

**ADDERBURY PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 25**  
**MARCH 2025 AT 6.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY**

**PRESENT:** Councillor Diane Bratt (Chairman); Councillors Jacky Atkinson, Simon Davies, Mark Gerold, Joel Greenberg, Oliver Ighani, Sue Jelfs and Rachel Moffat.

**ALSO IN ATTENDANCE:** Theresa Goss Clerk & Responsible Financial Officer, District Councillor David Hingley, Peter Collins from the Environment Agency and 20 members of the public.

**154/24 Apologies** – There were no apologies for absence.

**155/24 Declarations of Interest** – All Councillors declared an interest because the Parish Council was the Trustee of the Lucy Plackett Playing Field.

**Resolved** that the interest be noted.

**156/24 Minutes** – Prior to the meeting, the minutes of the meeting held on 25 February 2025 had been circulated to the Parish Council.

**Resolved** that the minutes of the meeting held on 25 February 2025 be approved and signed by the Chairman.

**157/24 Matters Arising from the Minutes of 25 February 2025** – There were no matters arising.

**158/24 Flooding** – The Chairman introduced Peter Collins from the Environment Agency (EA) who was in attendance to discuss flooding issues in the village, which had stemmed from Sor Brook and Mill Stream. Prior to the meeting, a list of questions from residents and the Parish Council had been sent to Mr Collins.

Peter Collins advised that the EA was a regulator for activities on a main river water course, as designated on the Main River Map.

The Main River Map was drawn up through the process of flood risk management and in 2010, the Flood and Water Management Act was introduced. The Act designated the roles of EA, the Local Authority and other flood risk authorities and gave clarity on flooding matters. Flood risk management was within the remit of the EA, but flood defences was not. The EA managed the risk of flooding, not the total issue of flooding.

The EA was funded by the Government and had to submit bids to DEFRA to fund its projects.

**Q1.** Could both waterways be dredged to remove excess debris, especially under the bridges/areas close to Dog Close properties because residents and the Parish Council saw this as a priority to create capacity within depth of water courses.

**A1.** Dredging could be undertaken to reduce the bed level. However, the EA did not undertake dredging anymore because in the long term, it encouraged growth of vegetation on the bed. The impact of this was that flooding would be made worse due to the increased vegetation and therefore, the increased bed level. There was then less capacity for the water to run along the channel. Bed levels already get to capacity quickly in Adderbury and this would exasperate the problem. In Adderbury, some areas had stone beds which helped alleviate the flooding as vegetation was not currently growing there. If dredging was undertaken, this would encourage the vegetation and be counterproductive.

There were some unusual high spots where, for example, fly tipping had been dumped and these specific areas could be investigated further by the EA and the debris removed.

It was highlighted by a resident that a number of years ago, the EA used to undertake dredging and there was less flooding. However, Mr Collins advised that, although dredging had been stopped for the reasons stated earlier, the number of floods in the UK which were once classed as 'a once in a hundred year event' were now happening more regularly. This was due to changes in the climate. However, at the current time, Adderbury was classed as at a lower risk of flooding than other areas.

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**Q2.** Routine maintenance of waterways by the authorities. The EA mentioned in a previous meeting this could be possible. Could this be added to the EA's maintenance list? What does it entail?

**A2.** As stated earlier, the EA was funded by the Government and had to bid for funds from DEFRA. Therefore, any funds for specific projects or maintenance works would be judged against other bids. The bidding was undertaken in the summer, for works in the following year.

Therefore, a bid could be submitted this summer for projects and maintenance in Adderbury in 2026/2027. However, if the EA had a surplus of funds, then maintenance could be undertaken during 2025/2026, but Mr Collins could not commit to that at the present time.

With regard to maintenance works, this should also be undertaken by riparian owners and they should be mindful of their in-actions and the effect further downstream.

**Q3.** Would the EA work with the Parish Council to straighten out the watercourse of the Sor Brook to improve water flow? Could this be done by a 'channel' dug across Lucy Plackett Playing Field?

