

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**

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Resolved that the report be noted.

59/20 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:

20/01627/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

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Tree works

- 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)

- 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) 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:

- 1) the report be noted; and
- 2) 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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- iii) 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.

- iv) 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; **Action DB/TG**
 - 3) PF Walsh & Sons be appointed to complete the grass cutting to establish the grass pitches; **Action DB/TG**
 - 4) rabbit fencing be used to protect the pitches; **Action DB/TG**
 - 5) 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**
 - 6) 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**
 - 7) 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;
 - 8) Latham's be appointed as architect for the project; **Action DB**
 - 9) 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**
 - 10) 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

- i) 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**

- ii) 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**

- iii) 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**

- iv) 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

- 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 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**

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- 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:

- 1) the report be noted; and
- 2) 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:

- 1) the report be noted; and
- 2) 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)

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- 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

DRAFT