

ADDERBURY PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY
23 MAY 2023 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY

PRESENT: Councillor Diane Bratt (Chairman); Councillors Jacky Atkinson, Simon Davies, Mark Gerold, Joel Greenberg, Sue Jelfs, Ann Lyons, Rachel Moffat, Lucy Wells and Rob Yeatman.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer) and one member of the public.

1/23 Apologies – Parish Councillor Oliver Ighani submitted his apologies because he was at work.

District Councillors David Hingley and Rob Pattenden and County Councillor Arash Fatemian also submitted their apologies.

Resolved that the apologies from Parish Councillor Oliver Ighani be accepted and the absence authorised.

2/23 Appointment of Chairman for 2023/2024 – The Chairman asked for nominations for the position of Chairman for 2023/2024.

Resolved that Councillor Diane Bratt be appointed as Chairman for 2023/2024.

Councillor Diane Bratt then signed the Chairman's Acceptance of Office form.

3/23 Appointment of Vice-Chairman for 2023/2024 – The Chairman asked for nominations for the position of Vice-Chairman of the Parish Council for 2023/2024.

Resolved that Councillor Oliver Ighani be appointed as Vice-Chairman for 2023/2024.

4/23 Declarations of Interest – All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 7/23 – Chairman's Announcements, Footpaths – Councillor Diane Bratt declared an interest because parts of the Adderbury Circular were on land which she owned.

Minute Number 19/23, The Pound – Councillor Sue Jelfs declared an interest because she was a neighbour to The Pound.

Resolved that the interests be noted.

5/23 Minutes – Prior to the meeting, the minutes of the meeting held on 25 April 2023 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 25 April 2023 be approved and signed by the Chairman.

6/23 Matters Arising from the Minutes of 25 April 2023

Councillor Sue Jelfs reported that she had met with Adam from 4th Corner Ltd regarding the grass cutting issues in the Lucy Plackett Playing Field, but she still had concerns about the standard of their work. The Chairman asked Councillors to look at the playing field and feedback to the Clerk and Chairman. **Action ALL**

7/23 Chairman's Announcements

- Parking issues – The County Council had not yet responded to the Parish Council with regard to the issues with parking and signage in the village, which had been discussed during a site meeting with Dave Catling.
- 20mph Speed Restrictions – The deadline had been extended to 26 May 2023 for consultation on the proposed 20mph speed restrictions in the village.
- Parish Council Grant – A thank you had been received from the WI for Parish Council Grant.
- Meeting with representatives from Party in the Park – The Chairman had met with representatives from Party in the Park. The event was being held on 17 June 2023 and a plan had been circulated to Councillors prior to the meeting, along with information about the locations of the fencing and entrances/exits. It would also be a ticketed event, on the advice of Thames Valley Police. The Chairman asked for volunteers to cover the Parish Council's stall at the event.

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- Footpaths – The Chairman was attending a meeting with the County Council's Footpaths Officer about the issues on the Adderbury Circular Walk.

8/23 Open Forum – The resident thanked the Parish Council for organising the Coronation event. It had been a very good event and well received by the village.

The Chairman thanked the resident for his comments.

(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)

9/23 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.

10/23 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:

23/00814/LB 1 The Wicketts, High Street, Adderbury
Replacement of modern brown framed windows with slimline double glazed steel framed windows in a timber subframe with smaller panes; replacement of modern half glazed rear door to fully glazed door with smaller panes to match windows; addition of small glazed window to front modern door

23/01015/TCA Little Manor, Manor Road, Adderbury
Tree works

23/00993/TPO The Maltings, 10 Adderbury Court, Adderbury
Beech (T1) - Crown reduction of the beech in the front garden, by approximately 3 metres. Removal of all dead wood from the crown with an attachment size of 25mm or greater

23/01097/F Morgans Orchard , 9 Twyford Gardens, Twyford
Proposed single storey first floor rear extension and loft conversion with associated internal/external works

Resolved that, it be noted and approved that, observations have 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 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/works to trees:

23/01098/F & 2 Stud Farm Cottages, East End, Adderbury
23/01099/LB Erection of a single storey rear extension - re-submission of 23/00043/F & 23/00044/LB

23/01268/F & Cross Hill House, Cross Hill Road, Adderbury
23/01260/LB Construction of a pool house and gym, swimming pool, terrace and tennis court, annexe accommodation to be provided within the pool house

- 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.

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- iii) Adderbury Neighbourhood Plan (ANP) – The Parish Council received a progress report on the ANP Working Group, which would be updating the Plan. Councillor Mark Gerold advised that there had been little progress since the last meeting, however because the Cherwell District Council's Local Plan had been delayed, it gave the Parish Council more time to obtain the necessary two further quotes from consultants. Councillor Gerold would also arrange a meeting with Cherwell District Council officers for further advice. More volunteers for the Working Group were required and Parish Councillors Mark Gerold and Rachel Moffat would work together on an article for Contact.

