

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 30 APRIL 2024 AT 7.30PM 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 Ann Lyons.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer) and District Councillors David Hingley and Rob Pattenden.

177/23 Apologies – Councillor Rachel Moffat submitted her apologies because she was at work.

Resolved that the apologies from Councillor Rachel Moffat be approved and the absence authorised.

178/23 Declarations of Interest – All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 186/23 (iv), Parish Council Representative on the Feoffees – Councillor Sue Jelfs declared an interest because she was a member of Feoffees.

Minute Number 191/23, The Pound – Councillor Sue Jelfs declared an interest because she was a neighbour to The Pound.

Resolved that the interests be noted.

179/23 Minutes – Prior to the meeting, the minutes of the meeting held on 26 March 2024 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 26 March 2024 be approved and signed by the Chairman.

180/23 Matters Arising from the Minutes of 26 March 2024 – There were no matters arising.

181/23 Chairman's Announcements

- Grass cutting – There had been a few issues with the initial cutting at the Lucy Plackett Playing Field and Councillor Simon Davies would meet with Thomas Fox on site the following day.
- 'No Mow May' – This initiative only applied to the grass verges and not the Milton Road field, Lucy Plackett Playing Field, The Rise and The Green.
- Annual Parish Meeting - Following the issue of the availability of hearing loops being raised at the Annual Parish Meeting, the Parish Council made the following statement:

The Parish Council thanks Mr Le Mare for raising the issue of hearing loops at the Annual Parish Meeting and apologises that a hearing loop was not available in the Methodist schoolroom. The Parish Council recognises it has a responsibility to make reasonable adjustments for those who are deaf or hard of hearing wherever possible, if they are requested, but would like to make clear that the Council understands that provision of such equipment is the responsibility of the building's owner, not the Parish Council. Many older buildings used for meetings do not have such equipment, but the Parish Council will encourage owners to provide such.

The Parish Council wishes to state that it would never discriminate against a disabled person nor be dismissive of such requests as has been suggested by Mr Le Mare. The Parish Council does not accept the criticism which has recently been made on social media and in the Banbury Guardian, much of which comes from people who were not even at the meeting, nor does the Parish Council recognise these accounts as being what actually took place.

The Parish Council believes that the Parish Council Chairman acted properly and did not discriminate, nor was she rude or dismissive as has been suggested. There were a number of people at the meeting and their accounts do not match those being circulated in the press and social media. These people do not wish to make their recollections public for fear of being vilified by Facebook users and the Banbury Guardian, which is understandable due to the uncalled for comments made on social media and in the press.

ADDERBURY PARISH COUNCIL

The statement would be published on the Parish Council web site, adderbury.org and the Parish Council and village Facebook pages. **Action TG**

Councillor Jacky Atkinson reported that the Parish Council had also received an apology from a resident who was a Facebook user and had made untrue and disparaging comments about the Parish Council on the platform. The apology had been circulated to Councillors.

The Chairman reported that she would also be submitting a complaint to the Banbury Guardian regarding their reporting of the matter.

182/23 Open Forum – There were no residents present.

(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)

183/23 Reports from Oxfordshire County Councillor and Cherwell District Councillors – District Councillor David Hingley reported that it was the pre-election period and meetings were not currently being held at Cherwell District Council.

Councillor Rob Pattenden reported on the recent road closure on Oxford Road and that he had tried to improve the situation and hoped if there was another closure, it would be handled better by the County Council.

Councillor Pattenden also reported that Bloxham currently had issues with HS2 traffic travelling to the Rollright and Enstone quarries along the A361 and he had met with the owners of the quarries. They wanted to be good neighbours and to support local projects, such as the Milton Road project. Councillor Pattenden would pass their contact details onto the Chairman to discuss this further with them directly. **Action RP/DB**

The District Councillors were thanked for their reports.

There was no report from County Councillor Arash Fatemian.

Resolved that the report be noted.

184/23 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:

24/00283/TCA	Camlo House 2 Adderbury Park Adderbury T1-10 Leylandii conifer trees, Crown reduction of large overgrown trees to reduce height up to 4m.
24/00385/TCA	North Bank, Cross Hill Road, Adderbury T1 x Goat Willow - Removal to ground level
24/00540/TCA	8 Round Close Road, Adderbury, T1 x Apple - removal to ground level
24/00573/TCA	Fleet Farm House, Aynho Road, Adderbury, T1 x Apple - crown reduction by up to 2.5 metres T2 x Apple - crown reduction by up to 2.5 metres
24/00802/F	Culbone, The Leys, Adderbury First floor front extension and second floor rear gable extension

