

# ADDERBURY PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 25 FEBRUARY 2025 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY

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

**ALSO IN ATTENDANCE:** District Councillors David Hingley and Rob Pattenden and seventeen members of the public.

**132/24 Apologies** – Parish Councillor Jacky Atkinson submitted her apologies because she had another appointment.

**Resolved** that the apologies from Councillor Jacky Atkinson be approved and the absence authorised.

**133/24 Declarations of Interest** – All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 149/24 - Quotes for Works to the walls at Adderbury Walled Garden Allotments – The Chairman declared an interest in this item because her nephew was a Director at Cotefield Treecare Ltd.

**Resolved** that the interests be noted.

**134/24 Minutes** – Prior to the meeting, the minutes of the meeting held on 14 January 2025 had been circulated to the Parish Council.

**Resolved** that the minutes of the meeting held on 14 January 2025 be approved and signed by the Chairman.

**135/24 Matters Arising from the Minutes of 14 January 2025** – There were no matters arising.

**136/24 Flooding** – The Chairman reported that the cleaning of gullies had been completed by Oxfordshire County Council (OCC) the previous week and inspection reports had been submitted to OCC by their contractors. Blockages on Horn Hill Road had also been identified and these would be removed.

With regard to the drainage engineering works in Round Close Road, these would be undertaken in the next financial year when funding was available but were dependent on further investigations being carried out.

The Chairman and Dog Close residents had met with Sean Woodcock MP to discuss the flooding from the river and Mill Stream. Following on from the PC's previous site meeting in January with the Environment Agency (EA), a representative from the EA would attend the next Parish Council meeting and the Chairman suggested that the meeting started at 6.30pm to facilitate the attendance of the EA.

Councillor Mark Gerold highlighted that the gullies on High Street had not been cleared and he was requested to report this to Fix My Street. If the details were also included in an email to OCC, the Chairman would follow up on this with the County Council highways officers. The Chairman had also asked for the gullies and drains on Milton Road to be unblocked and OCC would be coming back to complete that work.

OCC would also be carrying out a Section 19 investigation as the Lead Local Flood Authority and it should be completed by April 2025.

**Resolved** that the report be noted and the meeting on Tuesday 25 March 2025 will start at 6.30pm. **Action TG**

### **137/24 Chairman's Announcements**

- Meeting with Pye Homes – A meeting had been held on 20 February 2025 with Pye Homes with regard to a proposed development and more information had been requested.
- Party in the Park – The Parish Council expressed its thanks to the Party in the Park Committee for all their good work over many years organising the event. **Action TG**
- Day of Dance – A meeting had been held on 15 January 2025 and Parish Council was supporting Sharp and Blunt with the organisation of the event. The Chairman highlighted that volunteers from the community were required to marshal the road closure.

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- Proposed Parking Restrictions Consultation – The Chairman highlighted that this project had been instigated by complaints from residents regarding parking issues around The Green, Croft Lane and High Street. It was agreed that this item would be considered after the Open Forum.

**138/24 Open Forum** – A number of residents and local business owners addressed the Parish Council regarding their concerns with the proposal for parking restrictions on High Street and The Green.

The concerns with the proposal related to the employees and customers of local businesses not being able to park their vehicles for long enough periods during the working day and that restricting parking in this area would push the parking issue into other areas of the village. Residents also felt that the lining would have a negative visual effect on the village and the proposals would impact on them being able to park their cars near their properties for long periods.

A resident was in favour of the yellow lining on the junction of Croft Lane and High Street due to the poor and dangerous parking which occurred there daily and the public safety issue this caused.

The Chairman read out each of the proposals in turn and asked the residents and business owners for a show of hands on each point. The majority of those present did not support any of the proposals.

At the conclusion of the Open Forum, the Chairman thanked the residents and business owners for attending the meeting and they left at this point.

*(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)*

**139/24 Proposed Parking Restrictions Consultation** – The Parish Council discussed the County Council's consultation, at the request of the Parish Council, for parking restrictions around the area of High Street and The Green.

Councillors felt that given the comments during the Open Forum, there could be unintended consequences with the restrictions, such as inconveniencing residents and businesses and the proposals should not be progressed. However, it was agreed that the Parish Council's response should not be submitted to the County Council until nearer to the deadline of 5 March 2025, in case correspondence supporting the proposals were received.

