area inspection at the Lucy Plackett Playing Field – An issue with the chain links on some of the equipment was highlighted and Councillor Martin Rye agreed to have a look at them. **Action MR**
- Adderbury Lakes – The Chairman thanked Adderbury Lakes Management Committee for all their work, especially Rick Atkinson and Nigel Claxton for all the Covid-19 signs and the one-way system. The Lakes Management Committee also stated that they may need to close the Lakes if path conditions deteriorated or visitors were not able to follow Covid-19 guidance.
- It was noted that repairs had been completed by the County Council to the footbridge over Sor Brook. The footbridge repairs from the Cemetery over Mill Stream would be completed shortly. This was the responsibility of the County Council Highways, who had already made it safe, but had not yet completed a full repair.

- xxiv) Committee/Working Group Memberships – There had not been any meetings of the Committees since the last meeting of the Parish Council. The next meeting of the Environment Committee was scheduled for Tuesday 26 January 2021 at 7.30pm on Zoom.

Resolved that the report be noted.

- xxv) Community Speedwatch – The Chairman made a request for a Councillor to take over the responsibility for the Community Speedwatch Scheme from Councillor Martin Rye.

Resolved that Councillor Stephen Walsh to take responsibility for the Community Speedwatch. **Action MR/SW**

115/20 Finance

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

Resolved that the following accounts for payment, be approved:

Payee	Amount
T Goss – Salary for January 2021	
T Goss – Expenses January 2021	
HMRC – Monthly Payment for January 2021	
Oxfordshire County Council Pension Fund – Monthly Payment for January 2021	
Derek Latham and Co Ltd – Milton Road Project (Inv 9469)	£4080.00
Wellen Ltd – Site visit and advice on Adderbury Lakes Dam	£351.00
Green Scythe Ltd – Grass Cutting Lucy Plackett Playing Field for November 2020	£231.60

ADDERBURY PARISH COUNCIL

Royal British Legion – Poppy Wreath	£50.00
Theresa Goss – Phone and keyboard reimbursement	£11.00

- xii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation, as at 12 January 2021 for the accounts at Unity Trust Bank and the Cambridge Building Society.

Resolved that the bank reconciliation be noted.

- xiii) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as at 12 January 2021.

Resolved that the report be noted.

- iv) Budget and Precept 2021/2022 – The Parish Council considered grant applications and a draft budget for 2021/2022 and also discussed the precept for 2021/2022.

Resolved that:

- 1) the grant applications be approved, as follows:

Adderbury Party in the Park	£200.00
Adderbury Photographic Society	£200.00
Adderbury Bowls Club	£500.00
Adderbury Evergreens	£200.00
Christopher Rawlins Primary School	£500.00
Adderbury & District WI	£300.00
Working for Adderbury Community	£500.00
Adderbury History Association	£200.00
Cherry Tree Centre (formerly Butterfly Meadow Children's Centre)	£500.00
Adderbury Cine Club	£200.00
Adderbury Theatre Workshop	£200.00
Lucy Plackett Activity Centre	£200.00
Total	£3,700.00

- 2) the Budget for 2021/2022 be approved; and
 3) the Precept for 2021/2022 be approved as £49,880.00, which is the same figure as 2020/2021.

Action TG

116/20 Correspondence – Trish Fennell reported that the Feoffees were asking residents to donate spare laptops to children in the village, who did not have the necessary equipment to access on-line learning. It was agreed that a note would be included on the Parish Council's Facebook page and web site. **Action TG**

THE LUCY JANE PLACKETT CHARITY (No items)

117/20 Exclusion of the Public and Press

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 118/20, 119/20, 120/20, 121/20 and 122/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

118/20 Cemetery Gates – The Parish Council considered quotes for maintenance works to the gates at Adderbury Cemetery.

Resolved that the quote from Prosser Carpentry be accepted. **Action TG**

ADDERBURY PARISH COUNCIL

119/20 Allotment & Cemetery Maintenance Contracts for 2021/2022 – The Parish Council discussed the maintenance contracts for 2021/2022. At the previous meeting of the Parish Council, the contracts had been awarded to Rascals Horticultural, however John Cleeton from Rascal Horticultural had since advised the Parish Council that he intended to retire.

Resolved that the Chairman, Clerk and Councillor Andy Millard be given delegated authority to seek further quotes and award the allotment and cemetery contract for 2021/2022. **Action TG**

120/20 Grass Cutting Contract, Milton Road Sports Field 2021-2022 – The Parish Council considered quotes for the grass cutting contract at the Milton Road sports field for 2021-2022.

Resolved that the grass cutting contract for the Milton Road sports field be awarded to Mr P Walsh for 2021/2022. **Action TG**

121/20 Shed for Adderbury Lakes – The Parish Council discussed a request from the Adderbury Lakes Management Committee for a new shed at Adderbury Lakes.

Resolved that the request and expenditure be approved. **Action TG**

122/20 The Milton Road Community Project – The Parish Council considered quotes for the landscaping and ecology reports to enable the discharge of the planning conditions relating to the Milton Road land (Planning permissions 18/00220/F and 19/02796/F).

Resolved that:

- 1) the quote from Landarb Solutions for a landscaping report be approved and the cost be met from Section 106 funds; **Action TG/DB**
- 2) the quote from Turnstone Ecology for the ecology report be approved and the cost be met from Section 106 funds; **Action TG/DB**
- 3) the quote for works to the entrance by Oxfordshire County Council be approved and the cost be met from Section 106 funds; and
- 4) the quote from Tony Hopper for the removal of the trees to allow the works to the entrance to commence be approved and this cost be met from Section 106 funds.

(Members of the public were invited back into the meeting at the conclusion of this item)

123/20 Meeting Dates – The Chairman reported that until further notice, Parish Council meetings would continue to be held on Zoom. They would all commence at 7.30pm.

However due to the current situation with the Covid-19 Pandemic, the Chairman also highlighted that these meeting dates are subject to change at short notice and details would be published on the Parish Council web site.

- 23 February 2021
- 30 March 2021
- 14 April 2021 (Adderbury Annual Parish Meeting)
- 27 April 2021
- 18 May 2021

124/20 Items for Future Agendas (For Information Only)

- Play area/equipment maintenance following annual inspections

(Meeting closed at 9.10pm)

Chairman – 25 February 2021

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON TUESDAY 23 FEBRUARY 2021 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Ian Bailey, Rod Head, Sue Jelfs, Oliver Ighani, Ann Lyons, Martin Rye and Stephen Walsh.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Trish Fennell and eleven members of the public.