**A3.** The EA would support the Parish Council with projects, if the EA believed that the proposed works would have benefit to the community. Mr Collins could not guarantee support of this specific project immediately. The process would start with a site meeting with EA officers and if they were in agreement and could support the project, the EA would be requested to issue a permit to give permission for the works to be undertaken. However, the EA would not fund the works and the project must demonstrate that people downstream wouldn't be affected by works.

**Q4.** Could the EA confirm that all riparian owners have been contacted with regard to potential obstructions from their properties (both up and down stream of village)? Particular concerns have been raised:

- Tree in Sor Brook by Tennis Club and damage to the bank – Request that EA contacts Pump House or Sor Brook Manor residents to fulfil their riparian responsibilities. (Flooding of the Tennis Club from Sor Brook – Photos sent to Peter Collins)
- area around The Mill still very congested.

Also, could the EA put any pressure on any residents who have not completed their "riparian" duties? Will they agree to do that? What is the deadline/timescale for such work to be done? Will the EA take action themselves to complete such work.

**A4.** Mr Collins confirmed that all riparian owners had been written to reminding them of the responsibilities. However, as residents had reported that no work had been undertaken by the riparian owners, the EA would write to them again.

With regard to enforcement action, it was very difficult for the EA to take action as it had to meet a number of legal tests and be in the public interest. However, individuals could take their own civil action against riparian owners if they felt their reluctance to undertake any work, resulted in increased flood risk.

In other areas, community groups had been set up and they had undertaken maintenance work and the EA could provide guidance on this.

With regard the two trees which had fallen over Mill Stream, these should be removed by the riparian owners and the EA did not have a duty to undertake works on isolated incidents. If it did, then a precedent would be set, and the EA did not have the funding to do this.

**Q5.** Does the Parish Council required permission from the EA to pursue the proposal for a new pipe to run from the Mill Stream to garden of "The Old Laundry"?

**A5.** The Parish Council would need permission from the EA. If the Parish Council wished to pursue this as a project, the EA could help and provide support and guidance. However, the flood risk assessment and any works would not be funded by EA. The project would also need to demonstrate that there would be benefits downstream.

**Q6.** What does the EA suggest residents do to mitigate future flooding of properties?

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- A6.** There were various measures which could be undertaken and it appeared that the residents in attendance, had already tried the majority of these, such as keeping a record of issues and blockages, private flood defences such as flood gates and blocking air vents. Residents could also be entitled to Government grants, if there were any available.

In addition, the Tennis Club regularly flooded and the EA could provide advice on measures they could take.

- Q7.** Can the EA investigate the raising of pathways in conjunction with OCC from Water Lane to the Mill House?

- A7.** This was a 'capital scheme' and needed discussing with Evie Kingsmill. Peter Collins agreed to progress this.

- Q8.** What possibility/potential is there for flood relief by some sort of holding facility upstream. For example, creating a holding point to slow the flow of water from further up-stream?

- A8.** In 2013, the flood alleviation scheme in Banbury stopped a number of houses from being flooded. Since 2013 and up to 2024, it had not been needed, however in November 2024, the 3 million cubic metres of water was full.

Adderbury needed to be considered as part of planning applications which were built further upstream. However, there was no defence from unprecedented floods, such as those in November 2024. Flood risk had significantly increased due to climate change, whilst funding to address flooding had decreased

Bids could be submitted for routine maintenance and Adderbury would be included if any opportunities arose. However, as discussed, there were some low level works which would have some benefit in the short term.

- Q9.** What measures might the EA support if residents applied for the County Council grant?

- A9.** If the Parish Council and residents wished to pursue the pipe from Mill Stream through the garden of 'The Old Laundry', the EA could provide support with the application process.

- Q10.** What research/checks are undertaken to ensure any 'flooding schemes' in the flood meadows upstream of Adderbury which are currently being supported/investigated by the EA/DEFRA/landowners etc on farm land, do not adversely affect the flood situation in Adderbury? ie These flood meadows currently take excess water in flood conditions, but if they are flooded all the time, how can they add capacity when needed during flood/storm times?

