

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Tuesday 29 October 2019

## **ADDERBURY PARISH COUNCIL**

### **DRAFT MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 10 SEPTEMBER 2019 AT 7.30PM**

**PRESENT:** Councillor Diane Bratt (Chairman); Councillors Sheila August, Steven Cox, Rod Head, Ann Lyons, Garrad Millier, Keith Mitchell, Martin Rye and Laura Walker.

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

**APOLOGIES:** Parish Councillor Sue Jelfs submitted her apologies because she was ill, the apologies were accepted and the absence authorised.

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

Apologies for absence were also received from District Councillors Mike Bishop, Christine Heath and Andrew McHugh and Jonathan White, Co-opted member of the Environment Committee.

The Chairman reported that Victoria Head had resigned from the Parish Council, but would be staying on Working for Adderbury Community. The Clerk was asked to contact Victoria and thank her for her work as a Councillor. **Action TG**

The Chairman also advised that should anyone wish to record the meeting, they could do so. No one indicated that they would be doing so.

**54/19 DECLARATIONS OF INTEREST** - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

**Resolved** that the interests be noted.

**55/19 MINUTES** – Prior to the meeting, the draft minutes of the meeting held on 30 July 2019 had been circulated to the Parish Council.

**Resolved** that the minutes of the meeting held on 30 July 2019 be approved and signed by the Chairman

**56/19 Matters Arising from the Minutes of 30 July 2019** – There were no matters arising.

#### **57/19 Chairman's Announcements**

- John Prentice had sadly passed away and the Parish Council asked that its condolences be passed to his wife, Sue Prentice and his family. The Parish Council would also pass on its thanks for all his work in the village, including as a Parish Councillor and a Governor at Christopher Rawlins Primary School.
- Thanks were passed to Malcolm Brown for completing the judging for the Millennium Cup and congratulations to Phil and Bernice Mansell who were the 2019 Cup winners for plot 18
- Information Commissioners Office – A Toolkit for Town and Parish Councils was available for Councillors. <https://ico.org.uk/about-the-ico/news-and-events/news-and-blogs/2019/08/blog-three-top-issues-for-town-and-parish-councils/>
- Inaugural AGM of Oxfordshire Neighbourhood Plans Alliance – This meeting had been held on 7 September 2019 and Nick Rayner from Bloxham Parish Council was a representative for north Cherwell.

**58/19 Open Forum** – The Clerk reported that an email had been received from a resident with regard to a possible new bus stop on Aynho Road and footpath for employees at Banbury Business Park. This would be followed up with the County Council and Stagecoach. **Action TG**

*(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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**59/19 Reports from County and District Councillors** – There were no reports from the County and District Councillors.

**60/19 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:

19/01264/F	Mr Chris Brown 5 Twyford Grove Twyford Two storey and single storey extensions to the rear of the property
19/01450/F	Mr Jamie Lakin Meadow View, Twyford Gardens, Twyford Single storey rear extension
19/01666/TCA	Mr & Mrs Williams Cobb House, Chapel Lane, Adderbury, Various 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:  
None

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

19/01642/F	Mr & Mrs Stuart Thomson Woodbine Cottage, East End, Adderbury Rear single storey extension
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- ii) Planning Results – The result 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 18/00220/F – Prior to the meeting, the Chairman circulated to the Parish Council, a report providing an update on the discharge of the conditions relating to the change of use application, which had been approved by Cherwell District Council (CDC) and the planning application for phase 2, which would be submitted shortly.

**Resolved** that:

- 1) the report be noted;
- 2) the Chairman and Clerk be authorised to begin progressing of the pitch area including drainage and sowing, now that all the pre-commencement conditions had been discharged, together with the management of the land; **Action TG/DB**
- 3) the revised plans, as circulated to the Parish Council prior to the meeting, be approved and submitted to Cherwell District Council as part of the planning application for phase 2 of the project; **Action TG/DB**
- 4) the Chairman, Clerk and Vice-Chairman be authorised to continue working with the architect to progress the submission of the planning application for phase 2 of the project; and **Action TG/DB**
- 5) a further payment of £695.00 to the Quantity Surveyor be approved, for reviewing the revised plans. **Action DB**

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**61/19 Village Matters**

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

**Resolved** that the report be noted.

- ii) Working for Adderbury Community (WFAC) – Prior to the meeting, the Chairman of WFAC Jackie Head, had circulated a report to the Parish Council detailing the work of the Group and the progress which had been made. There were also details of fundraising events which had been organised.

**Resolved** that the report be noted.

- iii) Memorial for Andrew Barnes – The Parish Council discussed the type of memorial which would be suitable for Andrew Barnes, who had passed away in June 2019, given the significant amount of help and support he had provided to the Parish Council and the village, over many years. It was suggested that Andrew's family be contacted in the first instance and it could be suggested to them that his name be included on the street naming list for the new developments.

**Resolved** that the Barnes family be contacted to discuss the type of memorial they would like for Andrew. **Action TG**

- iv) Nature Reserve at the Railway Embankment – Prior to the meeting, the Parish Council's working group had supplied a report with regard to a proposal for a nature reserve at the railway embankment, next to the Lucy Plackett Playing Field, following earlier advice from Jeremy Sacha.

