

ADDERBURY PARISH COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON WEDNESDAY 4 MAY 2016 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Colin Astley, Tony Gill, David Griffiths, Sue Jelfs, Patricia Leeman, Ann Lyons, Stuart Phipps, Martin Rye and Chris Shallis.

ALSO IN ATTENDANCE: None

APOLOGIES: Theresa Goss (Clerk and Responsible Financial Officer) and Trish Fennell.

The Chairman advised that should anyone wish to record the meeting, they could do so and asked that they informed the Parish Council at this point to ensure that the recording could be facilitated.

154/15 DECLARATION OF INTERESTS – There were no declarations of interest.

155/15 16/00619/F - LAND WEST OF HORN HILL ROAD, ADDERBURY - The Chairman asked all Councillors for their opinion on this application and she reminded them that under the NPPF paragraph 140 the application could be supported on an enabling basis in which development that would otherwise be considered harmful, was considered acceptable because it would facilitate (or 'enable') benefits that outweigh that harm. Also there was a need for an extension to the cemetery as space was becoming short.

Councillor Colin Astley proposed that:

APC would not support planning application 16/00619/F because it included an unethical offer which could only be considered as a bribe for a planning application that was not in accordance with the CDC Adopted Local Plan.

This was seconded by Councillor Tony Gill and a recorded vote was requested.

The recorded vote was as follows:

In favour of the proposal: Councillors Colin Astley, Tony Gill, Sue Jelfs and Chris Shallis. (4)

Against the proposal: Councillor Ann Lyons, Diane Bratt, Patricia Leeman, Stuart Phipps and Martin Rye. (5)

Abstentions: Councillor David Griffiths. (1)

Therefore proposal was defeated by five votes to four.

Resolved that planning application 16/00619/F be supported. **Action TG**

156/15 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 minute numbered 157/15 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

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157/15 GRIEVANCE – Councillor David Griffiths reported that the Clerk had submitted a grievance complaint to the Parish Council.

The Chairman proposed that Bethan Osbourne be engaged to carry out the grievance process on behalf of the Parish Council.

This was seconded by Councillor Ann Lyon and a recorded vote was requested.

In favour of the proposal: Councillors Ann Lyons, Diane Bratt, David Griffiths, Patricia Leeman, Stuart Phipps, Martin Rye and Chris Shallis. (7)

Against the proposal: Councillors Colin Astley and Sue Jelfs. (2)

Abstentions: Councillor Tony Gill. (1)

Therefore, the proposal was carried by seven votes to two.

Resolved that Bethan Osbourne be appointed to carry out the grievance process on behalf of the Parish Council. **Action DG**

158/15 MEETING DATES - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 12 May 2016
- 28 June 2016
- 26 July 2016

(The meeting closed at 8.30 pm)

Chairman
12 May 2016

ADDERBURY PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON THURSDAY 12 MAY 2016 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Ian Asbury, Colin Astley, David Bradley, Tony Gill, David Griffiths, Sue Jelfs, Ann Lyons, Martin Rye and Chris Shallis.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Trish Fennell, County Councillor Arash Fatemian, District Councillor Nigel Randall and 14 members of the public.

APOLOGIES: Parish Councillor Penny Clarke submitted her apologies because she was at work and these were accepted.

The Chairman advised that should anyone wish to record the meeting, they could do so and asked that they informed the Parish Council at this point to ensure that the recording could be facilitated.

1/16 SIGNING OF DECLARATIONS OF ACCEPTANCE OF OFFICE – All Councillors completed their Declarations of Acceptance of Office and they were witnessed by the Clerk.

2/16 APPOINTMENT OF CHAIRMAN – The Chairman asked for nominations for the position of Chairman for 2016/2017. Councillor Diane Bratt and Colin Astley indicated that they would be willing to stand as Chairman.

Councillor Diane Bratt was proposed by Councillor David Griffiths and seconded by Councillor Ann Lyons.

Councillor Colin Astley was proposed by Councillor Tony Gill and this was seconded by Councillor David Bradley.

Councillor Tony Gill requested a recorded vote.

Those in favour of Councillor Diane Bratt being appointed as Chairman were Councillors Diane Bratt, David Griffiths, Ann Lyons, Martin Rye and Chris Shallis. (5)

Those in favour of Councillor Colin Astley being appointed as Chairman were Councillors Ian Asbury, Colin Astley, David Bradley, Tony Gill and Sue Jelfs. (5)

The Chairman used her casting vote (under Standing Order number 5i) and voted for herself as Chairman for 2016/2017.

Resolved that Councillor Diane Bratt be appointed as Chairman for 2016/2017.

3/16 APPOINTMENT OF VICE-CHAIRMAN – The Chairman asked for nomination for the position of Vice-Chairman for 2016/2017.

The Chairman then proposed Councillor David Griffiths as Vice-Chairman and this was seconded by Councillor Ann Lyons.

