

## ADDERBURY PARISH COUNCIL

### MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 25 FEBRUARY 2020 AT 7.30PM

**PRESENT:** Councillor Diane Bratt (Chairman); Councillors Steven Cox, Sue Jelfs, Andy Millard, Martin Rye and Laura Walker.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer), Trish Fennell and County Councillor Arash Fatemian.

**APOLOGIES:** Parish Councillor Sheila August submitted her apologies because she was unwell, the apologies were accepted and the absence authorised.

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

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

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

Councillor Garrad Millier was not present.

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

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.

**122/19 Declarations of Interest** - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

**Resolved** that the interests be noted.

**123/19 Minutes** – Prior to the meeting, the minutes of the meeting held on 14 January 2020 had been circulated to the Parish Council.

**Resolved** that the minutes of the meeting held on 14 January 2020 be approved and signed by the Chairman.

**124/19 Matters Arising from the Minutes of 14 January 2020** – There were no matters arising.

#### **125/19 Chairman's Announcements**

- The Chairman reported that she had been nominated for the Oxfordshire High Sheriff's Award and the nomination had been successful. The Awards Ceremony was being held on 24 March 2020 at Oxford Town Hall. The Chairman thanked all those residents and Councillors who had supported her nomination for this award.

**126/19 Open Forum** – There were no residents in attendance.

*(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)*

**127/19 Reports from County and District Councillors** – Prior to the meeting, County Councillor Arash Fatemian had circulated his report to the Parish Council. There were no reports from the District Councillors.

**Resolved** that the report be noted.

#### **128/19 Planning**

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- 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:

19/02960/F	Mr & Mrs C Peacock 1 Rochester Way, Twyford Proposed Single Storey Front, Side Part Rear Extensions with Associated Internal and External Works.
19/02932/TCA	Mr & Mrs Robinson The Cedars, The Green, Adderbury Tree Works
19/02966/CLUE	Mr M Gough Land West of Horn Hill Road, Adderbury Certificate of Lawfulness of Existing Use for the implementation of a 7m x 3.5m section of driveway permitted as part of the planning permission for the dwelling (ref 17/00588/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:

20/00132/F	Mr Gough Land West Of, Horn Hill Road, Adderbury Variation of condition 2 (plans) of 17/00588/F - to refer to the drawings for the amended design of the dwelling.
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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:

20/00217/F	Mr & Mrs White 33 Margaret Road, Twyford Two storey & single storey rear extension & replace flat roof over garage with mono roof to front and raise flat roof height. Extend driveway to connect both entrances.
20/00219/F	Mr M Hawkins Part OS Parcel 9077 South Of Old Wharf Adjoining And North Of, Aynho Road, Adderbury Engineering operations to form lake
20/00241/ADJ	Mr N Saganthakumar Mill House Farm Mill Lane Kings Sutton (Outside Of Area) 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. Instillation 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
20/00430/TCA	Mrs M Paterson Honestone House, Parsons Street Adderbury Various tree works

- 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.

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**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) Chairman and Clerk be authorised to continue progressing of the pitch area and continue the management of the land;
- 3) 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
- 4) payments from S106 funds for any further reports which may be required to progress the application, be approved.

### 129/19 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, a report had been circulated to the Parish Council detailing the work of the Group and the progress which had been made.

**Resolved** that the report be noted.

- iii) Parking in The Rise – Prior to the meeting, the Parish Council received a report regarding the parking issues in The Rise, especially around the junctions with the Banbury Road (A4260).

**Resolved** that:

- 1) County Council Highways Officers and Thames Valley Police be alerted to the issue; and
  - 2) the County Council be asked whether any line marking can be introduced at this junction, noting that there may not be any enforcement of the line marking, but it could deter some drivers.
- Action TG**

- iv) Biodiversity Project – Prior to the meeting, the Parish Council received a report regarding the biodiversity project in the village.

**Resolved** that:

- 1) residents in St Mary's Road be contacted about the biodiversity project and this area of the village be added to Thomas Fox's new 'meadow area' cutting scheme; and
- 2) the Chairman be authorised to continue liaising with interested residents at Sydenham Close to develop a potential volunteer group for the Sydenham Close amenity area. **Action DB**

- v) Adderbury Lakes, Tree Survey – The Parish Council discussed the proposal for a tree survey at Adderbury Lakes.

**Resolved** that:

- 1) a professional survey of the trees at Adderbury Lakes be commissioned; and
- 2) the Chairman be authorised to work with members of the Adderbury Lakes Management Committee to obtain quotes from suitable companies. **Action DB/TG**

### 130/19 Parish Council Matters

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

**Resolved** that the report be noted.

- ii) Committees:

- Environment Committee – Prior to the meeting, the minutes of the Environment Committee held on 28 January 2020 had been circulated to the Committee.

**Resolved** that the minutes be noted and the recommendations approved. **Action TG**

- Staffing Committee – The Chairman reported that there had been a meeting of the Staffing Committee earlier that day and the minutes would be circulated in readiness for the Parish Council meeting on 31 March 2020.

**Resolved** that the report be noted.

- iii) Councillors Training Courses – Councillors were advised on a number of training courses which were available to them.