ADDERBURY PARISH COUNCIL

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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|-----------------------------|---|
| 24/00851/TPO | 22 Twyford Gardens, Twyford,
T1 (Yew) - crown reduction - height from 8.5m to 5.5m and width from 7m to 4.5m due to the tree dominating the garden and at its rear overhangs a neighbour's buildings; crown lift up to 3m to enable light and growth beneath the tree - subject to TPO 13/2000 |
| 24/00958/TPO | Long Wall House, The Green, Adderbury,
T1 - Fagus sylvatica - Sympathetic crown reduction of up to 2m to maintain suitable tree size for location; G1 - Taxus Baccata - Crown lift of 2 yew trees up to 4m and crown reduce by 1.5m to increase light levels and improve access to that area of the garden - subject to TPO 9/2020 |
| 23/03614/LB
& 23/03613/F | Old Wheatsheaf, The Green, Adderbury
To re-roof the entire property and replace all defective rafters and upgrade loft insulation, re-build and repair chimney stacks and make good any spalled brickwork to existing walls |
| 24/01019/TCA | The Rookery, High Street, Adderbury
Tree works |
| 24/01063/F | Workshop At, Twyford Mill, Oxford Road, Adderbury
Retrospective - Erection of workshop |

- 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 on the progress with the ANP and proposed that the Housing Needs Assessment be sent to Cherwell District Council (CDC). The Working Group would request a meeting with CDC's policy officers to discuss a way forward with regard to making a decision on whether there would be any allocation of housing within the ANP.

Resolved that:

- 1) the report be noted;
 - 2) the Housing Needs Assessment be circulated to all Councillors; and
 - 3) a meeting be arranged with Cherwell District Council policy officers to discuss the Housing Needs Assessment and any possible allocation of housing. **Action MG/TG**
- iv) 21/01966/F, Land to Rear of Gracewell Care Home, Gardner Way Adderbury – The Parish Council discussed the planning permission which had been granted for the erection of 18 dwellings and an access road and the lack of progress with the discharge of the conditions and the latest response from Cherwell District Council.

The Chairman reported that Cherwell District Council had shared their Bidwell's viability report with the Parish Council, but it had been redacted. A response had been sent to Cherwell District Council requesting that the developer revisits the viability study, since the market had moved on in the interim, and this also had been agreed as part of the resolution at the Planning Committee in November 2023.

Resolved that:

- 1) the report be noted; and
- 2) Cherwell District Council be permitted to use the Parish Council's request for a revised viability study as an official response and published on its web site.
- 3) Cherwell District Council be requested to provide the Parish Council with the Biodiversity report dealing with the Condition to provide an increase in the Biodiversity .

ADDERBURY PARISH COUNCIL

185/23 Village Matters

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

Resolved that the report be noted.

- ii) Community and Sports Centre, Milton Road – The Chairman and Councillor Joel Greenberg reported that applications for grant funding were being submitted to several organisations and the Clerk was liaising Adderbury Park Football Club regarding their documentation which was required for a grant submission to the Football Foundation. Discussions were continuing with the Parish Council's appointed contractor, Hawkins.

Fundraising events and Buy-A-Brick were continuing to raise funds, as was Easyfundraising.

Resolved that the report be noted.

- ii) Flood Risk Management – The Parish Council discussed the opportunity to apply for grant funding from Oxfordshire County Council.

Following a discussion regarding the flooding issues in Adderbury, the Chairman agreed to contact Rick Atkinson and Tony Brummell for their advice. The Tennis Club would also be contacted to discuss flooding issues they had on their site.

Resolved that that the report be noted.

186/23 Parish Council Matters

- i) Parish Council Elections – The Chairman reported that there was an uncontested election on 2 May 2024 and eight Councillors would be in post on 7 May 2024. The vacancies could be filled by co-option.

Resolved that the report be noted.

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

- Play area inspection at The Rise – Councillor Simon Davies reported that the fencing needed to be repaired and the Clerk would contact Nigel Prickett about the works. **Action TG**
- Play area inspection at the Lucy Plackett Playing Field – Councillor Simon Davies advised that there were no issues at the play area.
- Adderbury Lakes – The Chairman advised that there were no issues at the Lakes. The second viewing platform was in the process of being repaired.
- Walled Garden Allotments – In the absence of Councillor Rachel Moffat, there was no report on 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.

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

- iv) Parish Council Representative on the Feoffees – The Parish Council discussed it's representative on the Adderbury and Milton Feoffees, following a change in the Feoffees Constitution, whereby the Parish Council could only have one representative on the body, not two representatives.

Resolved that Councillor Lucy Wells continues to be the Parish Council representative on the Feoffees, until her term of office expires and Ms Wells be asked for reports on the work of the Feoffees, twice a year. **Action TG**

ADDERBURY PARISH COUNCIL

- v) Provision of Hearing Loops at Meetings – The Parish Council discussed the issue raised at the Annual Parish Meeting regarding the availability of a hearing loop at Parish Council meetings and the Annual Parish Meeting.