APOLOGIES: Parish Councillor Sheila August submitted her apologies because she had another commitment, the apologies were accepted and the absence authorised.

Parish Councillor Jamie Cox submitted his apologies because he was at work, the apologies were accepted and the absence authorised.

Parish Councillor Andy Millard submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

Parish Councillor Laura Walker submitted her apologies because she had another commitment, the apologies were accepted and the absence authorised.

District Councillors Mike Bishop and Andrew McHugh.

125/20 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

126/20 Minutes – Prior to the meeting, the minutes of the meeting held on 12 January 2021 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 12 January 2021 be approved and signed by the Chairman.

127/20 Matters Arising from the Minutes of 12 January 2021 – There were no matters arising.

128/20 Appointment of Vice-Chairman 2020/2021 – The Chairman asked for nominations for the position of Vice-Chairman for 2020/2021.

Resolved that Councillor Oliver Ighani be appointed as Vice-Chairman for 2020/2021.

129/20 Chairman's Announcements

- Thanked Councillors for all their reports on the agenda and all of their work with numerous projects.
- Reminder about social distancing when walking along narrow roads in the village and to avoid stopping outside of people's properties.
- Local Transport and Connectivity Plan Vision Consultation - Councillors were asked to forward comments to the Clerk.

130/20 Open Forum – A resident asked the Parish Council when it would be completing the headstone 'topple test' in Adderbury Cemetery. The Chairman confirmed this was completed annually and would be undertaken shortly.

A resident asked the Parish Council when works to access on the Milton Road field would commence. The Chairman advised that a date had not yet been set but would be part of the OCC Highways work.

A resident raised a number of objections to planning application 21/00343/F at land east of The Leys, Adderbury for the erection of two dwellings. Councillors noted the concerns and this matter was due to be considered later in the meeting.

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Two residents raised a number of objections to planning application 20/03687/F, Plot 37 at land adjacent to 7 Henge Close, Adderbury for the erection of a three-bedroom house, with two parking spaces. Councillors noted the concerns and this matter was due to be considered later in the meeting.

A resident raised the issue of the refusal of Outline planning application 19/00963/OUT at OS Parcel 9100, land north of Berry Hill Road, Adderbury for up to 40 dwellings with associated landscaping, open space and vehicular access off Berry Hill Road. The Chairman advised that this application was not specifically on the agenda, but would be discussed later in the meeting in the section on planning applications.

The Chairman thanked residents for addressing the Parish Council.

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents and provide details of issues within its minutes, unless they are addressing the Parish Council in an official capacity or they specifically request for their name to be included)

131/20 Reports from County and District Councillors – There were no reports from County Councillor Arash Fatemian or the District Councillors.

Resolved that the report be noted.

132/20 Planning

xxi) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees 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:

21/00278/TCA	Manor Lodge, Manor Road, Adderbury Tree works
20/03639/F	47 Rochester Way, Twyford Addition of box dormers to rear roof slope (to facilitate loft conversion to habitable accommodation) with internal and associated external works
20/03633/F	Bo Peep Farm, Aynho Road, Adderbury All weather riding arena

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

Resolved that, it be noted that, the Parish Council is considering the following planning applications/works to tree and Tree Preservation Orders:

21/00087/F	51 Walton Avenue, Twyford, First floor side extension with associated internal and external works
21/00119/LB	Cross Hill House, Cross Hill Road, Adderbury Extensive remedial and conservation work to chimneys, general stonework, roofing and kitchen floor
21/00192/F	Cobb Cottage, 5 Mill Lane, Adderbury Natural ironstone rear extension with natural slate roof incorporating 3no conservation rooflights, internal alterations and removal of timber shed replacement with timber garden studio (revised proposals to previously approved 16/01819/f)
20/03142/F	Lauriston, Twyford Gardens, Twyford, Banbury To demolish, rebuild and insulate existing garage (re-submission of 19/00889/F)

ADDERBURY PARISH COUNCIL

21/00304/CLUE	Land on The North Side of Nell Bridge House, Aynho Road, Adderbury Certificate of Lawfulness of Existing Use for the use of land for storage or distribution (B8 class)
21/00104/F	OS Parcels 3309 and 4319 Adjoining and North Of, Milton Road, Adderbury Variation of Condition 2 (plans) of 19/02796/F - amend the drawing numbers, to reflect the proposed building (reduced in size).
21/00403/TCA	Mayfield House 8 Lake Walk, Adderbury Tree works
21/00441/TCA	Beacon House, Horn Hill Road, Adderbury Tree Works

- xxii) Planning Results – The results of planning application determined by Cherwell District Council since the last meeting of the Parish Council, had been circulated to all Councillors prior to the meeting.

Resolved that the report be noted.

- xxiii) Housing Supplementary Planning Document – The Parish Council considered the consultation documents and the deadline was 26 February 2021.

Resolved that the following comments be submitted to South Northants Council:

The Parish Council notes that Kings Sutton is allocated as a Category 2 village for housing and requests that the Parish Council is consulted (together with Cherwell District Council and Oxfordshire County Council Highways) when there are any proposed housing developments in Kings Sutton.

This is because any developments will impact on Adderbury's infrastructure, particularly the narrow roads and bridges (one of which is grade 2 listed) on the Twyford Road and the junction onto the A4260. Any increased development will further increase the pressure on this infrastructure and the Parish Council will expect to see some mitigation included in any planning applications.

Action TG

- xxiv) 20/03687/F - Plot 37 Land Adjacent to 7 Henge Close Adderbury – The Parish Council considered an application for the erection of a three-bedroom house, with two parking spaces.

Resolved that:

- 1) the Parish Council objects to application 20/03687/F; **Action TG**
- 2) Cherwell District Council be contacted with regard to the status of the play area on this site and receipt of the Section 106 funds; and **Action TG**
- 3) Cherwell District Council also be advised that the current play equipment is not safe. **Action TG**

- xxv) 21/00343/F – Land East of The Leys Adderbury – The Parish Council considered an application for the erection of two dwellings.

Resolved that the Parish Council objects to application 21/00343/F. **Action TG**

- xxvi) Planning application 19/00963/OUT & Appeal APP/C3105/W/20/3255419 – The Parish Council discussed the appeal at OS Parcel 9100, land north of Berry Hill Road, Adderbury for up to 40 dwellings with associated landscaping, open space and vehicular access off Berry Hill Road, which was refused by Cherwell District Council at the outline stage.