- A10.** If changes were made to the flood plain, then permission would be required from the EA. This could be discussed further with Gareth Simpson and Evie Kingsmill at the site meeting.

### **Resolved** that:

- 1) letters be sent again by the EA to riparian owners around Sor Brook and Mill Stream asking them to undertake necessary works;
- 2) Gareth Simpson would be completing a further survey of the water courses in the next few weeks and the Chairman offered to meet him on site to assist with this exercise;
- 3) a meeting be arranged with Gareth Simpson and Evie Kingsmill from the Environment Agency to discuss the proposal for a pipe from Mill Stream to the garden of 'The Old Laundry'; and for potentially raising Mill Stream footpath, especially at Water Lane end;
- 4) an application be submitted to the County Council by 18 April 2025, for grant funding for this project and other ideas;
- 5) high spots in Mill Stream and Sor Brook be identified and reported to the EA for clearance;
- 6) bids by the EA for Adderbury projects in 2026/2027 be submitted to DEFRA by the summer of 2025;
- 7) if funds become available, maintenance work could be undertaken during 2025/2026 in low spots of Mill Stream and Sor Brook;
- 8) Mill Stream and Sor Brook in Adderbury be included on a list for routine maintenance; and
- 9) w/c 31 March 2025, a meeting be arranged with Gareth Simpson and Evie Kingsmill to discuss the bids which will be submitted to the County Council and DEFRA.

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Peter Collins was thanked for attending the meeting and left at this point as did the majority of the members of the public.

**159/24 Traffic Calming Working Group and Proposed Parking Restrictions** – Prior to the meeting, the Parish Council's response to the County Council's consultation had been circulated to the Parish Council. The County Council would be making a decision on 27 March 2025.

The Traffic Calming Working Group Chairman had also requested funding for new Community Speed Watch signs at a cost of circa £150.00. It was a requirement of the Thames Valley Police Community Speed Watch Scheme for the community to be made aware that the scheme was operating in the village.

**Resolved** that:

- 1) the report be noted; and
- 2) ten temporary signs be purchased at a cost of circa £150.00 to be located at all entrances to the village.

**Action TG**

### **160/24 Chairman's Announcements**

- Repairs to the listed canal Bridge on Twyford Road – The County Council had acknowledged that repairs to the bridge were required, however because it was heavily used by Cherwell Valley Silos, it would create difficulties with the large lorries, going to and from the site as there was no suitable alternative route.
- Litter Pick – Thank you to the WI for arranging the litter pick and the residents who helped on the day.

**161/24 Open Forum** – The remaining residents did not wish 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)*

**162/24 Reports from Oxfordshire County Councillor and Cherwell District Councillors** – There was no report from County Councillor Arash Fatemian.

District Councillor David Hingley reported that a joint response had been submitted to the Government with regard to the reorganisation of local Government in Oxfordshire. There were three options being considered and final proposals would be submitted to the Government in November 2025.

The staff move to Castle Quay was taking place on Monday 31 March 2025.

The Local Plan consultation had now closed and officers were working through all of the responses. It was hoped that in late spring/early summer, Cherwell District Council would be in a position to confirm the Plan to enable it to be submitted to the Planning Inspectorate.

Councillor Hingley was thanked for his report.

**Resolved** that the reports be noted.

### **163/24 Planning**

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

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

25/00224/F      Sidelands, Oxford Road, Adderbury,  
Variation of Condition 2 (plans) of 24/00071/F - for purposes ancillary to the replacement dwelling and creation of a new access point from the highway) to alter

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the design of the property to increase the floor area to create a five bedroom family home