Councillor Sue Jelfs proposed Councillor Tony Gill as Vice-Chairman and this was seconded by Councillor David Bradley.

Councillor Tony Gill requested a recorded vote.

Those in favour of Councillor David Griffiths being appointed as Vice-Chairman were Councillors Diane Bratt, David Griffiths, Ann Lyons, Martin Rye and Chris Shallis. (5)

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Those in favour of Councillor Tony Gill being appointed as Vice-Chairman were Councillors Ian Asbury, Colin Astley, David Bradley, Tony Gill and Sue Jelfs. (5)

The Chairman used her casting vote and voted for David Griffiths to be Vice-Chairman for 2016/2017.

Resolved that Councillor David Griffiths be appointed as Vice-Chairman for 2016/2017.

4/16 DECLARATION OF INTERESTS - The following interests were declared:

All Councillors declared an interest as trustees of the Lucy Plackett Playing Field.

Councillors Ian Asbury and David Griffiths declared their interests because they were Trustees of Parish Institute.

Councillor Ann Lyons declared an interest in any items relating to the Lucy Plackett Playing Field because she was a neighbour to the site.

Councillor David Bradley declared an interest in minute number 11/16 (vi) because the footpath bordered his property.

Councillor Tony Gill declared an interest in minute 5/16 on the minutes of the previous meetings due to the ongoing grievance process and the Code of Conduct complaint.

The Chairman also declared an interest in minute 5/16 on the minutes of the previous meetings due to the submission of a Code of Conduct complaint.

Resolved that the interests be noted.

5/16 MINUTES - The minutes of the meetings held on 29 March 2016 and 4 May 2016 were taken as read, duly adopted and signed by the Chairman, with amendments.

Minute 136/15 – Declarations of Interest – Councillor Colin Astley proposed that this minute be withdrawn and deleted completely until the grievance was resolved so as not to prejudice the outcome of the grievance process. Councillor Sue Jelfs seconded the proposal. There were six votes in favour and four votes against this proposal. Therefore, the minute was removed.

4 May 2016 Minute Number 155/15 – Councillor Colin Astley proposed that with regard to planning application 16/00619/F, in paragraph 4 the word 'this' be removed and the reference '16/00619/F' be included between the words 'application' and 'because'.

Councillor Colin Astley then proposed that Kevin Lane, Monitoring Officer at Cherwell District Council, be asked whether a motion should have been passed to support the planning application, once the proposal to object to the application was defeated. **Action TG**

4 May 2016 Minute Number 157/15 – Grievance – Councillor Tony Gill asked for the whole of this minute to be removed so as not to prejudice the outcome of the grievance process. It was agreed that only an introduction and information on the appointment of Bethan Osborne would be included in the minutes, so as not to prejudice the outcome of the grievance process.

Resolved that the minutes of the meeting held on 29 March 2016 and 4 May 2016 be approved with the above amendments. **Action TG**

6/16 MATTERS ARISING FROM THE MINUTES OF 29 MARCH 2016 AND 4 MAY 2016 – There were no further matters arising from the minutes of the meetings held on 29 March 2016 and 4 May 2016.

Resolved that the report be noted.

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- 7/16 OPEN FORUM** – Andy Green addressed Councillor Tony Gill about the Adderbury Neighbourhood Plan. Mr Green also addressed the Councillors about their membership of the Adderbury Conservation Action Group (ACAG).

Resolved that the reports be noted.

- 8/16 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – District Councillor Nigel Randall addressed the Parish Council and so too did County Councillor Arash Fatemian.

Resolved that the report be noted.

- 9/16 PLAY EQUIPMENT** – Councillor Sue Jelfs updated the Parish Council on the play equipment project.

Resolved that the report be noted.

10/16 PLANNING

- i) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to tree 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:

16/00537/LB & 16/00536/F	Hook Norton Brewery The Bell Inn High Street Adderbury Relocate female wc to existing store and create enclosed circulation space to allow patrons protected access to new toilet facilities
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16/00094/TCA	Mr Darke Brook House Mill Lane Adderbury G1 x Alder - Fell T1, T2, T3, T4 - Cherry – Fell
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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:

16/00619/F	Mr M Gough Land West Of Horn Hill Road Adderbury Residential development of a single dwelling with associated landscaping and land for an extension to the existing village burial ground - Resubmission of 15/01048/F
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Resolved that, it be noted and approved that, objections had been made by the Parish Council in respect of the following applications/works to trees:

16/00550/ADV	Hamberley Development Group Land North of Greenhills and Adderbury Bowls Club Oxford Road Adderbury 1 No externally illuminated freestanding sign; 2 No non-illuminated freestanding signs; 3 No non-illuminated flagpoles
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Resolved that, it be noted that, the Parish Council was considering the following planning applications/works to tree and tree preservation orders:

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|-----------------------------|---|
| 16/00571/F | Mr Raj Deb
Fleet Farm Barns Aynho Road Adderbury
Variation of Condition 2 of 12/01359/F to provide additional parking, relocation of bin stores and relocation of cycle stores |
| 16/00698/LB | Mr Raj Deb
Fleet Farm Barns Aynho Road Adderbury
Amendments to applications 12/01360/LB - Additional parking, relocation of bin stores and cycle Storage |
| 16/00675/F | Patron Noosa Propco (Adderbury S.a.r.l)
Land North Of Greenhills And Adderbury Bowls Club Oxford Road Adderbury
Variation of condition 5 of 13/01672/HYBRID. |
| 16/00701/F | Mr Louis Pouyanne
Tythe Barn House High Street Adderbury
Alterations to windows and dormers |
| 16/00702/LB | Mr Louis Pouyanne
Tythe Barn House High Street Adderbury
External and internal alterations to the two storey part of the living accommodation. Repair and upgrading of the structure with improved insulation to the single storey modern wing. |
| 16/00727/F | Mr Jordon Brooks and Miss Hannah Belcher
75 Walton Avenue Twyford
Two storey rear extension and front porch |
| 16/00731/F | Mr Andrew Hodge
Bo Peep Farm Aynho Road Adderbury
Erection of an open sided wooden structure with tiled roof for use during outdoor events including wedding ceremonies |
| 16/00663/F | Mr & Mrs Fraser
Park Farm House Oxford Road Adderbury
Alterations and erection of single and two storey extension |
| 16/00575/F &
16/00745/LB | Mr Raj Deb
Fleet Farm Barns Aynho Road Adderbury
Variation of condition 2 of 12/01359/F - To allow for the amendments to the elevations (additional roof lights) |

- ii) Planning Results - These had been circulated to all members prior to the meeting.

Resolved that the report be noted.

- iii) 16/00601/F - Christopher Rawlins Church of England Voluntary Aided Primary School Aynho Road Adderbury – The Parish Council discussed the extension to the Foundation stage unit, extension to existing school hall, erection of two new key stage 2 classrooms, staffroom and supporting ancillary rooms. Demolition works and refurbishment to existing, internal alterations including new kitchen and external landscaping including new Multi-use games area (MUGA).

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Resolved that the Parish Council supports the application, but would voice concern with regard to numbers on role and resulting traffic and parking. **Action TG**

11/16 FINANCE

- i) General Power of Competence – The Chairman reported on the General Power of Competence.

Resolved that Adderbury Parish Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk and has the General Power of Competence.

- ii) Bank Reconciliations and Breakdown of Parish Council Funds - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 12 May 2016 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society and also a breakdown of Parish Council funds.

Resolved that the bank reconciliations for the Barclays, Santander, Natwest and Cambridge Building Society and the breakdown of funds, be noted.

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

Resolved that the following accounts be approved for payment:

T Goss – Salary for May 2016	£847.07
T Goss – Expenses for May 2016	£49.37
Andrew Barnes – Adderbury Tree Survey and Reports	£746.00
S Cochrane – Clearing the gutters at the Lucy Plackett Activity Centre	£50.00
Rascal Horticultural Services – Allotment and Cemetery Work	£200.00
Thomas Fox Landscaping – Grass cutting for April 2016	£603.00
Thomas Fox Landscaping – Grass cutting for March 2016	£603.00
Mr R Atkinson – Expenses for The Lakes	£114.45

Resolved that it be noted that the following accounts had been paid since the last meeting:

T Goss – April salary	£833.34
T Goss – April expenses	£40.17
Adderbury.org – (From New Homes Bonus) to support the village web site	£400.00
TaxAssist – Payroll services for 2016/2017	£240.00
Arrow Accounting – Internal Audit Fees 2015/2016	£243.63

- iii) Accounts 2015/2016

- a) Annual Return for the year ended 31 March 2016

The Parish Council considered the Statement of Accounts (Section 1) and the Statement of Assurance (Section 2).

Resolved that these be approved and signed by the Chairman and the Clerk.
Action TG

- b) End of Year Accounts as at 31 March 2016

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The Parish Council considered the Receipts & Payments Account as at 31 March 2016.

Resolved that these be approved and signed by the Chairman and the Clerk.
Action TG

- iv) Internal Audit Report 2015/2016 – Prior to the meeting the internal auditor's report be 2015/2016 had been circulated to the Parish Council.

The Internal Auditor had reported that four issues needed to be addressed and the Clerk had circulated an action plan.

Resolved that the internal auditor's report and the action plan, be approved.

- v) Bollards in Church Lane – The Parish Council discussed the proposed bollards in Church Lane.

Resolved that:

- 1) the installation of the bollards be approved,
- 2) the County Council be asked to confirm the exact location and the total cost of the installation: **Action TG**
- 3) the above information be provided to the residents in the area, as well as confirmation of the financial contributions they would be prepared to make. **Action TG**

- vi) Access to Public Right of Way – The Parish Council discussed the access of the public right of way in West Adderbury.