Resolved that any further comments from Councillors on this appeal, in addition to the Parish Council's previously submitted comments, be sent to the Clerk and Chairman. **Action ALL**

133/20 Village Matters

- i) Traffic Calming – Prior to the meeting, the Parish Council had received a report on the progress with the traffic calming project and received an update from Councillor Martin Rye on the proposal for electric charging points in the village.

ADDERBURY PARISH COUNCIL

Resolved that the report be noted;

- xvii) FOCAL – Prior to the meeting, Councillor Ann Lyons had circulated a report to the Parish Council on the work of FOCAL.

Resolved that the report be noted.

- xviii) The Milton Road Community Project – The Parish Council considered a progress report on the building project and a report from the Working for Adderbury Community (WFAC) Working Group.

Resolved that:

- 13) the progress report on the building project and the report from the WFAC Working Group be noted;
 - 14) the Chairman and Clerk be authorised to continue the management of the land and the pitch area; **Action DB/TG**
 - 15) the Project Management team continues working with the WFAC residents group to progress the building phase of the project; and **Action DB/CW/IB**
 - 16) the Chairman and Architect be authorised to continue to work on the determination of planning conditions; **Action TG**
 - 17) the Chairman and Architect to continue to work on the determination of planning conditions;
 - 18) costs for the drainage reports (included in confidential section later) be approved to progress the discharge of drainage conditions with Cherwell District Council;
 - 19) the cost of the archaeology reports (included in confidential section later) be approved to progress the discharge of archaeology conditions with Cherwell District Council;
 - 20) the expenditure of approximately £300 on fertiliser (including labour) for the field be approved; and
 - 21) adjoining land owners, Mr & Mrs Callaby be authorised to erect fencing on the north side of the field to assist them with securing their land, subject to details regarding the materials, location, maintenance and ownership. **Action DB**
- xix) Public Access to Milton Road Field, Adderbury – The Parish Council discussed a request for the public to access the Milton Road field.

Resolved that access to the Parish Council Milton Road land by the public, not be permitted.

- xx) Annual Parish Meeting (APM) 2021 – The Chairman advised the Parish Council that the Annual Parish Meeting was being held on Wednesday 14 April 2021 at 730pm on Zoom.

Resolved that the report be noted and details on the format be discussed at the next Parish Council meeting. **Action TG**

- xxi) Traffic Issues Twyford Wharf – The Parish Council discussed the traffic issues around Twyford Wharf, Twyford Road, Adderbury.

Resolved that the report be noted.

- xxii) Snow Wardens – The Parish Council received an update on the work of the Snow Wardens, including approval of the Risk Assessment.

Resolved that:

- 1) the report be noted;
 - 2) the Risk Assessment be approved;
 - 3) Parish Councillor Laura Walker be thanked for all her work and on the Snow Warden Scheme;
 - 4) all volunteer Snow Wardens be thanked for their work; and
 - 5) Parish Councillors Laura Walker and Ann Lyons be thanked for their work helping residents during the floods over the Christmas period.
- xxiii) 'Paint Means Poo' – The Parish Council received an update on the work of the 'Paint Means Poo' project, including approval of the Risk Assessment.

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Resolved that:

- 1) the report be noted;
- 2) the risk assessment be approved; and
- 3) Councillor Ian Bailey be thanked for all his work on the project.

134/20 Parish Council Matters

- i) Community Governance Review – The Chairman reported that on 22 February 2021, Cherwell District Council had supported the recommendations from the Community Governance Review Working Group and agreed that the Parish Council would not be split and the village divided, there would be no separate parish ward for West Adderbury and the number of Councillors would not be increased.

Resolved that:

- 1) the report be noted;
 - 2) a statement on the result of the Community Governance review be published; **Action TG/DB**
 - 3) it be noted that the cost of the Community Governance Review was £1667.63, paid for through public funds; and
 - 4) a statement on the workings of the Parish Council be published. **Action AL**
- ii) Councillor to Monitor Financial Matters – The Parish Council discussed appointing a Councillor to monitor the Parish Council's financial matters, in conjunction with the Clerk and Responsible Financial Officer.

Resolved that Councillor Ian Bailey be appointed to the role of monitoring Parish Council financial matters. **Action IB/TG**

- iii) Committee Minutes and Recommendations

- Environment Committee – Prior to the meeting, the minutes of the Environment Committee held on 26 January 2021 had been circulated to the Parish Council.

Resolved that:

- 1) the minutes be noted;
 - 2) the recommendations be approved; and
 - 3) delegated authority be given to Parish Councillors Diane Bratt and Martin Rye and the Clerk in consultation with Jonathan White and Mike Wasley to make any urgent decisions relating to the traffic calming project.
- Staffing Committee – There had been no meeting since the last meeting of the Parish Council. The next meeting was scheduled for Thursday 18 March 2021.
- iv) Parish Council Training Policy – The Parish Council discussed a Parish Council training policy

Resolved that the training policy be approved.

- v) Health and Safety – The Parish Council considered a number of health and safety inspections.

Resolved that, it be noted that:

- Play area inspection at The Rise – Councillor Rod Head reported that there were three issues at The Rise and he was progressing these with the Clerk.
- Play area inspection at the Lucy Plackett Playing Field – Councillor Ann Lyons reported that there was an issue with the surfacing and this was being addressed with the Clerk. Councillor Stephen Walsh reported that he had concerns about the brambles in play area. The Chairman agreed to discuss this with the contractor who had recently completed work in the play area. **Action TG**

ADDERBURY PARISH COUNCIL

- Adderbury Lakes – The Chairman reported that the Lakes had been re-opened, but mid-week only. More work was needed on the footpaths due to the high number of visitors and the footpath next to deer field was not yet open.

- vi) Parish Council Leaflet/Newsletter – The Parish Council discussed a proposal for introducing a Parish Council leaflet/newsletter.

Resolved that Parish Councillors Jamie Cox, Laura Walker and Stephen Walsh to progress the proposal for a newsletter/leaflet and Councillors should send items for inclusion. **Action JC/LW/SW plus all.**

- vii) Parish Council Noticeboards – The Parish Council considered a quote for maintenance works to the Parish Council noticeboards.

Resolved that the quote from Paul Lester for £625.00 be approved. **Action TG**

- viii) Adderbury Parish Council and Other Bodies – The Chairman reported that the proposal for a policy relating to Parish Council engagement with other bodies required further work.