Resolved that:

- 1) the report be noted; and
- 2) Parish Councillors Mark Gerold and Rachel Moffat to work together on an article for Contact for Working Group volunteers. **Action MG/RM**

11/23 Village Matters

- i) FOCAL – Prior to the meeting, Councillor Jacky Atkinson had circulated a report on the work of FOCAL. Councillor Ann Lyons reported that Doctor John Cordingly had passed away recently and he had been a founding member of FOCAL

Resolved that:

- 1) the report be noted; and
- 2) a letter of condolence be sent to the family of John Cordingly. **Action TG**

- ii) Community and Sports Centre, Milton Road – The Chairman reported that all outstanding reports relating to the planning permission conditions had been sent to Cherwell District Council and they should all be processed and completed by the end of the week.

Councillor Jacky Atkinson reported that there was a WFAC fundraising meeting being held on Thursday 25 May 2023 and all Councillors were invited to attend. WFAC would have a stall at Party in the Park on 17 June 2023 and at the School fete on 14 July 2023.

There would be an 'Activity and Open Doors Day' on Saturday 16 September 2023 which would involve all the groups and organisations in the village, either 'opening their doors' to the community or having a stall in the Parish Institute to enable them to publicise their work and for WFAC to publicise the Community and Sports Centre project.

Councillor Joel Greenberg advised that grant applications would be submitted shortly too. The Chairman also advised that she had in contact again with the Oxfordshire FA about the Local Football Facilities Plan and the inclusion of the Milton Road site.

Resolved that:

- 1) the report be noted; and
- 2) a 'thank you' be sent to the Adderbury, Deddington and District Photographic Society and to Stuart Phipps at the Parish Institute for their co-operation which allowed the 'Activity and Open Doors Day' to go ahead on Saturday 16 September 2023. **Action TG**

- iii) The Coronation of HM King Charles III – Councillor Jacky Atkinson reported on the success of the event held on Saturday 6 May 2023 and a number of 'thank yous' had been received from the community. The pig roast had gone very well and they had made a donation to WFAC. There had been plenty of volunteers on the day and parents had bought a lot of additional food to the children party. The leftovers had been taken to Lake House and to The Coach and Horses.

Resolved that:

- 1) the report be noted;
- 2) the Parish Council passed its thanks to Councillor Jacky Atkinson for all her hard work organising the event and running it so efficiently on the day; and
- 3) a thank you be sent to Tony Watts from the Coach and Horses for providing the food and also to the Cine Club for televising the Coronation. **Action TG**

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- iv) Recycling Banks – The Parish Council discussed the recycling banks located in the A4260 layby, just outside Twyford and the Chairman highlighted the continued fly tipping in the area. The Chairman reported that the layby had not been monitored by Cherwell District Council, which it had stated would be the case following the last request to remove the banks and the issues were getting more frequent.

Resolved that Cherwell District Council be requested to remove the recycling bins from the A4260 layby, just outside Twyford because of the continued fly tipping. **Action TG**

- v) Estate Agents Signs – The Parish Council discussed the estate agents signs which were being incorrectly located in the village. The Chairman reminded the Parish Council it had been given authority to remove estate agents signs from highway land.

Resolved that:

- 1) the report be noted;
- 2) Councillors be requested to report to the Clerk, any estate agents signs located in the grass verges;
- 3) it be noted that the Parish Council has the authority from the County Council to remove estate agents signs from the grass verges and Councillors agreed to remove incorrectly located signs and lie them down on the grass verge;
- 4) if the signs are not collected from the grass verges by the estate agents, they will be disposed of by the Parish Council;
- 5) a note be included in Contact to advise that estate agents signs should be located within the boundary of the property to which it relates; and **Action TG**
- 6) contact be made with local estate agents and they be advised of the above. **Action TG**

12/23 Parish Council Matters

- i) Health and Safety – The Parish Council considered a number of health and safety inspections.
- Play area inspection at The Rise – Councillor Simon Davies reported that there were no issues at The Rise.
 - Play area inspection at the Lucy Plackett Playing Field – Councillor Simon Davies reported that there were no issues at the playing field. The Clerk agreed to chase up the order for the new 'No Dog Fouling' sign and it was agreed to accept the quote from Ard Playgrounds for £225.00, plus VAT to repair the zip wire.

Councillor Simon Davies would report to 'Fix My Street' the nettles along the footpath outside Mill House.

- Adderbury Lakes – The Chairman reported that there were no issues at Adderbury Lakes. The tree which had come down into the Cemetery had come from Arboretum House and the Clerk would be writing to the resident to arrange a meeting to discuss the issue of their trees overhanging the boundary.