There was a discussion about alternatives, however the Clerk reminded that Parish Council that this consultation had cost the Parish Council £1920.00. This was half of the full cost as it had been split with Bloxham Parish Council. Therefore, before the Parish Council suggested alternatives it needed to bear in mind that any future consultations would cost the Parish Council circa £3800 and the Parish Council needed to set expectations with the village regarding what it could provide as current budgets did not allow for this expenditure.

**Resolved** that the Clerk, in consultation with the Chairman be given delegated authority to formulate the comments from the Parish Council and submit them before the deadline of 7 March 2025. **Action TG/DB**

**140/24 Reports from Oxfordshire County Councillor and Cherwell District Councillors** – There was no report from County Councillor Arash Fatemian.

District Councillor David Hingley reported that the District Council's budget for 2025/2026 had been agreed the previous evening and the deadline for comments on the Local Plan consultation was 11.59 that evening.

The Banbury 2050 public engagement findings would be considered by the Executive and then subsequently released to the public.

The proposals to restructure local government were still being investigated, including a proposal for a Unitary Authority in Oxfordshire. A draft report would be submitted to the Government in April 2025 and the final report with recommendations for Oxfordshire, would be submitted in November 2025.

District Councillor Rob Pattenden highlighted the meeting with Ian Boll at Cherwell District Council which was being held on Tuesday 4 March 2025 to discuss the Section 106 available for Adderbury and the Milton Road project. District Councillors David Hingley and Rob Pattenden would be attending, along with the Chairman of the Parish Council and the Clerk.

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Councillor Pattenden also reported on Cherell District Council's five year land supply which had to include Oxford's Unmet Housing Need. The land supply figure was now 2.2 years due to the publication of the new National Planning Policy Framework (NPPF) published in December 2024.

The Councillors were thanked for their reports.

**Resolved** that the reports be noted.

## 141/24 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:

24/03285/F      Tanners, Tanners Lane, Adderbury  
Single storey rear garden room extension

24/03409/TCA      Banbury Westend Lawn Tennis and Squash Club, Chapel Lane, Adderbury  
Tree works

25/00021/TCA      Wychwood, Meadow View, Adderbury  
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:

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

- 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 provided the Parish Council with an update on the progress with the ANP and advised that two residents had come forward to join the Working Group and assist with the Plan. The Site Assessment had been received from AECOM and had circulated prior to the meeting.

The Working Group now consisted of the Chairman, Councillors Rachel Moffat, Joel Greenberg and Mark Gerold and the two residents.

**Resolved** that:

- 1) the report be noted; and
- 2) authority be delegated to the Clerk, in consultation with the Adderbury Neighbourhood Plan Working Group, to finalise AECOM's Site Assessment report. **Action TG/DB/MG**

## 142/24 Village Matters

- i) FOCAL – Councillor Rachel Moffat reported on the activities of FOCAL and the fundraising which was being undertaken and prior to the meeting, Councillor Jacky Atkinson had circulated a report.

**Resolved** that the report be noted.

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- ii) Community and Sports Centre, Milton Road – The Chairman reiterated the information regarding the meeting with Ian Boll on 4 March 2024 and that grant funding was still an issue which was hindering the commencement of the build.

**Resolved** that the report be noted.

### 143/24 Parish Council Matters

- i) Health and Safety – The Parish Council considered several health and safety inspections.
- Play area inspection at The Rise – Councillor Simon Davies reported that there were no issues at The Rise, except the fence still needed repairing or replacing. Councillor Davies would investigate the costs for repairing and replacing the fencing. **Action SD**
  - Play area inspection at the Lucy Plackett Playing Field – Councillor Simon Davies reported that there was still an issue with the swings and that afternoon, Paul Lester had completed a repair to the wooden climbing frame.
  - Adderbury Lakes – The Chairman reported that there were no issues at Lakes. However, as would be discussed later in the meeting, the wall at the Lakes which runs alongside Longwall footpath had started to collapse due to the two recent storms and the flooding which had subsequently occurred.
  - Walled Garden Allotments – Councillor Rachel Moffat reported that there were no issues at the Walled Garden Allotments.

**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) Community Emergency Plan – The Parish Council discussed a Community Emergency Plan for the village and the appointment of a Councillor to lead on the project.