Resolved that request for £200 to replace a stile with a kissing gate, be approved. **Action TG**

- vii) Independent & Parish Remuneration Panel Report 2016/2017 – Prior to the meeting, the Independent & Parish Remuneration Panel's review of Parish Members' allowances for 2016/2017 had been circulated to the Parish Council.

Resolved that

- 1) the basic allowance and Chairman's allowance not be paid;
- 2) the payment of expenses relating to travel and subsistence be approved; and
- 3) the payment of expenses relating to paper and ink be approved.

- viii) Adderbury Cemetery – The Parish Council discussed the burial fees for 2016/2017 and the burial regulations.

Resolved that:

- 1) Condition 11 of the undertakers' regulations be amended to read:

*Grave spaces will be used in rotation. All graves are suitable to be dug as double depth graves. Should any stone be encountered during the grave digging process, it will be the undertakers' responsibility to ensure the necessary equipment is used to remove the stone. This will be at the cost of the undertaker, not the Parish Council. No two adjacent grave spaces will be allocated instead of a double plot due to the undertakers' not being able to remove the stone. **Action TG***

- 2) burial fees be increased by 5% for 2016/2017. **Action TG**

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12/16 PARISH COUNCIL MATTERS

- i) Co-option – The Chairman reported that there had been two applications for co-option onto the Parish Council.

The Chairman proposed that the co-option should go ahead at the meeting and this was seconded by Councillor Chris Shallis.

There were five votes in favour of the proposal and five against. The Chairman used her casting in favour of the proposal and it was carried.

Councillor Gill then requested a recorded vote.

Those in favour of Steven Cox were Councillors Diane Bratt, David Griffiths, Ann Lyons, Martin Rye and Chris Shallis. (5)

Those against were Councillors Ian Asbury, Colin Astley, David Bradley and Sue Jelfs. (4)

Councillor Tony Gill abstained. (1)

Those in favour of Peter Burrows were Councillors Ian Asbury, Colin Astley, David Bradley, Tony Gill and Sue Jelfs. (5)

Those voting against Peter Burrows were Councillors Diane Bratt, David Griffiths, Ann Lyons, Martin Rye and Chris Shallis. (5)

As there were 5 votes in support of each candidate, the Chairman used her casting vote, in favour of Mr Cox.

Resolved that Steven Cox be co-opted onto the Parish Council. **Action TG**

- ii) Appointment of Council Representatives & Council Working Parties – This item was deferred to the next meeting.

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

- iii) Staffing Committee – Prior to the meeting, the minutes of the Staffing Committee meeting held on 25 April 2016 had been circulated to the Parish Council.

Resolved that the minutes be noted.

- iv) Parish Council Documents/Policies – Prior to the meeting, the following documents and policies had been circulated to the Parish Council.

- Standing Orders
- Financial Regulations
- Asset Register
- Risk Register
- Safeguarding Policy
- Code of Conduct
- Freedom of Information Policy
- Data Protection Policy
- Press and Media Policy
- Parish Council Complaints Procedure

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- Grievance and Disciplinary Procedure

Resolved that the above documents be reviewed by a Working Group and prior to work commencing, this be discussed further at the next meeting. **Action TG**

- v) Parish Council Web Site and Mobile App – This item was deferred to the next meeting.

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

- vi) Adderbury Neighbourhood Plan (ANP) – Sam Brown, Chairman of the ANP Steering Group gave an update on the ANP and advised that work would now restart on the project.

Resolved that the report be noted.

- vii) Parish Council Surgeries – Councillors Martin Rye and Stuart Phipps had attended the previous Parish Council surgery and advised on one issue which had been raised.

Surgeries were held on the first Saturday on the month at the Church House, Adderbury, from 11am to 12 noon.

Resolved that the report be noted and the Clerk to check with Andrew Barnes, whether this work is covered in the tree survey and schedule of work. **Action TG**

- viii) Katharine House Hospice – The Chairman reported that a letter had been received from the Hospice.

Resolved that:

- 1) the report be noted;
- 2) the Hospice be invited to make a presentation to the Annual Parish Meeting in 2017;
- 3) the Katharine House Hospice link from the Parish Council's web site, be discussed as part of the review of the web site; and
- 4) the grant application be considered at the next meeting, when all other applications for grant funding will also be considered.

13/16 VILLAGE MATTERS

- i) Adderbury Library – Prior to the meeting, Patricia Leeman had submitted a report to the Parish Council, reporting on her last FOCAL meeting as the Parish Council representative.

Resolved that the report be noted.