Resolved that this item be deferred to a future meeting. **Action TG**

135/20 Finance

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

Resolved that the following accounts for payment, be approved:

Auditing Solutions Ltd – Interim Internal Audit 2020/2021	£270.00
Tree & Woodland Ltd – Tree Mapping at Adderbury Lakes	£2160.00
Pixel Concepts – Web site and volunteer registration system	£579.60
Mr M Rye – Sentinel Camera cable	£24.00
Theresa Goss – Salary and expenses for February 2021	
Oxfordshire County Council – Clerks Pension for February 2021	
HMRC – Payment for February 2021	
Mr R Atkinson – Shed at Adderbury Lakes	£987.00
Mr R Atkinson – Equipment for Adderbury Lakes	£74.64
Information Commissioner – Data Registration fee	£40.00
Theresa Goss – Petty cash top-up	£50.00
Viking – Stationery order	£103.71
Graham Kite – Base for shed at Adderbury Lakes	£500.00

- xv) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation, as at 23 February 2021 for the accounts at Unity Trust Bank and the Cambridge Building Society.

Resolved that the bank reconciliation be noted.

- xvi) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as at 23 February 2021.

Resolved that the report be noted.

- iv) Cherwell District Council's Covid-19 'Containing Outbreak Management Fund' – The Parish Council discussed how this grant funding could be accessed by organisations in the village

Resolved that suggestions be forwarded to Councillor Stephen Walsh by 9 March 2021. **Action ALL**

136/20 Correspondence – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY (No items)

137/20 Exclusion of the Public and Press

ADDERBURY PARISH COUNCIL

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 138/20, 139/20, 140/20 and 141/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

138/20 Allotment & Cemetery Maintenance Contracts for 2021/2022 – The Parish Council was advised that the contract had been awarded to Fourth Corner Ltd.

Resolved that the report be noted and the appointment of Fourth Corner Ltd be approved.

139/20 Planning Applications 18/00220/F and 19/02796/F- Discharge of Conditions – The Parish Council considered a number of quotes for works to discharge conditions on these planning permissions.

Resolved that:

- 1) the quote from Rida Reports Ltd for drainage Conditions 9 and 10 (application 19/02796/F) and Condition 3 and 9 (application 18/00220/F) be approved; and **Action TG/DB**
- 2) the quote from Cotswold Archaeology for the Archaeology Conditions 12 and 13 (application 19/02796/F) be approved. **Action TG/DB**

140/20 Works to Walls – The Parish Council considered quotes for works to a number of walls in the village.

Resolved that the quotes from Graham Kite for works to the walled seat at Adderbury Lakes, the Walled Garden Allotments and Adderbury Cemetery be accepted. **Action TG**

141/20 Adderbury Lakes, Tomography Report – The Parish Council considered a quote for a tomography report for a tree at Adderbury Lakes.

Resolved that the quote from Tree & Woodland be approved. **Action DB/TG**

(Members of the public were invited back into the meeting at the conclusion of this item)

142/20 Meeting Dates – The Chairman reported that until further notice, Parish Council meetings would continue to be held on Zoom. They would all commence at 7.30pm.

However due to the current situation with the Covid-19 Pandemic, the Chairman also highlighted that these meeting dates are subject to change at short notice and details would be published on the Parish Council web site.

- 30 March 2021
- 14 April 2021 (Adderbury Annual Parish Meeting)
- 27 April 2021
- 18 May 2021

143/20 Items for Future Agendas (For Information Only)

- Removal of brambles in the Lucy Plackett Play Area
- Annual Parish Meeting – 14 April 2021

(Meeting closed at 9.55pm)

Chairman – 30 March 2021

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON TUESDAY 30 MARCH 2021 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Ian Bailey, Jamie Cox, Rod Head, Sue Jelfs, Oliver Ighani, Ann Lyons, Andy Millard, Martin Rye, Laura Walker and Stephen Walsh.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), District Councillors Mike Bishop, Trish Fennell and nine members of the public.

APOLOGIES: Parish Councillor Sheila August submitted her apologies because she had another commitment, the apologies were accepted and the absence authorised.

District Councillor Andrew McHugh.

144/20 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

145/20 Minutes – Prior to the meeting, the minutes of the meeting held on 23 February 2021 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 23 February 2021 be approved and signed by the Chairman.

146/20 Matters Arising from the Minutes of 23 February 2021 – There were no matters arising.

147/20 Chairman's Announcements

- Virtual Meetings – Parish Council wished to continue meeting on Zoom after 7 May 2021. The Clerk would investigate this further. **Action TG**
- Covid-19 'Containing Outbreak Management Fund' – Grant applications had been submitted to Cherwell District Council requesting funds for Christopher Rawlins Primary School and Adderbury Library.
- Sydenham Close Amenity Area – The Chairman had met with the owner (Persimmon) and Cherwell District Council Officers to agree reinstatement of parts of the amenity area which were recently damaged by contractors checking drainage, on behalf of Persimmons.

148/20 Open Forum – A resident addressed the Parish Council with regard to a structure which had been erected in the garden of Lake House in Lake Walk. A meeting had been arranged with the owners, The Orders of St John Care Trust. The Clerk and Chairman were thanked for their support with this issue and the Chairman would be attending the meeting. **Action DB**

A resident addressed the Parish Council with regard to walls which had recently collapsed in the village. The Clerk would obtain further details from Cherwell District Council with regard to the partially collapsed wall on Horn Hill Road. **Action TG**

A resident addressed the Parish Council with regard to the erection of two chicanes on Milton Road and Berry Hill Road, which was part of the Parish Council's Traffic Calming project. This matter had been discussed in detail at the Environment Committee the previous week, which the resident had also attended. The Chairman advised that this matter would also be discussed later in the meeting.

A resident addressed the Parish Council, repeating questions he had asked previously about the drainage on the Milton Road site and answers to these had already been provided.

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents and provide details of issues within its minutes, unless they are addressing the Parish Council in an official capacity or they specifically request for their name to be included)

149/20 Reports from County and District Councillors – There were no reports from County Councillor Arash Fatemian or the District Councillors.

ADDERBURY PARISH COUNCIL

Resolved that the report be noted.

