

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Tuesday 26 November 2019

ADDERBURY PARISH COUNCIL

DRAFT MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 29 OCTOBER 2019 AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Jonathan White, Co-opted member of the Environment Committee, District Councillor Christine Heath, Trish Fennell and ten members of the public.

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

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

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.

The Chairman welcomed Councillor Andy Millard to his first meeting of the Parish Council.

69/19 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 85/19 Adderbury Lakes – The Chairman declared an interest in this item because her nephew had submitted a quote for the tree work.

Resolved that the interests be noted.

70/19 MINUTES – Prior to the meeting, the minutes of the meeting held on 10 September 2019 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 10 September 2019 be approved and signed by the Chairman.

71/19 Matters Arising from the Minutes of 10 September 2019

Minutes Number 60/10 (iii) Planning Application 18/00220/E – Councillor Steven Cox asked for the revised plans for the new pavilion to be loaded onto the Parish Council web site. The Clerk suggested that due to the size of the plans, once they were loaded onto the Cherwell District Council, a link be added from the Parish Council web site. **Action TG**

72/19 Chairman's Announcements

- Snow Wardens – The Chairman advised that the County Council had a Snow Warden Scheme and a resident was interested in being a Snow Warden. However, it required a Parish Councillor to take the scheme forward. Councillors Laura Walker and Andy Millard agreed to progress this scheme. **Action TG**
- Parish Liaison Meeting – This was being held on 13 November 2019 at Bodicote House and Councillor Ann Lyons was attending, along with the Chairman.
- Bus to Banbury Business Park/Footpath for Aynho Road – A bus service had been requested by a resident and this was being followed up with Stagecoach and the County Council. **Action TG**
- FOSMA – A volunteer from the Parish Council had been requested to join the FOSMA Committee. Parish Councillor Garrad Millier volunteered to be the Parish Council's representative. **Action GM/TG**

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- Village Shop – It was agreed that a letter would be sent to the agents to establish if any progress had been made with the lease. **Action TG**
- Remembrance Sunday – The Chairman asked the Parish Council whether it would like to lay a wreath at the Remembrance Sunday Service, on an annual basis. It was agreed that a wreath should be laid every year and the Chairman would lay it on behalf of the Parish Council, unless any other Councillor wished to undertake this duty. **Action DB/TG**
- Oxfordshire Neighbourhood Plan Alliance – The Parish Council agreed that it should be a member of the ONPA and meet the membership fee of £50.00 **Action TG**

73/19 Open Forum – A resident addressed the Parish and asked whether the plans for the new pavilion and sports pitches on Milton Road would be loaded onto the WFAC web site. The Chairman advised that when the application had been submitted and the plans were on Cherwell District Council's web site, there would be a link to CDC's web site from the WFAC web site, as well as a link from Parish Council web site.

The resident also asked the Parish Council whether residents were able to erect their own traffic calming signage on Berry Hill Road and Milton Road. Jonathan White advised that this was not possible and the County Council's rules and regulations with regard to signage had to be followed. However, signage was an issue which was covered in the traffic calming proposals, which would be considered by the Parish Council later in the meeting.

The resident was thanked 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)

74/19 Reports from County and District Councillors – There was no report from County Councillor Arash Fatemian.

District Councillor Christine Heath advised that the application for 40 houses on Berry Hill Road which had been submitted to Cherwell District Council, would be discussed at the Planning Committee on 14 November 2019.

Councillor Heath also advised on the issues with developers trying to exceed the figure in the Local Plan of 750 houses for category A villages. This had been an issue in recent appeals and the outcome of one appeal was still awaited. However an appeal in Ambrosden which had been allowed, was now the subject of an application for a Judicial Review.

75/19 Traffic Calming – Councillor Martin Rye advised the Parish Council that the Environment Committee had completed a report on proposed traffic calming measures for the village. Jonathan White also briefed the meeting on the proposals and the various funding options which were available to the Parish Council.

Councillor Rye and Jonathan White emphasised the need for more volunteers to make sure that the proposals were taken forward.

Resolved that:

- 1) the report be noted;
- 2) Jonathan White be thanked for his hard work on the traffic calming proposals;
- 3) the Parish Council will fund half of the cost of a Sentinel fixed camera at £1652.00; **Action TG**
- 4) the traffic calming proposals be approved, as stated in the report; and
- 5) it be noted that Mike Wasley from Oxfordshire County Council and Thames Valley Police support the proposals.