**Resolved** that:

- 1) it be noted that the advice from the working group is that the best way to preserve the area for wildlife is to leave it untouched;
- 2) the condition of the fence be monitored; **Action ALL**
- 3) if the planning application at The Leys (land adjacent) is approved by CDC, the Parish Council could revisit its position on this area on the basis that the amount of wilderness will have lessened and funding could possibly be available;
- 4) the dead branches overhanging at the footpath at the entrance (behind the Lucy Plackett Activity Centre) be removed in autumn/winter; **Action DB/TG**.
- 5) Jeremy Sacha's suggestions, which included a scrape and wild flowers in selected areas, could be revisited at a later date and feed into the improvement project for the Lucy Plackett Playing Field; and
- 6) the steps on the right-hand side of the Activity Centre be swept and cleaned. **Action TG**

- v) Railway Embankment Bridge – The Chairman reported that a quote from Martin Walker at Wellan Ltd had been received for carrying out an assessment of the repairs which were required to the parapet. The initial site visit would be £250.00.

**Resolved** that the quote for £250.00 be accepted and a meeting be arranged with Martin Walker from Wellan Ltd. **Action TG/DB**

**62/19 Parish Council Matters**

- i) Committees:

- Environment Committee – The minutes of the meeting held on 27 August 2019 had been circulated to the Parish Council, prior to the meeting.

**Resolved** that:

- 1) the minutes be noted; and
- 2) the recommendations be approved.

- Staffing Committee – The minutes of the meeting held on 18 July 2019 would be circulated to the Parish Council in readiness for the next meeting being held on 29 October 2019.

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**Resolved** that:

- 1) the minutes of the meeting held on 18 July 2019 be deferred to the next meeting of the Parish Council; and
  - 2) a meeting of the Staffing Committee be arranged. **Action MR/TG**
- ii) Councillors Training Courses – Councillors were advised on a number of training courses which were available to them.

**Resolved** that the report be noted.

- iii) Parish Council Surgeries – Councillor Keith Mitchell reported that he had attended the surgery with the Chairman on Saturday 7 September 2019, but no residents had attended.

**Resolved** that the report be noted.

- iv) Health and Safety – The Parish Council received the following health and safety reports:
- The Rise; Councillor Steven Cox reported that there were no issues at The Rise.
  - Lucy Plackett Playing Field/Play Area; Councillor Ann Lyons reported that the end beam on the wooden obstacle course had worn through and gone rotten. Playdale would be contacted for a quote for the repair/replacement. Quotes would also be obtained for removing/ cutting back a bramble patch in the play area. **Action TG/DB**
  - Adderbury Lakes; The Chairman reported that there were no issues at the Lakes, but it had been closed recently due to high winds. Work would also be carried out to the fencing and this would be completed in October 2019.

**Resolved** that the reports be noted.

- v) Walled Garden Allotments – Prior to the meeting, a report had been submitted to the Parish Council with regard to plots 1 and 14 and their current condition.

**Resolved** that:

- 1) the report be noted;
- 2) the tenancy on plot 1 be terminated and the tenant be given one months' notice;
- 3) plot 1 be split into two separate plots and it be offered to two separate tenants and once it is in a tidy and workable condition, they both be given six months' rent free;
- 4) plot 14 be given six months to improve the plot so that it is in a tidy and workable condition or the tenancy will be terminated; and
- 5) letters be sent to those tenants who keep their plots in a good condition, thanking them for their work. **Action TG/MR/DB**

## 63/19 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 – Sept 2019 salary	£1123.86
T Goss – Expenses for Sept 2019	£40.50
OCC Pension Fund – Clerks pension for Sept 2019	£384.71
Cherwell District Council – Day of Dance Road Closure	£105.00
Hadland Manning Bullock – QS Services for Milton Road Project	£1080.00
Castle Water – Water rates for Walled garden Allotments	£6.70
Design Grow – Maintenance at Adderbury Lakes July 2019	£67.80
Derek Latham and Co Ltd – Design proposals for Milton Road project	£6000.00
Adderbury Methodist Church – Room Hire on 27.08.19	£14.00
Britannia Metalwork Services – Adderbury Lakes fencing	£1150.00
Thomas Fox Landscaping – Grass cutting for June 2019	£862.80
Green Scythe Ltd – Grass cutting in the LPPF for July 2019	£678.60

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T Goss – Book of Condolence	£48.66
T Goss – Petty cash top up	£50.00
Mr M Rye – Wood for Adderbury Lakes	£146.26
HMRC – Quarterly Payment	£721.95
Design Grow – Maintenance at Adderbury Lakes August 2019	£67.80
Rascal Horticultural Services – Allotment and Cemetery Maintenance	£235.00

- ii) Bank Reconciliation/Financial Report - Prior to the meeting, the Clerk had circulated the bank reconciliation and the financial report showing the breakdown of Parish Council funds, as at 10 September 2019 for the accounts at Santander, Barclays and Cambridge Building Society.

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

- iii) Appointment of Internal Auditor 2019/2020 – Prior to the meeting, the letter of engagement from Arrow Accounting had been circulated to the Parish Council.

**Resolved** that Arrow Accounting be appointed as the Internal Auditor for 2019/2020. **Action TG**

**64/19 Correspondence** – The CPRE magazine, Countryside Voice, was circulated to the Parish Council.

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

**65/19 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 66/19 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**66/19 The Leys** – Prior to the meeting, the Parish Council had received a report regarding land at The Leys and the access track alongside the Leys.

**Resolved** that the report be noted.

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

**67/19 Meeting Dates** – Future meeting dates are as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 29 October 2019
- 26 November 2019
- 14 January 2020
- 25 February 2020
- 31 March 2020
- 21 April 2020
- 26 May 2020

**68/19 Items for Future Agendas (For Information Only)**

- Registration of Parish Council Land
- Walled Garden Allotments - To agree the rent for 2020/2021
- Burial Fees for 2020/2021
- Railway Embankment Bridge

(Meeting closed at 9.00pm)

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Chairman – 29 October 2019

DRAFT