150/20 Planning

xxvii) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees 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:

21/00403/TCA	Mayfield House 8 Lake Walk, Adderbury Tree works
21/00087/F	51 Walton Avenue, Twyford, First floor side extension with associated internal and external works
21/00119/LB	Cross Hill House, Cross Hill Road, Adderbury Extensive remedial and conservation work to chimneys, general stonework, roofing and kitchen floor
21/00192/F	Cobb Cottage, 5 Mill Lane, Adderbury Natural ironstone rear extension with natural slate roof incorporating 3no conservation rooflights, internal alterations and removal of timber shed replacement with timber garden studio (revised proposals to previously approved 16/01819/f)
20/03142/F	Lauriston, Twyford Gardens, Twyford, Banbury To demolish, rebuild and insulate existing garage (re-submission of 19/00889/F)
21/00304/CLUE	Land On The North Side Of Nell Bridge House, Aynho Road, Adderbury Certificate of Lawfulness of Existing Use for the use of land for storage or distribution (B8 class)
21/00143/F	Old Marks, East End, Adderbury Single storey rear kitchen / utility extension
21/00087/F	51 Walton Avenue, Twyford First floor side extension with associated internal and external works
21/00468/TCA	Lake House, Lake Walk, Adderbury Tree Works
21/00564/TCA	Reynard House, Manor Road, Adderbury Tree works
21/00044/F	Wharf Barn, Twyford Road, Twyford, Adderbury New doorway and balcony to the side, replacement single storey porch and dormers to rear
21/00422/F	8 Margaret Road, Twyford Addition of dormer windows to front roof slope, box dormer to rear roof slope to facilitate use of roof space as habitable accommodation, single storey rear extension and extension to detached garage, with internal and associated external works
21/00441/TCA	Beacon House, Horn Hill Road, Adderbury Tree Works
21/00583/TCA	The Old Mill House, Mill Lane, Adderbury Tree Works

ADDERBURY PARISH COUNCIL

- 21/00527/F & 21/00528/LB Moorey Cottage, High Street, Adderbury
Replace defective windows on front elevation of cottage
- 21/00426/F Park Farm House, Oxford Road, Adderbury
Retrospective - change of use from agricultural land to residential use - for garden to serve Park Farm House

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:

- 21/00104/F OS Parcels 3309 and 4319 Adjoining and North of, Milton Road, Adderbury
Variation of Condition 2 (plans) of 19/02796/F - amend the drawing numbers, to reflect the proposed building (reduced in size).

Resolved that, it be noted that the Parish Council was considering the following planning applications/works to trees:

- 21/00630/F & 21/00631/LB Westway House, Horn Hill Road, Adderbury
Low single-storey outbuilding and swimming pool forming part of the residential dwelling within a new walled garden
- 21/00798/TCA 11 Meadow View, Adderbury
Tree works
- 21/00640/F 10 Twyford Gardens, Twyford,
Demolish existing side elevation single storey and build new two storey side extension
- 21/00765/F 25 Kemps Road, Twyford, Banbury
Single storey front extension to form porch
- 21/00747/LB Replacement of existing glazing
The Grange Manor, High Street, Adderbury

- xxviii) Planning Results – The results of planning application determined by Cherwell District Council since the last meeting of the Parish Council, had been circulated to all Councillors prior to the meeting.

Resolved that the report be noted.

- xxix) Local Transport and Connectivity Plan Vision Consultation – The Chairman reported that comments on this consultation had been submitted to the County Council.

Resolved that the report be noted.

151/20 Village Matters

- ii) Traffic Calming – Prior to the meeting, the Parish Council had received a report on the progress with the traffic calming project. The installation of the chicanes had been delayed until June 2021 because the County Councils contractor had advised that a road closure was required and this could not be implemented until June 2021. The closure of the western arm of the junction at Horn Hill Road/Milton Road would also start at the same time.

Resolved that the report be noted;

- xxiv) FOCAL – Councillor Ann Lyons provided a verbal update on the work of FOCAL.

Resolved that the report be noted.

- xxv) The Milton Road Community Project – The Parish Council considered a progress report on the building project and a report from the Working for Adderbury Community (WFAC) Working Group.

ADDERBURY PARISH COUNCIL

Resolved that:

- 22) the progress report on the building project and the report from the WFAC Working Group be noted;
 - 23) it be noted that the Adderbury Community Day will be held on 18 September 2021 and the Autumn Ball will be held on 20 November 2021;
 - 24) the Chairman and Clerk be authorised to continue the management of the land and the pitch area, including other requirements, such as fertiliser; **Action DB/TG**
 - 25) the Project Management team continues working with the WFAC residents group to progress the building phase of the project; and **Action DB/CW/IB**
 - 26) the Chairman and Architect be authorised to continue to work on the determination of planning conditions. **Action TG/DB**
- xxvi) Annual Parish Meeting (APM) 2021 – The Chairman advised the Parish Council that the Annual Parish Meeting was being held on Wednesday 14 April 2021 at 730pm on Zoom.

Resolved that the report be noted. **Action TG**

- xxvii) Community Engagement – The Parish Council discussed community engagement and distributing information to the village.

Resolved that the Councillors Jamie Cox, Laura Walker and Stephen Walsh to continue to progress a Parish Council newsletter. **Action JC/LW/SW**

- xxviii) Defibrillator Maintenance – The Parish Council considered a quote for the necessary items for maintenance of the defibrillator located outside of The Bell PH.

Resolved that the quote be accepted. **Action TG**

- vii) Parking in The Rise – The Parish Council discussed the continuing issues with vehicles being parked on the grass in The Rise.

Resolved that:

- 1) residents be contacted again and asked not to park on the grass in The Rise; **Action TG**
- 2) if writing to residents is not successful, 'No Parking' signs be erected; and
- 3) Parish Councillors Ian Bailey, Sue Jelfs and Oliver Ighani to discuss other options to address the issue. **Action IB/SJ/OI**

152/20 Parish Council Matters

- ix) Parish Council Elections 2021 – The Chairman reminded the Parish Council that elections were being held on 6 May 2021 and nomination papers must be submitted to Cherwell District Council by 8 April 2021.

Resolved that the report be noted.

- x) Committee Minutes and Recommendations

- Environment Committee – Prior to the meeting, the minutes of the Environment Committee held on 23 March 2021 had been circulated to the Parish Council.

Resolved that:

- 1) the minutes be noted and the recommendations be approved; and
 - 2) Councillor Stephen Walsh be appointed to the Environment Committee. **Action TG**
- Staffing Committee – Prior to the meeting, the minutes of the Staffing Committee held on 18 March 2021 had been circulated to the Parish Council.

Resolved that the minutes be noted and the recommendations be approved.

ADDERBURY PARISH COUNCIL

- iii) Parish Council Training Policy – Prior to the meeting, a draft training policy had been circulated to the Parish Council.

Resolved that the training policy be approved. **Action TG**

- xxx) Health and Safety – The Parish Council considered a number of health and safety inspections.