76/19 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:

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- 19/01642/F Mr & Mrs Stuart Thomson
Woodbine Cottage, East End, Adderbury
Rear single storey extension
- 19/01359/F Mr & Mrs Adam Source
42 Rochester Way, Twyford, Banbury
Two storey side and single storey rear extensions
- 19/01663/F Mr M Hawkins
Riyes Cottage, Aynho Road, Adderbury
Proposed extension & alterations, detached garage, detached stable/barn and associated external works.
- 19/01663/F Mr M Hawkins
Riyes Cottage, Aynho Road, Adderbury
Proposed extension & alterations, detached garage, detached stable/barn and associated external works.
- 19/01864/
CLUE Amaya Investments Limited
Waterbridge Farm, Aynho Road, Adderbury
Certificate of Lawful Use Existing for internal alterations enabling the property to be used as a private residence or short-term holiday accommodation (Class C3) comprising (i) main house and (ii) guest annexe, with associated and provision of gym and swimming pool in former barn; External alterations, raising the roof of the western wing by approximately 1.2m and insertion of two dormers and three rooflights. New brickwork and roof tiles to match existing. Insertion of bi-fold doors to the front elevation; External alterations to the former barn involving re-roofing and insertion of bi-fold do
- 19/01759/F Mr Robert Stilgoe
Grounds Farm, Oxford Road, Adderbury
Erection of a duplicate 58t capacity grain silo adjacent to an existing one at The Grounds Farm for use by existing agricultural business
- 19/01924/F Mr Graham Appleton
The Penthouse, Manor Road, Adderbury
Amalgamation of two apartments to form a single dwellinghouse through enclosure of external steps. Removal of garage and alterations to boundary structures.
- 19/02102/F Ms C Hone
8A Oxford Road, Adderbury
Replacement single storey rear extension

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:

- 19/02135/F Mr & Mrs Edge
5 Church Close, Adderbury
Single storey side and rear extension
- 19/02181/F Mr Tim Catling
St Georges Catholic Church, Round Close Road, Adderbury
Demolition of existing chapel and erection of 1 dwelling

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- 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 18/00220/F – Prior to the meeting, the Chairman circulated to the Parish Council, a report providing an update on project.

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 DB/TG**
 - 3) the Chairman, Clerk and Vice-Chairman continue working with the Architect to progress the Planning Application for Phase 2 of the project; and **Action DB/TG**
 - 4) payments from Section 106 funds for the revised traffic movement report and the ecology report, to accompany the current application to CDC, be approved. **Action TG**
- iv) 19/00963/OUT, Hollins Strategic Land LLP, OS Parcel 9100 Adjoining And East Of Last House Adjoining And North Of, Berry Hill Road, Adderbury – The Parish Council considered the resubmission of outline application 17/02394/OUT for permission for up to 40 dwellings with associated landscaping, open space and vehicular access off Berry Hill Road (all matters reserved other than access)

Resolved that the Parish Council objects to 19/00963/OUT, on the same grounds as previously stated, except with the amendment that the residents on Berry Hill Road be consulted on the footpath and it be narrower than the usual standard to ensure it is in-keeping with the area.

Action TG

77/19 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 and the Chairman's report to the AGM.

Resolved that:

- 1) the report be noted;
 - 2) Laura Walker be appointed as a Parish Council Trustee on WFAC; and
 - 3) WFAC be consulted with regard to amending the WFAC Constitution and Councillors Martin Rye, Keith Mitchell and Laura Walker to liaise with Jackie Head. **Action MR/KM/LW**
- iii) Memorial for Andrew Barnes – Prior to the meeting, the Parish Council had received a report with regard to a permanent memorial for Andrew Barnes.
- Resolved** that:
- 1) the report be noted; and
 - 2) the decision on the memorial be deferred to a future meeting to allow Andrew Barnes' family other members of the community eg. the Adderbury Lakes Management Committee, the Vicar and PCC etc. to have more time to consider different options. **Action DB/TG**
- iv) Railway Embankment Bridge Parapet – Prior to the meeting, a report had been circulated to the Parish Council regarding the maintenance of the parapet, following a meeting with Martin Walker from Wellan Ltd.

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Resolved that:

- 1) the report be noted; and
 - 2) no maintenance be carried out on the parapet until the Parish Council has received the full report from Martin Walker at Wellan Ltd on whether or not any maintenance is required.
- v) Dog Waste Bins – Prior to the meeting, the Parish Council had received a report with regard to new dog waste bins for Adderbury Lakes and Kemps Road/The Crescent.