- ii) Health and Safety

- the play area inspection at The Rise - Councillor David Griffiths reported that there were no issues.
- the play area inspection at the Lucy Plackett Playing Field - Councillor Ann Lyons reported that the ropes and netting needed to be replaced. It was suggested that Playdale be contacted for a quote.
- Adderbury Lakes – The Chairman reported that a tree had fallen down and landed on a neighbours fencing. However, the situation had now been rectified.

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Resolved that:

- 1) the reports be noted; and
 - 2) Playdale be contacted for a quote to replace the ropes at the Lucy Plackett Play Area. **Action TG**
- iii) Milton Road/Horn Hill Road Traffic Calming Feasibility Study – This item was deferred to the next meeting of the Parish Council.

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

- iv) Drainage Issues at Adderbury Cemetery – The Clerk had asked Gordon Kelman at the County Council for an update on this matter, but had not yet received a reply.

Resolved that the report be noted.

- v) Twyford Road Noise and Traffic Issues – Councillor Colin Astley gave an update on the Twyford Road noise and traffic issues.

Resolved that the report be noted.

- vi) Biodiversity Project – The Chairman reported to the Parish Council, on a meeting which had been held on 5 May 2016 with residents at The Rise with regard to the biodiversity project.

Resolved that the report be noted.

- vii) Day of Dance 2016 - Prior to the meeting, Councillor David Griffiths had circulated a report advising on the success of the Day of Dance 2016.

Resolved that:

- 1) the report be noted; and
 - 2) Councillor Griffiths be thanked for his efforts in organising the road closures for the day.
- viii) HM The Queen's 90th Birthday Celebrations - Prior to the meeting, Councillor David Griffiths had circulated a report outlining the celebrations to mark HM The Queen's 90th Birthday on Saturday 4 June 2016.

Resolved that the report be noted.

- 14/16 CORRESPONDENCE** – The Chairman advised that a letter had been received from FOCAL thanking the Parish Council for facilitating the donation of £2000 from Hamberley Developments Limited in support of maintaining the library opening hours.

THE LUCY JANE PLACKETT CHARITY

(Following three items only)

- 15/16 RESPONSIBILITIES OF THE TRUSTEES** – The Chairman reminded Councillors that the Parish Council was the trustee for the Lucy Plackett Playing Field and documents relating to the Trust were available to view in Drop Box.

Resolved that:

- 1) the report be noted;

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- 2) the Clerk to enquire into the details of the Trustees responsibilities from the Charity Commission and this be discussed further at the next meeting.

Action TG

- 16/16 USE OF THE PLAYING FIELD FOR A WEDDING** – The Chairman reported that a request had been received for the use of the playing field for a wedding reception marquee and for landing a helicopter.

Members felt that because it was a public area, it was not appropriate for it to be used for private functions or landing a helicopter.

Resolved that the request be refused. **Action TG**

- 17/16 WOODEN BOLLARDS IN DOG CLOSE** – The Chairman reported that the wooden bollards in the Lucy Plackett Playing Field, by Dog Close, were in a poor condition and some were also missing.

Resolved that the Chairman and Councillor Ann Lyons to meet Dave Chandler on site to discuss the work. **Action TG**

- 18/16 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 19/16 & 20/16 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

- 19/16 LAND AT ADDEBURY COURT** – The Chairman updated the Parish Council on the land at Adderbury Court and issues surrounding it.

Resolved that the report be noted.

- 20/16 GRIEVANCE** – There was no discussion on this item.

Resolved that the report be noted.

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

- 21/16 MEETING DATES** - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 28 June 2016
- 26 July 2016
- No meeting in August 2016
- 13 September 2016
- 25 October 2016
- 29 November 2016

- 22/16 ITEMS FOR THE NEXT AGENDA**

1. Hedge at Rawlins Close amenity area
2. Web site and mobile app
3. Set up a working group to look at the grant application form
4. Milton Road/Horn Hill Road Feasibility Study
5. Drainage Issues at Adderbury Cemetery
6. Twyford Road Noise and Traffic Issues

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7. Consultation on SNC Local Plan (for information only)
8. Lucy Jane Plackett Charity
9. Appointment of Council Representatives & Council Working Parties

(The meeting closed 10.10 pm)

Diane Bratt - Chairman
28 June 2016

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY 28 JUNE 2016 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Ian Asbury, Colin Astley, David Bradley, Penny Clarke, Tony Gill, David Griffiths, Sue Jelfs, Ann Lyons, Martin Rye and Chris Shallis.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Trish Fennell, District Councillor Nigel Randall and three members of the public.

APOLOGIES: None

The Chairman advised that should anyone wish to record the meeting, they could do so and asked that they informed the Parish Council at this point to ensure that the recording could be facilitated.

23/16 DECLARATION OF INTERESTS - The following interests were declared:

All Councillors declared an interest as trustees of the Lucy Plackett Playing Field.

Councillors Ian Asbury and David Griffiths declared their interests because they were Trustees of Parish Institute.