Resolved that, it be noted that:

- Play area inspection at The Rise – Councillor Rod Head reported that the bridge still needed to be repaired, as well as the gapping in the safety surfacing.
 - Play area inspection at the Lucy Plackett Playing Field – Councillor Ann Lyons reported that the gapping in the safety surfacing needed to be addressed.
 - Adderbury Lakes – The Chairman reported that there were no issues at the Lakes. It was still closed at weekends.
- v) Adderbury Cemetery – The Parish Council considered a report regarding Exclusive Burial Rights with a recommendation that they only be purchased by one individual.

Resolved that:

- 1) the Parish Council's Burial Policy be amended to only permit one person to purchase Exclusive Burial Rights; and **Action TG**
- 2) it be noted that the topple test has been completed.

152/20 Finance

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

Resolved that the following accounts for payment, be approved:

Association of Local Councils – Annual Subscription	£642.05
Landarb Land Solutions – Landscape Management Plan for Milton Road	£720.00
Turnstone Ecology – Ecology work to discharge planning conditions at Milton Road	£360.00
Oxfordshire Playing Fields Association – Annual Subscriptions	£53.00
Theresa Goss – Salary and expenses for March 2021	
Oxfordshire County Council – Clerks Pension for March 2021	
HMRC Payment for March 2021	
Josh Robbins – Works to land in Rawlins Close	£243.00
Oxfordshire Neighbourhood Plan Alliance – Annual Subscription	£50.00
Cherwell District Council – Business Rates for Adderbury Cemetery	£312.41
Wild Oxfordshire – Annual Subscriptions	£35.00
Rascal Horticultural Services – Winter tidy up and Cemetery Hedge	£370.00
Cherwell Business Services Ltd – Payroll services for 2021/2022	£276.71
Graham Kite – Works to Walls in Adderbury Cemetery	£1170.00
Paul Lester – Works to Noticeboards	£625.00
Rascal Horticultural Services – Allotment and Cemetery Maintenance	£370.00

- xviii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation, as at 30 March 2021 for the accounts at Unity Trust Bank and the Cambridge Building Society.

Resolved that the bank reconciliation be noted.

- xix) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as at 30 March 2021.

Resolved that the report be noted.

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- xx) Internal Audit 2020/2021 Interim Report – The Parish Council considered the interim report for 2020/2021 from the Internal Auditor.

Resolved that the report and recommendations be noted.

- xxi) Members' Allowances 2021/2022 – Prior to the meeting, the Parish Council had received a copy of the report of the Independent Parish Remuneration Panel.

Resolved that:

- 1) no allowances be paid to Councillors for 2021/2022; and
- 2) only travel and subsistence be reimbursed, on the production of a receipts.

153/20 Correspondence – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY

(One item)

154/20 Lucy Plckett Play Area – The Parish Council discussed the removal of brambles in the play area in the Lucy Plckett Playing Field.

Resolved that the brambles in the play area cut back, but not removed and quotes be sought for this work.
Action DB

155/20 Exclusion of the Public and Press

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 156/20, 157/20, 158/20 & 159/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

156/20 Quotes for Works at Adderbury Cemetery – The Chairman asked that this item be deferred to the next meeting of the Parish Council.

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

157/20 Rabbit Fencing at Milton Road Sports Field – The Parish Council considered quote for rabbit netting to be located on the Milton Road sports field.

Resolved that the quote from Nicholsons be accepted. **Action TG/DB**

158/20 Play Equipment at The Rise – The Parish Council considered a quote from HAGS for a replacement bridge in the play area at The Rise.

Resolved that:

- 1) the quote from HAGS be approved; and **Action TG**
- 2) HAGS be asked to provide a quote to addressing the gapping in the safety surfacing at The Rise and the Lucy Plckett Play Areas. **Action TG**

159/20 Works to Walls – The Parish Council considered quotes for repair works to a wall in Adderbury Cemetery

Resolved that the quotes from Graham Kite be approved. **Action TG**

(Members of the public were invited back into the meeting at the conclusion of this item)

160/20 Meeting Dates – The Chairman reported that until further notice, Parish Council meetings would continue to be held on Zoom. They would all commence at 7.30pm.

However due to the current situation with the Covid-19 Pandemic, the Chairman also highlighted that these meeting dates are subject to change at short notice and details would be published on the Parish Council web site.

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- 14 April 2021 (Adderbury Annual Parish Meeting)
- 27 April 2021
- 18 May 2021

161/20 Items for Future Agendas (For Information Only)

- Quotes for Works at Adderbury Cemetery
- Brambles in the Lucy Plackett Play Area
- Virtual Meetings After 7 May 2021

(Meeting closed at 9.20pm)

Chairman – 27 April 2021

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON TUESDAY 27 APRIL 2021 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Ian Bailey, Rod Head, Sue Jelfs, Oliver Ighani, Ann Lyons, Andy Millard, Martin Rye and Laura Walker.

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

APOLOGIES: Parish Councillor Sheila August submitted her apologies because she had another commitment, the apologies were accepted and the absence authorised.

Parish Councillor Jamie Cox submitted his apologies because he was at work, the apologies were accepted and the absence authorised.

Parish Councillor Stephen Walsh submitted his apologies because he had another appointment, the apologies were accepted and the absence authorised.

162/20 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

163/20 Minutes – Prior to the meeting, the minutes of the meeting held on 30 March 2021 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 30 March 2021 be approved and signed by the Chairman.

164/20 Matters Arising from the Minutes of 30 March 2021 – There were no matters arising.

165/20 Chairman's Announcements

- Elections – The Parish Council Elections on 6 May 2021 were an uncontested election and nine Councillors would form the new Parish Council and come into office on 10 May 2021.

The Chairman thanked those Councillors who were standing down for all their work, in particular Councillor Martin Rye for all his efforts and hard work on the Parish Council, for over 14 years. The Adderbury community had benefitted significantly, especially from his work on the recent traffic calming project.

- Lake House, Lake Walk, Adderbury – A meeting had been held with The Orders of St John Care Trust and another meeting was scheduled for 5 May 2021. The Chairman would be attending the meeting.
- 19/00963/OUT – The appeal hearing had been postponed by the Planning Inspectorate regarding an application for 40 houses on Berry Hill Road, Adderbury (OS Parcel 9100 Adjoining and East of last house adjoining and North, Adderbury).
- Plot 37, Henge Close, Adderbury – The application for one dwelling, had been approved by Cherwell District Council.
- Sydenham Close Amenity Area – There had been a meeting with the owners, Persimmon Homes and work to rectify the damage caused by the contractors, as well as work to bring the area up to an adoptable state, would be completed. A further meeting was being held on 5 May which the Chairman would attend.
- Footbridge – Repairs to the footbridge in the Lucy Plackett Playing Field would be undertaken by the County Council later in the year, however following some recent vandalism, maintenance would be completed shortly to ensure it was safe.
- Horn Hill Road Well – Repairs had been completed following the vandalism to the well and quotes for further work to the well would be considered later in the meeting.