Resolved that:

- 1) the report be noted;
 - 2) a dog waste bin be purchase for Lake Walk by Adderbury Lakes; and
 - 3) a dog waste bin not be purchased for Kemps Road/The Crescent until Councillors have identified a suitable site. **Action TG**
- vi) Street Naming – Prior to the meeting, the Parish Council had received a report with regard to including additional names on the list used by Cherwell District Council for roads on new developments in the village.

Resolved that:

- 1) the report be noted;
 - 2) the additional names be added to the list of street names for new developments in Adderbury and the list be forwarded to Cherwell District Council; and **Action TG**
 - 3) a note be included in Contact about the street naming, including the information which Mr Allen has provided. **Action TG**
- vii) Forest Schools – Prior to the meeting, the Parish Council had received a report with regard to the Forest Schools project, which took place at the Parish Council's amenity land behind Adderbury Court.

Resolved that

- 1) the report be noted;
 - 2) the on-going bio-diversity project, including tree planting be supported; and
 - 3) Councillor Diane Bratt to continue liaising on this project with Christopher Rawlins Primary School. **Action DB**
- viii) Street Lighting – Prior to the meeting, the Parish Council had received a report with regard to a request for the street lights to be turned off for a limited time during the night in Griffin Close and possibly the wider village.

Resolved that:

- 1) the report be noted;
 - 2) the County Council be requested to provide more details about how the switch-off will work; and
 - 3) the residents of the village be consulted on the proposal to switch-off the street lights between 12am and 5am every night. **Action TG**
- ix) Benches in the Village – Prior to the meeting, the Parish Council had received a report with regard to maintenance of the benches in the village and was asked to appoint a Councillor to take responsibility for this project.

Resolved that:

- 1) the report be noted; and
- 2) Councillors to check their areas for monitoring and provide the necessary information on benches in those areas to Councillor Andy Millard, who will co-ordinate the maintenance project. **Action ALL/AM**

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- x) VE Celebrations – 8 May 2020 – Prior to the meeting, the Parish Council had received a report with regard to whether or not the Parish Council should arrange an event to mark this anniversary, or request a village organisation to do so.

Resolved that:

- 1) the report be noted; and
 - 2) Jackie Head, the PCC and Royal British Legion be consulted on arrangements for an event in the village. **Action TG**
- xi) Grass Cutting in the Village - Prior to the meeting, the Parish Council had received a report with regard whether or not some grass verges in the village should not be cut and they be left to grow to encourage biodiversity in the village.

Resolved that:

- 1) the report be noted;
- 2) a note be included in Contact advising the village that the Parish Council is encouraging areas of biodiversity in the village; and
- 3) the following grass verge be removed from the grass cutting contract to encourage biodiversity:
 - Outside Tanners
 - Entrance to Lake Walk

78/19 Parish Council Matters

- i) Co-option – Prior to the meeting, an application for co-option from Rhys Owens, had been circulated to the Parish Council.

Resolved that Rhys Owens be co-opted onto the Parish Council. **Action TG**

- ii) Appointment of Councillors to Committee – Prior to the meeting, the appointments to Committees and outside bodies had been circulated to the Parish Council.

Resolved that the membership of Committees and outside bodies be approved as detailed in appendix 1 to the minutes. **Action TG**

- iii) Committees:

- Environment Committee – The minutes of the meeting held on 8 October 2019 had been circulated to the Parish Council, prior to the meeting.

Resolved that:

- 1) the minutes be noted and recommendations be approved; and
- 2) the expenditure of £1652.00 (plus VAT) on the Sentinel camera be approved and this be funded from £1000 from the future projects budget line and £652 from the contingency budget line. **Action TG**

- Staffing Committee – Prior to the meeting, the minutes of the meeting held on 18 July 2019 had been circulated to the Parish Council

Resolved that the minutes be noted and recommendations be approved.

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

Resolved that the report be noted.

- v) Parish Council Surgeries – Councillor Martin Rye reported that he had attended the surgery with the Chairman on Saturday 5 October 2019. One resident attended and reported that the gate from The Leys to the Lucy Plackett was in a poor state.

Resolved that the report be noted.

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vi) 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; There were no issues at the Lucy Plackett Playing Field/Play Area.
- Adderbury Lakes; The Chairman reported that the Lakes would be closed if there was particularly windy weather.

Resolved that the reports be noted.

vii) Registration of Parish Council Land – The Chairman gave an update report on the progress of the registration of Parish Council land, which was being co-ordinated by Andrew Woods at Spratt Endicott.