Resolved that the reports be noted.

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

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

- iii) Fix My Street 'Super User' – The Parish Council discussed appointing a 'Super User' as part of the County Council's initiative following Councillor Lucy Wells' attendance at the Rural Community Forum, where it had been raised.

Resolved that initiative be noted.

- iv) Appointment of Council Representatives & Council Committees and Working Groups – The Parish Council discussed the appointment of Parish Council representatives and the memberships of the Parish Council Working Groups and Committees.

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Resolved that Appendix 2 to the report be approved for 2023/2024.

- v) Parish Council Documents & Policies 2023/2024 – The Parish Council reviewed a number of documents which had been available to view on the Parish Council web site.

Resolved that the following documents and policies be approved for 2023/2024:

- Asset Register
- Risk Management Log and Risk Schedule
- Financial Regulations
- Standing Orders
- Code of Conduct
- Complaints Policy
- Vexatious Complaints Procedure
- Freedom of Information Policy
- Dispute Resolution Process
- Dignity at Work Policy
- Grievance Procedure
- Data Breach Policy
- Data Protection Policy
- Records Retention Policy
- Subject Access Request Procedure
- Press and Media Policy
- Safeguarding Policy
- Training Policy

- vi) Walled Garden Allotments – The Parish Council discussed hiring a skip to clear the rubbish from the Walled Garden Allotments.

Resolved that:

- 1) the report be noted;
 - 2) the offer from Smiths of Bloxham to supply a skip free of charge, be accepted and a suitable date be arranged;
 - 3) thanks be passed to Tom Smith for his support of the Parish Council;
 - 4) contact be made with all tenants to advise that an inspection has taken place and those tenants in breach of the Conditions of Tenancy be given one month to tidy their plots before the Parish Council will consider terminating tenancies at its meeting on 27 June 2023; and **Action TG**
 - 5) Councillors Diane Bratt, Sue Jelfs and Rachel Moffat to meet and discuss the Conditions of Tenancy and arrange regular monitoring of the allotments. **Action DB**
- vii) OALC Executive Committee – The Parish Council discussed nominating Councillor Diane Bratt to the OALC Executive Committee.

Resolved that Councillor Diane Bratt be nominated to the OALC Executive Committee. **Action TG**

13/23 Finance

- i) Accounts - The Clerk submitted to the Parish Council, the accounts to be paid.

Resolved that the accounts for payment be approved, as detailed in appendix 1 to the minutes.

- ii) Bank Reconciliation, Uncashed Payment & Income Since the last Meeting - Prior to the meeting, the Clerk had circulated the income which had been received since the last meeting, the uncashed payments and the bank reconciliation, as at 23 May 2023 for the accounts at Unity Trust Bank and the Cambridge Building Society.

Resolved that the income, uncashed payments and the bank reconciliation be noted.

- iii) Budget Monitoring – Prior to the meeting, the Parish Council received a budget monitoring report for 2023/2024.

Resolved that the report be noted.

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14/23 **Correspondence** – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY

(Two Items)

15/23 **Use of the Lucy Plackett Playing Field** – The Parish Council discussed the ad hoc use of the playing field by local schools and businesses

Resolved that contact be made with local Secondary Schools to advise them that should they wish to use to Lucy Plackett Playing Field, they should advise the Parish Council in advance. **Action TG**

16/23 **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 17/23, 18/23 & 19/23 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

17/23 **Lease for Use of the Lucy Plackett Playing Field** – The Parish Council discussed the renewal of the lease between the Football Club and the Parish Council.

Resolved that the lease between the Parish Council and the Football Club continue to roll over and discussions be held with the Football Club regarding the future renewal of the lease. **Action TG**

18/23 **Track to the Railway Embankment** – The Parish Council discussed the ownership of the track following a meeting with Strutt and Parker on 15 May 2023.

Resolved that:

- 1) the report be noted;
- 2) the Clerk, Chairman and Councillor Mark Gerold be authorised to meet with the solicitor to seek their advice; and
- 3) authority be delegated to the Proper Officer, in consultation with the Chairman and Councillor Mark Gerold, to progress the appropriate course of action, following the receipt of legal advice.

19/23 **The Pound** – The Parish Council discussed the lease between the Parish Council and Simon Verdon, for the land known as 'The Pound'.

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

20/23 **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:

- 27 June 2023
- 25 July 2023
- 12 September 2023
- 31 October 2023
- 28 November 2023

21/23 **Items for Future Agendas (For Information Only)**

- Induction of Councillors
- Local Plan 2040 Consultation
- Memorial Health and Safety Testing Policy

(Meeting closed at 9.40pm)

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Chairman – 23 May 2023