ADDERBURY PARISH COUNCIL

- Cemetery Gates – These were being removed from 7 to 14 May 2021 for maintenance works.
- Litter Pick – The annual litter pick would be held on 5 June 2021 and the WI would be organising the event.
- Horn Hill Road Footpath from Manor Road to Adderbury Cemetery – This had been reported to Oxfordshire County Council Highways with a request to widen the footpath and repair the uneven surface.

166/20 Open Forum – A resident addressed the Parish Council with regard to litter picking which had been undertaken in the village.

A resident addressed the Parish Council with a request that traffic not be permitted through the centre of the village. The Chairman advised that this request would be forwarded to the Environment Committee to consider. The resident also asked why there was no outside war memorial in Adderbury.

A resident repeated questions which had previously been answered at Parish Council meetings, with regard to the drainage at the Milton Road site.

A resident congratulated the new village handyman on the good job he had done on the maintenance of the noticeboard by the oak tree.

A resident made a request that Councillors included their full name on the screen during Zoom meetings.

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents and provide details of issues within its minutes, unless they are addressing the Parish Council in an official capacity or they specifically request for their name to be included)

167/20 Reports from County and District Councillors – There were no reports from County Councillor Arash Fatemian or the District Councillors.

Resolved that the report be noted.

168/20 Planning

xxxi) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees 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:

21/00798/TCA	11 Meadow View, Adderbury Tree works
21/00640/F	10 Twyford Gardens, Twyford, Demolish existing side elevation single storey and build new two storey side extension
21/00765/F	25 Kemps Road, Twyford, Banbury Single storey front extension to form porch
21/00747/LB	Replacement of existing glazing The Grange Manor, High Street, Adderbury
21/00770/TCA	Gable House, 13 Dog Close, Adderbury Tree works

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:

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21/00630/F & 21/00631/LB Westway House, Horn Hill Road, Adderbury
Low single-storey outbuilding and swimming pool forming part of the residential dwelling within a new walled garden

Resolved that, it be noted that the Parish Council was considering the following planning applications/works to trees:

- | | |
|--------------|---|
| 21/00932/F | Christmas House, Aynho Road, Adderbury
Demolition of existing single-storey kitchen and erection of new single storey extension |
| 21/00765/F | 25 Kemps Road, Twyford, Banbury
Single storey front extension to form porch |
| 21/01082/F | Stud Farm Stables, East End, Adderbury
Variation of condition 2 (plans) of 20/02614/F - various c=variations including: Green sedum roof omitted - Glazing and glass roof to east corridor replaced to match existing - Size of proposed pool increased and landscape subsequently amended to suit - Pergola structure added to pool terrace - Ground floor layout revised, width of extension reduced and glazing amended to suit - Rear access door added and porch revised - Height of sliding doors in pool room reduced in height - Layout of oak laminated structural elements on pool terrace amended |
| 21/01114/F | Wychwood, Meadow View, Adderbury
New detached garage building within site curtilage and removal of low value trees, installation of new rooflights to house in conjunction with part loft conversion to habitable accommodation, external wall resurfacing works to house, replacement gutters and downpipes to house |
| 21/0114/TCA | The Old Vicarage, Church Lane, Adderbury
Tree Works |
| 21/01288/TCA | Ivydene, Horn Hill Road, Adderbury
Tree Works |
| 21/01229/TCA | Stags Leap, Sir Georges Lane, Adderbury
Tree Works |
| 21/01115/TCA | The Cedars, The Green, Adderbury
Tree Works |
| 21/01179/F | 2 St Marys Road, Adderbury
Erection of porch. Enlargement of roof to form front gable to facilitate loft conversion to create 2 bedrooms and family bathroom. Addition of pitched roof to existing garage. Internal alterations to enlarge kitchen. |

xxxii) Planning Results – The results of planning application determined by Cherwell District Council since the last meeting of the Parish Council, had been circulated to all Councillors prior to the meeting.

Resolved that the report be noted.

169/20 Village Matters

- iii) Traffic Calming – Councillor Martin Rye reported that there had not been a meeting of the Committee since the last meeting of the Parish Council. The works were due to start on the chicanes on 28 June 2021 through to 30 July 2021 and there would be road closure in place during these dates.

Councillor Rye also reported that drainage works on Oxford Road were due to commence soon.

Resolved that the report be noted.

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- xxix) FOCAL – Councillor Ann Lyons provided a verbal update on the work of FOCAL. The Committee was grateful for the Covid-19 grant funding which the Parish Council applied for on their behalf. The Library was now open on restricted hours and FOCAL was working with FOSMA on a fundraising book sale to coincide with the Community Day being held 18 September 2021.

Resolved that the report be noted.

- xxx) The Milton Road Community Project – The Parish Council considered a progress report on the building project and a report from the Working for Adderbury Community (WFAC) Working Group.

Resolved that:

- 27) the progress report on the building project and the report from the WFAC Working Group be noted;
 - 28) the Chairman and Clerk be authorised to continue the management of the land and the pitch area, including other requirements, such as fertiliser; **Action DB/TG**
 - 29) the Project Management team continues working with the WFAC residents group to progress the building phase of the project; and **Action DB/CW/IB**
 - 30) the Chairman and Architect be authorised to continue to work on the determination of planning conditions. **Action TG/DB**
- xiv) Dog Waste Bin – The Parish Council discussed a request for a new dog waste bin on Oxford Road. There was a discussion about possible locations and it was agreed further investigation was required.

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

- xxxi) New Bench – The Parish Council considered a report with regard to an offer by a resident to purchase a new bench in the village.

Resolved that:

- 1) the purchase of a new bench by a resident be agreed in principle;
 - 2) further discussion be held with the resident with regard to exact location; and **Action TG/DB**
 - 3) a survey of all of the village benches be discussed at the next meeting. **Action TG**
- xxxii) Community Engagement Newsletter – Councillor Laura Walker reported that there was not an update on the newsletter and it would be progressed once the new Parish Council had been formed.