Resolved that the report be noted.

79/19 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 – Oct 2019 salary	£1123.86
T Goss – Expenses for Oct 2019	£40.50
OCC Pension Fund – Clerks pension for Oct 2019	£384.71
Castle Water – Water rates for Allotments	£13.18
Thomas Fox Landscaping – Grass cutting for Sept 2019	£862.80
Cherwell District Council – Emptying Dog Waste Bins for summer period	£1427.71
Green Scythe Ltd – Grass cutting in the LPPF for August 2019	£452.40
CPRE – Annual Subscription	£36.00
Derek Latham & Co Limited – Detailed Design Proposals for new sports and community facility	£9000.00
Design Grow – Maintenance at Adderbury Lakes September 2019	£67.80
S Cochrane – Cleaning gutters at Activity Centre	350.00
Mr P Gardner – Topping the Milton Road Field	£150.00
Mr N Claxton – Lakes Expenses	£67.50
Rascal Horticultural Services – Allotment and Cemetery Maintenance	£340.00
Moore East Midland – External Audit Fee for 2018/2019	£609.00
Britannia Metalworks Ltd – Fencing at Adderbury Lakes	£3453.78
Hadland, Manning Bullock – Preparation of a budget estimate	£900.00
Green Scythe Ltd – Grass cutting in the LPPF for September 2019	£452.40
Oxfordshire Neighbourhood Plan Alliance – Annual Subscription	£50.00
Prysebros Ltd – Weed control in the village	£548.40

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 29 October 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) External Auditors Report 2018/2019 – Prior to the meeting, the External Auditor's Report for 2018/2019 had been circulated to the Parish Council.

Resolved that:

- 1) the report be noted; and
- 2) it be noted that the External Auditor highlighted that they had no issues with the financial management of the Parish Council, nor of the Milton Road project.

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- 80/19 Correspondence** – Councillor Martin Rye reported that the side of the Sor Brook bank, which belonged to the owners of Sor Brook House, needed to have the trees and vegetation cut back as they were blocking the flow of the water in the Brook and could cause flooding issues. A letter would be sent to the property. **Action TG**

THE LUCY JANE PLACKETT CHARITY
(Three Items)

- 81/19 Repair of Play Equipment** – The Parish Council considered a quote from Playdale for the repair of play equipment in the Lucy Plackett playing field.

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

- 82/19 Party in the Park 2020** – The Parish Council considered a request from the Party in the Park Committee to use the playing field for their event on Saturday 13 June 2020.

Resolved that the request to use the playing field for the Party in the Park on 13 June 2020, be approved in principle, subject to further details and consultation with the Parish Council. **Action TG**

- 83/19 Running Club Event 2020** – The Parish Council considered a request from the Running Club to use the playing field for their event on Sunday 20 September 2020.

Resolved that the request to use the playing field for the Running Club event on 20 September 2020, be approved. **Action TG**

- 84/19 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 85/19 & 86/19 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

- 85/19 Adderbury Lakes** – Prior to the meeting the Parish Council had received reports regarding quotes to remove a fallen Ash tree limb in the lower lake and also for a possible survey of the water quality in Adderbury Lakes.

Resolved that:

- 1) the report be noted;
- 2) the quote from Vaughan Lewis Windrush AEC Ltd for £267 (plus VAT) for a management plan to include an initial site visit to investigate the state of Adderbury Lakes, produce a written report recommending action required to clear weed and advice on a follow up plan and restocking with fish, be approved; and **Action TG**
- 3) the quote from Rural Works for £250.00 for the removal of a fallen Ash tree limb from the lower lake, be approved. **Action TG**

- 86/19 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:

- 1) the report be noted; and
- 2) Spratt Endicott be instructed to write to the Land Registry and advise that the land the Parish Council wishes to register, has already been registered by Mrs Biggam, even though Bower and Bailey were aware that the Parish Council is claiming ownership and has the conveyancing documents to prove this. **Action TG**

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

- 87/19 Meeting Dates** – Future meeting dates are as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 26 November 2019
- 14 January 2020
- 25 February 2020

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- 31 March 2020
- 21 April 2020
- 26 May 2020

88/19 Items for Future Agendas (For Information Only)

- Walled Garden Allotments - To agree the rent for 2020/2021
- Burial Fees for 2020/2021

(Meeting closed at 9.40pm)

Chairman – 29 October 2019

DRAFT