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|--------------|---|
| 25/00413/F   | 24 Rochester Way, Twyford<br>Front, side and part rear extensions with associated internal and external works                 |
| 25/00462/F   | The Leys House, The Leys, Adderbury,<br>New single storey extension to side to replace existing wood store/greenhouse         |
| 25/00469/TCA | The Lime Trees 5, Church Close, Adderbury, OX17 3LN<br>G1 - Limes (Tilia)-Pollard group of 8 limes to previous pruning points |
| 25/00444/TCA | 2 Henry Gepp Close, Adderbury, Oxfordshire, OX17 3FE<br>Tree works  |

**Resolved** that, it be noted and approved that, objections with additional comments have been made by the Parish Council in respect of the following planning applications/works to trees: None

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

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|--------------|--|
| 25/00502/F   | 66 Rochester Way, Twyford - object<br>Two storey side extension  |
| 25/00425/F   | 65 St Marys Road, Adderbury<br>Single storey extension to side and rear of existing house and conversion of existing garage  |
| 25/00701/TCA | Kenora 11, Dog Close, Adderbury - object<br>Tree works   |
| 25/00705/TCA | Leys Cottage, The Leys, Adderbury<br>Tree works  |
| 25/00648/F   | 26 Walton Avenue, Twyford,<br>Front extension and addition of pitched roof over existing bedroom and attached garages. Addition of render to front and side elevations. Alterations to fenestration. |

- 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) Adderbury Neighbourhood Plan (ANP) – Councillor Mark Gerold reported that there had been a meeting for the Working Group earlier that day and the Group now had all the information which was required to begin the update of the ANP and AECOM would be reviewing the suggested sites.

Once a draft had been produced, the services of a consultant would be required. Locality funding would hopefully be available in the new financial year and this funding would be required as the Parish Council did not have the resources to cover the consultants' costs.

Councillor Gerold also advised that more Councillors were required to join the Working Group to progress the Plan and all Councillors were invited to attend the next meeting of the Working Group on Wednesday 9 April 2025 at 2.30pm.

Councillor Gerold was thanked for his report.

**Resolved** that the report be noted.

### 164/24 Village Matters

- i) FOCAL – Prior to the meeting, Councillor Jacky Atkinson had circulated an update on the work of FOCAL.

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**Resolved** that the report be noted.

- ii) Community and Sports Centre, Milton Road – The Chairman reported that this item would be discussed during the closed session later in the meeting.

**Resolved** that the report be noted.

- iii) Replacement Dog Waste Bin – The Parish Council discussed replacing the dog waste bin in St Mary's Church Yard.

**Resolved** that the dog waste bin located in St Mary's Church Yard be replaced. **Action TG**

- iv) Annual Parish Meeting – The Parish Council discussed the Annual Parish Meeting which was being held on Wednesday 16 April 2025 at 7.30pm at Church House, High Street, Adderbury.

**Resolved** that the report be noted.

- v) Day of Dance – The Parish Council discussed the Day of Dance which was being held on Saturday 26 April 2025. Prior to the meeting, an update from Sharp and Blunt had been circulated to the Parish Council.

**Resolved** that:

- 1) the report be noted;
- 2) clarification be sought on the timings of the Morris dancing to ensure it is completed before the road closure ends; and
- 3) a road closure supervisor is named in case there are any issues with the road closure on the day.

**Action TG**

### 165/24 Parish Council Matters

- i) Applications for Co-option – The Parish Council discussed an application for co-option onto the Parish Council.

The applicant was proposed and seconded. A secret ballot was proposed and seconded and received a majority vote.

The result of the secret ballot was one vote in favour of the co-option and six votes against.

**Resolved** that the candidate not be co-opted onto the Parish Council. **Action TG**

- ii) Health and Safety – The Parish Council considered several health and safety inspections.

- Play area inspection at The Rise – Councillor Simon Davies reported that he was looking at the fence at The Rise. The Clerk would contact Paul Lester regarding a temporary fix to the fencing whilst investigations were being made into a permanent solution. **Action TG**
- Play area inspection at the Lucy Plackett Playing Field – Councillor Simon Davies reported that the bench needed repairing. The Clerk would contact Paul Lester to request advice regarding whether the bench could be repaired or needed to be removed. **Action TG**
- Adderbury Lakes – The Chairman reported that there were no issues at the Lakes
- Walled Garden Allotments – Councillor Rachel Moffat reported that there were no issues at the Walled Garden Allotments.