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

170/20 Parish Council Matters

- i) Walled Garden Allotments – The Chairman reported that a plot at the Walled Garden Allotments was not being kept in a good condition, as stated in the Conditions of Tenancy. The tenant had been asked to bring the plot up to an acceptable state, however this had not yet been actioned.

Resolved that plot 17A at the Walled Garden Allotments be brought up to a satisfactory condition by 27 May 2021. If this is not achieved by the tenant, then one months' notice of the termination of the tenancy be served. **Action TG/DB**

- iv) Committee Minutes and Recommendations – The Chairman reported that there had not been any meetings of the Environment Committee or the Staffing Committee since the last meeting of the Parish Council.

Resolved that the report be noted.

- xxxiii) Health and Safety – The Parish Council considered a number of health and safety inspections.

Resolved that, it be noted that:

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- Play area inspection at The Rise – Councillor Rod Head reported that the bridge repair had not yet been completed and the quote for the maintenance of the safety surfacing had not yet been received. The Clerk agreed to contact HAGS for an update. **Action TG**
- Play area inspection at the Lucy Plackett Playing Field – Councillor Ann Lyons reported that there were no issues. However, as with The Rise, the Parish Council was waiting for a quote for the maintenance of the safety surfacing.
- Adderbury Lakes – The Chairman reported that there were no issues at the Lakes. There had been a tomograph inspection inside the large Oriental Plane tree because it was partially hollow in the trunk. The crown had previously been reduced and the inspection had shown that there was no increased decay of the trunk and reducing the crown had helped. The tree would continue to be monitored and another tomograph inspection would be carried out in a few years. The Lakes were now fully open, except the deer park walk because this was still very muddy, however it would be opened soon.

xxxiv) Parish Council Meetings Post 7 May 2021 – Prior to the meeting, the Parish Council received a report regarding the continuation of virtual meetings after 7 May 2021, when the emergency legislation allowing virtual meetings came to an end.

Resolved that in response to the Covid-19 situation, Adderbury Parish Council believes it is not safe to hold a physical Parish Council meeting.

The Parish Council agrees to grant the Clerk and Responsible Financial Officer, delegated authority to make decisions on behalf of the Parish Council, where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline.

The delegation does not extend to matters expressly reserved to the Parish Council in legislation or in its Standing Orders or Financial Regulations.

Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first physical meeting of the Parish Council, or upon changes to Government legislation, whichever is the soonest'.

171/20 Finance

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

Resolved that:

1) the following accounts for payment, be approved:

Thomas Fox Landscaping Ltd – Grass Cutting in March 2021	£896.47
Auditing Solutions – Final Internal Audit Report	£90.00
Tree & Woodland Company – Tree work at Adderbury Lakes	£480.00
Cherwell District Council – Emptying Dog Waste Bins for Winter Period	£769.82
Theresa Goss – Salary and expenses for April 2021	
Oxfordshire County Council – Clerks Pension for April 2021	
HMRC Payment for April 2021	
Green Scythe Ltd – Grass Cutting at Lucy Plackett Playing Field in March 2021	£238.20
4 th Corner Ltd – Allotment Maintenance	£123.42
4 th Corner Ltd – Cemetery Maintenance	£515.65
S.Cochrane – Gutter Cleaning at Lucy Plackett Activity Centre	£50.00
PE Walsh – Grass Cutting on Milton Road playing field	£190.00
PR Lester – Emergency Works to vandalised well on Horn Hill Road	£45.00
PR Lester – Noticeboard Maintenance	£180.00
Castle Water – Water rates for Walled Garden Allotments	£164.30
Graham Kite – Moving Seat at Adderbury Lakes	£140.00
Graham Kite – Repairs to stone seat at Adderbury Lakes	£300.00
Graham Kite – Repairs to wall at Adderbury Lakes	£215.00
Graham Kite - Repairs to wall at Walled Garden Allotments	£670.00

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OALC – Training Course (Councillor Oliver Ighani) Roles and Responsibilities	£120.00
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- 2) it be noted that, Councillor Ian Bailey had reviewed all the invoices, the relevant bank statements and the bank reconciliation, up to 27 April 2021.

- xxiii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation, as at 27 April 2021 for the accounts at Unity Trust Bank and the Cambridge Building Society.

Resolved that the bank reconciliation be noted.

- xxiv) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as at 27 April 2021.

Resolved that the report be noted.

- xxv) Accounts 2020/2021 – The Parish Council considered the Annual Governance and Accountability Return for the year ended 31 March 2021 and the Receipts and Payments as at 31 March 2021.

Resolved that:

- i) the Receipts & Payments Account as at 31 March 2021 be approved; and
 - ii) the Annual Governance Statement 2020/2021 (Section 1) and the Accounting Statement for 2020/2021 (Section 2) be approved. **Action TG**
- v) Internal Auditor's Report 2020/2021 – Prior to the meeting, the Parish Council had received the Internal Auditors final report for 2020/2021.

Resolved that the report and recommendations be noted.

- vi) Bank Account Signatories – The Parish Council discussed new signatories for the Parish Council bank accounts.

Resolved that the Clerk & Responsible Financial Officer Theresa Goss and Councillors Diane Bratt, Rod Head, Oliver Ighani, Laura Walker and be approved as signatories on the Parish Council bank accounts.
Action TG

172/20 Correspondence – Councillor Sue Jelfs reported that she had received correspondence with regard to dogs not being on their leads in the Lucy Plackett Playing Field. The Chairman advised that dogs being kept on a lead was Parish Council policy and it was hoped residents would follow this request as stated on the signage. It was agreed this would be emphasised to residents in Contact. **Action TG**

THE LUCY JANE PLACKETT CHARITY

(No items)

173/20 Meeting Dates – The Chairman reported that until further notice, Parish Council meetings would continue to be held on Zoom. They would all commence at 7.30pm.

However due to the current situation with the Covid-19 Pandemic, the Chairman also highlighted that these meeting dates are subject to change at short notice and details would be published on the Parish Council web site.

- 18 May 2021
- 29 June 2021
- 27 July 2021
- 14 September 2021
- 26 October 2021
- 30 November 2021

174/20 Items for Future Agendas (For Information Only)

- Memberships of Committee/Outside Bodies and Co-options to Committees
- Co-options onto the Parish Council
- General Power of Competence

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- Quote for Works at Adderbury Cemetery
- Monitoring of brambles at the Lucy Plackett Playing Field
- Dog waste bin on Oxford Road
- Community Engagement
- Bench Survey

(Meeting closed at 8.45pm)

Chairman – 18 May 2021