**Resolved** that an advert be included in Contact and all Councillors to review the guidance from the County Council, with a view to a new Plan being produced. **Action ALL**

- iv) Membership of the Institute of Cemetery & Crematorium Management (ICCM) – The Parish Council discussed the Parish Council becoming a member of the ICCM, annual cost £95.00.

**Resolved** that membership of the ICCM be approved. **Action TG**

- v) Parish Council Email Accounts – The Parish Council discussed whether the Parish Council email accounts should be changed to '.gov.uk'

Councillors had concerns about the migration of old emails

**Resolved** that:

- 1) the report be noted;
- 2) .gov.uk email addresses and web site domains be progressed; and
- 3) the following points of clarification be obtained before the project commences:
  - Can the emails which are in the current PC email accounts, be migrated across to the new email addresses?
  - Is there any alternative to having a web mail account?
  - Can forwarders be set up from the current email accounts (hosted by Eco Web Hosting) to the new email addresses?
  - Can the Parish Council purchase adderburypc.gov.uk and adderburyparishcouncil.gov.uk?

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- vi) 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 are advertised in the OALC's monthly newsletter. <https://www.adderburypc.co.uk/documents.php?catid=21>

**Resolved** that the report be noted.

### 144/24 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 31 January 2025 for the bank accounts at Unity Trust Bank and the Cambridge Building Society 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 31 January and the Unity Trust bank statements for January 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 had been circulated to the Parish Council.

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

- iv) Adderbury Cemetery – The Parish Council discussed the Burial Fees for 2025/2026 and reviewed the income and expenditure for the current and previous two financial years for Adderbury Cemetery.

**Resolved** that the fees for Adderbury Cemetery be increased by 30% from 1 April 2025. **Action TG**

- v) Cambridge Building Society Account – The Parish Council discussed whether the Cambridge Building Society Account be closed and alternative accounts be investigated.

**Resolved** that the account at the Cambridge Building Society be closed and the funds be transferred to the Parish Council's Unity Trust bank account. **Action TG**

### 145/24 Correspondence – There was no further correspondence.

#### **THE LUCY JANE PLACKETT CHARITY**

(No Items)

### 146/24 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 147/24, 148/24, 149/24, 150/24 and 151/24 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

### 147/24 Quotes for Works to Wall at Adderbury Lakes – The Parish Council considered 4 quotes for the repairs to the wall at Adderbury Lakes and the Chairman reported that an insurance claim would be submitted because the wall had collapsed due to the flooding in September and November 2024.

**Resolved** that the quote from Graham Kite be accepted and the Clerk will write to appoint him as contractor to complete the work, liaising with the Chairman. The Clerk will also inform other contractors their quotes were unsuccessful and thank them. **Action DB/TG**

### 148/24 Quotes for Works to the walls at Adderbury Walled Garden Allotments – The Parish Council considered quotes for herbicidal spraying of ivy on the walls at the Walled Garden Allotments

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**Resolved** that the quote from Design Grow be accepted. **Action TG**

**149/24 Track to the Railway Embankment** – The Chairman gave an update on the ownership of the track to the railway embankment and the advice which had been received from Spratt Endicott.

**Resolved** that the report be noted.

**150/24 Community and Sports Centre, Milton Road** – The Chairman gave an update on the funding for the Community and Sports Centre on Milton Road.

**Resolved** that:

- 1) the report be noted;
- 2) the proposed amendments to the building be approved; and
- 3) the submission of an amended planning application to Cherwell District Council be approved.

**Action TG/DB**

**151/24 Quotes for works at the Lucy Plackett Playing Field** – The Parish Council considered quotes for works to trees/shrubs on the Sor Brook embankment in the Lucy Plackett Playing Field, at the end of the disused railway embankment and work within the play area.

**Resolved** that:

- 1) the quote from Cotefield Treecare Ltd for Jobs 2-4 be approved; and
- 2) the quote from Design Grow for top soil, grass seed and labour at the Playing Field be approved.

**Action TG**

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

**152/24 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:

- 25 March 2025 (starting at 6.30pm)
- 16 April 2025 (Adderbury Annual Parish Meeting)
- 29 April 2025
- 20 May 2025
- 24 June 2024

**153/24 Items for the Next Agenda**

- Emptying of proposed new dog waste bin on John Harper Way
- Allocation of Parish Council funds
- Railway embankment site
- Co-option

(Meeting closed at 10.00pm)

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Chairman – 25 March 2025