**Resolved** that the reports be noted.

- iii) Parish Council Newsletter – The Parish Council discussed items for inclusion in the next Parish Council Newsletter in Contact.

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**Resolved** that Parish Councillor Rachel Moffat to continue to edit the Parish Council Newsletter and Councillors to forward items to her. **Action ALL**

- iv) Councillors Training – The Chairman reminded Councillors about the importance of attending training courses (in accordance with the Council's policy) and to review the training courses which were advertised in the OALC's monthly newsletter.

**Resolved** that the report be noted.

- v) Adderbury Cemetery – The Parish Council discussed a request from the owner of a grave in Adderbury Cemetery, that repairs to a damaged headstone, be undertaken by the Parish Council.

**Resolved** that the request for the Parish Council to cover the cost of the repair to the headstone be refused on the following grounds:

- 1) there is no evidence to suggest that the Parish Council or its contractors are responsible for the damage;
- 2) there is no evidence to suggest when or how the damage was caused; and
- 3) the Parish Council's Rule and Regulations for Adderbury Cemetery state that:  
*The maintenance of a memorial stone is the responsibility of the family of the deceased person for 99 years as from the date of purchase of the grave.*

**Action TG**

### 166/24 Finance

- i) Financial Matters – Prior to the meeting, a number of financial documents were circulated to the Parish Council.

**Resolved** that:

- 1) the accounts for payment be approved, as detailed in appendix 1 to the minutes;
- 2) the receipts since the last meeting, the uncashed payments & receipts and the bank reconciliation, as at 25 March 2025 be noted; and
- 3) it be noted that Councillor Rachel Moffat, as Councillor for monitoring the Parish Council's internal controls, has signed the uncashed payments list, the uncashed receipts list, the bank reconciliation as at 28 February 2025 and the Unity Trust bank statements for February 2025.

- ii) Budget Monitoring 2024/2025 – Prior to the meeting, the Parish Council received budget monitoring report for 2024/2025.

**Resolved** that the report be noted.

- iii) General and Ear-Marked Reserves – Prior to the meeting, the general and ear-marked reserves and the Parish Council's Reserves Policy had been circulated to the Parish Council.

**Resolved** that:

- 1) the report be noted;
- 2) the Reserves Policy be approved;
- 3) the list of reserves be approved;
- 4) £6000 from the Adderbury Lakes budget be ring fenced for the repairs to the wall, should the insurance claim not be successful;
- 5) £12,500 be ring fenced from the general fund for the repairs to the wall, should the insurance claim not be successful;
- 6) £37,500 be ring fenced for future projects; and
- 7) the Reserves Policy and list of reserves be published on the Parish Council's web site.

**Action TG**

**167/24 Correspondence** – There was no further correspondence.

### THE LUCY JANE PLACKETT CHARITY

(No Items)

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### 168/24 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 169/24 and 170/24 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

### 169/24 Community and Sports Centre, Milton Road – The Chairman gave an update on the meeting with Cherwell District Council held on 4 March 2025 and that a further meeting was being held on 1 April 2025.

**Resolved** that the report be noted.

### 170/24 Payroll Services for 2025/2026 – The Parish Council considered two quotes for payroll services for 2025/2026.

**Resolved** that the quote from Handleys Accountants be accepted for payroll services for 2025/2026. **Action TG**

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

### 171/24 Meeting Dates – The Chairman reported that Parish Council meetings would be held in Church House, High Street, Adderbury, at 7.30pm on the following dates:

- 16 April 2025 (Adderbury Annual Parish Meeting)
- 29 April 2025
- 20 May 2025
- 24 June 2024

### 172/24 Items for the Next Agenda

- Emptying of proposed new dog waste bin on John Harper Way
- Railway embankment site

(Meeting closed at 9.15pm)

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Chairman – 29 April 2025