Councillor Ann Lyons declared an interest in any items relating to the Lucy Plackett Playing Field because she was a neighbour to the site.

Councillor David Griffiths declared an interest in the grants applications because he was a member of Adderbury Theatre Workshop, Adderbury History Association and Adderbury Institute.

Ian Asbury declared an interest in the grant applications as a member of Adderbury Institute.

Councillors Diane Bratt and Ann Lyons declared an interest in the grants applications because they were members of the History Association.

Resolved that the interests be noted.

24/16 MINUTES - The minutes of the meeting held on 12 May 2016 were taken as read, duly adopted and signed by the Chairman with one amendment to confirm the increase in burial fees by 5% (which councillors agreed had not been properly voted on at May 12 meeting).

The Chairman proposed the burial fees be increased by 5%. Seconded by Councillor Griffiths.

Passed by a majority vote.

Resolved that the minutes of the meeting held on 12 May 2016 be approved with the above amendments. **Action TG**

25/16 MATTERS ARISING FROM THE MINUTES OF 12 MAY 2016 – There were no further matters arising from the minutes of the meetings held on 12 May 2016.

- i) The Chairman reported on the response from Cherwell District Council on a query raised by Councillor Colin Astley under minute number 5/16 – The Chairman reported that she had spoken to Kevin Lane and James Doble at Cherwell District Council and they had confirmed that the decision taken by the Parish Council on 4 May 2016 with regard to the planning application on Horn Hill Road, had been done so correctly and it was a lawfully made decision.

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- ii) Legal & Procedural Advice – The Parish Council noted that following clarification from the Oxfordshire Association of Local Councils (OALC), Kevin Lane, Cherwell District Council's Monitoring Officer and James Doble, Cherwell District Council's Deputy Monitoring Officer, any legal or procedural advice which was required by the Parish Council, should be obtained by the Clerk and she should contact the OALC in the first instance.

Resolved that the reports be noted.

26/16 OPEN FORUM – Nigel Wood addressed the Parish Council about Section 106 money and the Adderbury Neighbourhood Plan.

Peter Burrows addressed the Parish Council with regard to Parish Council minutes.

Andy Green addressed the Parish Council about the voting on items

Andrew Barnes addressed the Parish Council and asked for the item on the Party in the Park to be brought forward to earlier in the meeting.

Rick Atkinson addressed the Parish Council about the land on north Milton Road. Councillor Tony Gill responded to Rick Atkinson. Rick Atkinson also commented on members declaration of their appropriate interests.

Resolved that the reports be noted.

27/16 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – District Councillor Nigel Randall addressed the Parish Council on planning and spin-off effects from Brexit

There was no report from County Councillor Arash Fatemian.

Resolved that the report be noted.

28/16 PLAY EQUIPMENT – Councillor Sue Jelfs updated the Parish Council on the play equipment project.

Resolved that the report be noted.

29/16 PLANNING

- ii) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to tree 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:

16/00675/F	Patron Noosa Propco (Adderbury S.a.r.l) Land North of Greenhills and Adderbury Bowls Club Oxford Road Adderbury Variation of condition 5 of 13/01672/HYBRID.
16/00727/F	Mr Jordon Brooks and Miss Hannah Belcher 75 Walton Avenue Twyford Two storey rear extension and front porch
16/00731/F	Mr Andrew Hodge Bo Peep Farm Aynho Road Adderbury

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Erection of an open sided wooden structure with tiled roof for use during outdoor events including wedding ceremonies

- 16/00663/F Mr & Mrs Fraser
Park Farm House Oxford Road Adderbury
Alterations and erection of single and two storey extension
- 16/00575/F &
16/00745/LB Mr Raj Deb
Fleet Farm Barns Aynho Road Adderbury
Variation of condition 2 of 12/01359/F - To allow for the
amendments to the elevations (additional roof lights)
- 16/00829/F Mr L & Mrs G Davis
42 Twyford Road Twyford Adderbury
Two storey side extension, single storey front and rear extensions
- 16/00115/TCA Mr Paul Ness
Lyndhurst High Street Adderbury
T1 x Lilac – Fell, T2 x Apple – Fell, T3 x Fir – Fell
- 16/00118/TCA Mr James Thornton
Street Record Sydenham Close Adderbury
G1 - Trees to be coppiced and cell. Webb matting to be utilised
G2 x 4 trees to be removed
- 16/00876/F Mr Robert Langley & Dr Esther Hill
Barn Cottage Manor Road Adderbury
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:

- 16/00619/F Mr M Gough
Land West Of Horn Hill Road Adderbury
Residential development of a single dwelling with associated
landscaping and land for an extension to the existing village burial
ground - Resubmission of 15/01048/F
- 16/00601/F Head Teacher & Governors
Christopher Rawlins Church of England Voluntary Aided Primary
School Aynho Road Adderbury
Extension to foundation stage unit, extension to existing school hall,
erection of two new key stage 2 classrooms, staffroom and
supporting ancillary rooms. Demolition works and refurbishment to
existing, internal alterations including new kitchen and external
landscaping including new Multi-use games area (MUGA)
- 16/00701/F Mr Louis Pouyanne
Tythe Barn House High Street Adderbury
Alterations to windows and dormers
- 16/00702/LB Mr Louis Pouyanne
Tythe Barn House High Street Adderbury
External and internal alterations to the two storey part of the living
accommodation. Repair and upgrading of the structure with
improved insulation to the single storey modern wing

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- 16/00750/F Mrs R K Brooks
68 Rochester Way Twyford
Erection of single storey infill kitchen extension to side and proposed single storey rear extension. Change of use from garage to utility/store. Insertion of rooflights and lantern lights. Internal alterations and extension to external paving
- 16/00840/LB &
16/00671/F Jacob & Harriet Potts
Ivy House Church Lane Adderbury
Restoration of former Coach House as dwelling and addition of kitchen extension

Resolved that, it be noted and approved that, objections had been made by the Parish Council in respect of the following applications/works to trees and that the Chairman had declared an interest in the first two, as she is a neighbour:

- 16/00571/F Mr Raj Deb
Fleet Farm Barns Aynho Road Adderbury
Variation of Condition 2 of 12/01359/F to provide additional parking, relocation of bin stores and relocation of cycle stores
- 16/00698/LB Mr Raj Deb
Fleet Farm Barns Aynho Road Adderbury
Amendments to applications 12/01360/LB - Additional parking, relocation of bin stores and cycle Storage
- 16/00814/F Mr Tim Catling
St Georges Catholic Church Round Close Road Adderbury
Demolition of existing chapel and erection of 4 no. dwellings - Re-submission of 15/01540/F

Resolved that, it be noted that, the Parish Council was considering the following planning applications/works to tree and tree preservation orders:

- 16/00978/F Mrs M Grace
Cobb Cottage 5 Mill Lane Adderbury
Variation of condition 2 (plans) of 15/00960/F - Substitution of first floor window to French doors with glazing above, glass safety rail and rooflight on western roof slope
- 16/00131/TCA Graham Appleton
Ridgeway Lodge Manor Road Adderbury
T1 x Conifer - Fell
T2 x Conifer – Fell
- 16/00974/F Mr K Sahni
Storage Barns Banbury Golf Club Aynho Road Adderbury
Redevelopment of 2no. existing storage barns, to provide 1no. 4 bedroom (modern barn) 1no. 2 bedroom and 1no. 3 bedroom (stone barn) holiday rental accommodation ancillary to Banbury golf course and one additional access from Aynho Road

- ii) Planning Results - These had been circulated to all members prior to the meeting.

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Resolved that the report be noted.

- iii) 16/00840/LB & 16/00671/F - Ivy House, Church Lane, Adderbury – The Parish Council discussed the issues at this site.

Resolved that would like to see CDC implement some measures to have due regard for the neighbours - make the process of the building work to cause at least disturbance as possible to neighbours.

Action TG: Write to resident - understood their concerns but need to speak enforcement officers at CDC.

- iv) Consultation on South Northants Council's Local Plan – Prior to the meeting, comments on South Northants Council's Local Plan had been circulated to the Parish Council and submitted to SNC.

Resolved that the submission be noted.

30/16 FINANCE

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

Resolved that the following accounts be approved for payment:

T Goss – Salary for June 2016	£893.61
T Goss – Expenses for June 2016	£67.00
T Goss – Petty cash top-up	£50.00
Mr D Chandler – Repairs at the allotments	£90.00
Mr D Chandler – Repairs to the bollards at the Lucy Plackett Playing Field	£120.00
Green Scythe Ltd – Grass Cutting the LPPF for May 2016	£458.40
Green Scythe Ltd – Grass Cutting the LPPF for April 2016 and terra slitting in February 2016	£490.80
Adderbury Park Football Club – Contribution towards the seeding and spraying of the LPPF	£182.40
Prysebros Ltd – Weed control in the village (first application)	£528.00
Bloxham Mill Ltd – Room Hire	£133.20
Thomas Fox Landscaping – Grass cutting for May 2016	£603.00
OALC – Roles and Responsibilities Training Course	£78.00
Thames Water – Water bill for allotments	£9.99
Christopher Rawlins Primary School – Room Hire for ANP event in September 2016	£42.00
HMRC – Quarterly payment	£216.32
Rascal Horticultural Services – Allotment and Cemetery Work	£425.00
John Hicks Ltd – Play Area Inspection	£123.12
Mr A Barnes - Expenses for the wild flower meadow in The Rise	£74.37

Resolved that it be noted that the following accounts had been paid since the last meeting:

Cotefield Treecare – Works at The Lakes	£586.25
Queen's 90 th Birthday – Grant from Cherwell District Council paid to the organising committee, via the Parish Council	£500.00

- ii) Bank Reconciliations and Breakdown of Parish Council Funds - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 28 June 2016 for the accounts at

ADDERBURY PARISH COUNCIL

Santander, Barclays, Natwest and Cambridge Building Society and also a breakdown of Parish Council funds.