**Resolved** that the report be noted.

- iv) Parish Council Surgeries – Prior to the meeting, a report had been circulated regarding the Surgery held in February 2020.

**Resolved** that the report be noted.

- v) Health and Safety – The Parish Council received the following health and safety reports:

- The Rise; The swing seat still needed to be fitted and Dave Chandler would be contacted. **Action DB**
- Lucy Plackett Playing Field/Play Area; There were no issues at the Lucy Plackett Playing Field/Play Area.
- Adderbury Lakes; The Chairman reported that the Lakes would be closed at times of high winds. A wall had also fallen down between the Lakes and Long Wall footpath and it had been repaired by Graham Kite.

**Resolved** that the reports be noted.

- vi) Rural Community Forum – The Clerk reported that she had not yet received from Thames Valley Police, the minutes from the Rural Community Forum meeting held on 4 December 2019.

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

- vii) Annual Parish Meeting (APM) 2020 – The Chairman advised the Parish Council that the Annual Parish Meeting was being held on Thursday 9 April 2020 and advised that there would be a presentation on Dementia Care. There would also be a discussion on the proposed changes to the street lighting in the village and an update on the traffic calming project.

**Resolved** that the report be noted.

### 131/19 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 – February 2020 salary	£1123.66
T Goss – Expenses February 2020	£27.00

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OCC Pension Fund – Clerks pension for February 2020	£384.71
Unipar Services LLP - Sentinel Camera	£3964.80
Wicksteed Leisure Ltd - Swing seat for The Rise	£61.80
Playdale Playgrounds Ltd - LPPF Play equipment	£620.96
Adderbury Methodist Church - Room Hire	£14.00
RC and JE Atkinson - Expenses at Adderbury Lake	£35.07
Viking - Stationery Order	£137.92
Mr M Rye – Expenses for Traffic Calming project	£21.80
Information Commissioner - Annual Data Protection Fee	£40.00
Banbury and Evesham Area Quaker Meeting - FMH Rent 2019 & 2020	£40.00
Cherwell District Council – Road Closure for Adderbury Community Day	£105.00
Graham Kite – Repairs to wall on Longwall Footpath/Adderbury Lakes	£1100.00
Forge Engineering Design Solutions Ltd – Drainage designs for Milton Road project	£2397.00
Graham Kite – Further repairs to wall on Longwall Footpath/Adderbury Lakes	£220.00
Signway Supplied Limited – Signage for the traffic calming scheme	£1937.76
Oxfordshire Association of Local Councils – Annual Subscription	£617.70
Oxfordshire Playing Fields Association – Annual Subscription	£53.00
Signway Supplied Limited – Tools for traffic signs	£60.00

- ii) Bank Reconciliation & Financial Report - Prior to the meeting, the Clerk had circulated the bank reconciliation, as at 25 February 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) Internal Audit 2019/2020 – Prior to the meeting, the Parish Council received the Internal Auditor's report for 2019/2020.

**Resolved** that report be noted and approved.

- iv) Independent Parish Remuneration Panel Report 2020/2021 – Prior to the meeting, the Parish Council received the Independent Parish Remuneration Panel's Report 2020/2021.

**Resolved** that;

- 1) the Independent Parish Remuneration Panel's Report 2020/2021 be noted;
- 2) allowances not be paid for 2020/2021; and
- 3) travel and subsistence be reimbursed to Councillors, if claimed.

- v) Section 106 Funds – Prior to the meeting, the Parish Council had received a report on the Section 106 funds available to Adderbury.

**Resolved** that:

- 1) the report be noted; and
- 2) Councillors review the Section 106 funds held by Oxfordshire County Council suggesting where the funds could be spent in the village. **Action ALL**

**132/19 Correspondence** – There was no further correspondence.

### THE LUCY JANE PLACKETT CHARITY (Two Items)

**133/19 Church/School Fete** – The Parish Council considered a request from the Primary School to use the Playing Field for the Church/School fete on 20 June 2020.

**Resolved** that the request be approved.

**134/19 Dogs on Leads** – The Parish Council considered a request from a resident to review the Parish Council's policy that dogs in the Lucy Plackett Playing Field must be kept on a lead

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**Resolved** that:

- 1) the Parish Council confirms its policy that dogs must be kept on a lead in the Lucy Plackett Playing Field; and **Action TG**
- 2) this policy be reviewed again when the project at Milton Road/Lucy Plackett Playing Field progresses further.

### 135/19 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 minute numbered 136/19 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**136/19 The Leys** – The Chairman reported that the Land Registry had noted that there was a discrepancy with the registration of the access track land at The Leys and the Parish Council was awaiting an update.

**Resolved** that:

- 1) the report be noted;
- 2) the Clerk and Chairman to meet with the PC's solicitor for further discussions with reference to the access track land; and
- 3) additional funds be allocated to continue with any legal work for this and the registration of the land.

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

**137/19 Meeting Dates** – Future meeting dates are as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 31 March 2020
- 9 April 2020 (Annual Parish Meeting, Methodist Hall)
- 21 April 2020
- 19 May 2020

### 138/19 Items for Future Agendas (For Information Only)

- Rural Community Forum – 4 December 2019

(Meeting closed at 8.30pm)

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Chairman – 31 March 2020