Resolved that:

- 1) the report be noted;
- 2) a note be included on Parish Council and Annual Parish Meeting agendas requesting those who are registered deaf or hard of hearing, to contact the Parish Council prior to the meeting to enable reasonable adjustments to be made at the meeting, to accommodate them; and
- 3) the Parochial Church Council be contacted to establish whether a hearing loop can be installed in Church House.
- 4) a Statement on the issue be posted on the Parish Council and village web sites and on social media.

Action TG

187/23 Finance

- i) Internal Auditor's Report 2023/2024 – The Parish Council reviewed both the 2023/2024 Internal Auditor's Report and the Annual Internal Auditor's Report 2023/2024 within the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2024.

Resolved that:

- 1) the Internal Auditor's report and recommendations for 2023/2024 be noted and approved; and
- 2) the Internal Auditor's report within the Annual Governance and Accountability Return for the year ended 31 March 2024 be noted and submitted to the External Auditor, Moore. **Action TG**

- ii) Accounts 2023/2024 – The Parish Council considered the Receipts & Payments Account as at 31 March 2024.

Resolved that the account be approved and signed by the Chairman.

- iii) Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2024 – The Parish Council considered Section 1 of the AGAR, the Annual Governance Statement 2023/2024.

Resolved that Section 1 of the AGAR, the Annual Governance Statement 2023/2024 be approved and submitted to the External Auditor, Moore. **Action TG**

- iv) Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2024 – The Parish Council considered Section 2 of the AGAR, the Accounting Statements 2023/2024.

Resolved that Section 2 of the AGAR, the Accounting Statements 2023/2024 be deferred to the next meeting. **Action TG**

- v) Notice of Public Rights – The Parish Council considered the public rights to inspect the Parish Council's accounting records for 2023/2024 for 30 days starting from 10 June 2024 until 19 July 2024.

Resolved that the public has the right to inspect the Parish Council's accounting records from 10 June 2024 to 19 July 2024 and the External Auditor, Moore, be advised of these dates. **Action TG**

- vi) Appointment of Internal Auditor for 2024/2025 – The Parish Council considered appointing Auditing Solutions Ltd as the Internal Auditor for 2024/2025.

Resolved that Accounting Solutions Ltd be appointed as the Parish Council's Internal Auditor for 2024/2025. **Action TG**

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

Resolved that:

ADDERBURY PARISH COUNCIL

- 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 30 April 2024 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 30 April 2024 and the Unity Trust bank statements for March 2024.
- viii) Budget Monitoring 2023/2024 – Prior to the meeting, the Parish Council received budget monitoring report for 2023/2024.

Resolved that the report be noted.

- ix) 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.

- x) Adderbury Green Association – The Parish Council reviewed the annual contribution from the Adderbury Green Association towards cutting the grass on The Green. The current contribution was £240.00 and had remained that figure for several years.

The current cost for cutting the grass on The Green was £75 per cut and there were 16 cuts per year, which totalled £1200.00.

Resolved that the Adderbury Green Association be requested to pay £600.00 towards the grass cutting costs for 2024/2025 and the Clerk, in consultation with the Chairman, be given delegated authority to reach an agreement with the Adderbury Green Association. **Action TG/DB**

188/23 Correspondence – The Parish Council was advised that a parking ticket had been issued to a vehicle on Round Close Road and local businesses were again locating their signs on the triangle near The Green. Also, Lake House would be opening up as a Day Care Centre.

THE LUCY JANE PLACKETT CHARITY

(No items)

189/23 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 190/23, 191/23 & 192/23 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

190/23 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.

191/23 The Pound – The Parish Council discussed the lease at The Pound.

Resolved that the matter be deferred to the next meeting. **Action TG/MG**

192/23 Adderbury Cemetery – The Parish Council considered quotes for the maintenance works to the headstones in Adderbury Cemetery.

Resolved that the quote from Thomas Cakebread be accepted. **Action TG**

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

193/23 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:

- 21 May 2024
- 25 June 2024

ADDERBURY PARISH COUNCIL

- 30 July 2024
- 10 September 2024
- 22 October 2024
- 26 November 2024

194/23 Items for Future Agendas (For Information Only)

- Induction of Councillors
- Councillor training on employment issues/other training
- Annual Governance and Accountability Statement – Section 2
- Water troughs at the Walled Garden Allotments
- Effectiveness of the Internal Audit 2023/2024
- Millennium Cup
- Civility & Respect Pledge
- General Power of Competence

(Meeting closed at 9.30pm)

Chairman – 21 May 2024