Resolved that:

- 1) the bank reconciliations for the Barclays, Santander, Natwest and Cambridge Building Society and the breakdown of funds, be noted; and
 - 2) the Clerk to contact Santander to check protection amounts for Santander accounts.
- iii) Quarterly Budget Monitoring Report – The Parish Council received a quarterly budget monitoring report from April to June 2016.

Resolved that the report be noted.

- iv) Grass Cutting on The Green – The Parish Council discussed the contribution that the Adderbury Green Association should make towards the grass cutting on The Green.

Resolved that the Adderbury Green Association be asked to make a contribution of 50% towards the grass cutting on The Green for 2016/2017. **Action TG**

- v) Parish Council Grants 2016/2017

- a) Parish Council Grant Applications - The Parish Council considered the application for a Parish Council grant for 2016/2017.

Resolved that the following grants be approved:

Organisation	Amount
Adderbury Cine Club	£200
Adderbury Gardening Club	£200
1 st Adderbury Rainbows	£200
Adderbury Evergreens (Over 60's Club)	£200
St Mary's Church	£200
Adderbury Theatre Workshop	£200
1 st Adderbury Scout Group	£200
Adderbury Football Club	£200
Adderbury Institute	£200
Adderbury, Deddington and District Photographic Society	£200
Adderbury History Society	£200
1 st Adderbury Cub Scouts	£200
Party In the Park	£200
Adderbury and District WI	£200
Total	£2800

- b) Working Group for Parish Council Grants – The Parish Council discussed whether a working group should be established to review the application form for the parish council grants.

Resolved that a Working Group be established and Councillors David Bradley, Penny Clarke, Tony Gill, Steven Cox be members of the Working Group and they suggest the criteria for approval of a Parish Council grant, in preparation for discussion by the APC. **Action TG**

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- ix) Appointment of Council Representatives & Council Working Parties – The Parish Council discussed the appointments to Parish Council Working Parties, the Staffing Committee and representatives on other bodies.

Resolved that:

- 1) the appointments be approved as detailed in appendix 1 to the Minutes; and
- 2) the cemetery working group to complete the topple test. **Action Cemetery Working Group**

- x) Village Areas of Responsibility – The Parish Council discussed appointing individual Councillors to particular areas of the village for monitoring purposes.

Agreed that each councillor will have responsibility for a particular area and to report any items to the Clerk .

- xi) Parish Council Documents/Policies – Prior to the meeting, the following documents and policies had been circulated to the Parish Council. There had been a proposal for a Working Group to review the documents.

- Standing Orders
- Financial Regulations
- Asset Register
- Risk Register
- Safeguarding Policy
- Code of Conduct
- Freedom of Information Policy
- Data Protection Policy
- Press and Media Policy
- Parish Council Complaints Procedure
- Grievance and Disciplinary Procedure

Councillor Gill proposed and Councillor Bradley seconded.

The Chairman then made an amendment to the proposal as 5 new councillors need to work with these documents before they could agree to amend them. James Doble (CDC) had advised could revise them but revise with legal advice, like Liz Howlett (OALC), which will cost public money. Therefore the Chairman proposed an amendment: that the setting up of this working party be postponed and reconsidered at the November meeting, to allow all councillors to better understand the documents.

Councillor Griffiths seconded the amendment which was agreed by a majority vote.

Resolved that the working group be postponed until November for councillors to read the documents and discuss in Nov whether or not to have a working group and what the criteria for that group will be. Councillor Gill may suggest any items to look at in preparation for this.

- xii) Signatories – The Parish Council discussed the signatories for the signing of cheques and the legal agreements relating to the transfer of the land on Milton Road and the ransom strip on Aynho Road.

Resolved that:

ADDERBURY PARISH COUNCIL

- 1) Councillors Diane Bratt, David Griffiths and Martin Rye signed the cheques;
- 2) Councillor Diane Bratt, David Griffiths, and Martin Rye be approved to sign legal agreements. **Action TG**

- xiii) Parish Council Web Site and Mobile App – The Parish Council considered a quote for a new Parish Council web site and a mobile app.

Resolved that Councillors David Bradley and Tony Gill to look into this matter further and report back. **Action DBradley**

- xiv) Agenda Items – The Parish Council discussed the process by which agenda items requested by Parish Councillors are to be included on the Agenda.

It was highlighted that Sections 9 & 10 of the Parish Council's Standing Orders covered this issue. And also APC had agreed the process at a previous meeting

Resolved that brief information would accompany agenda items. If councillors want to add further information this can go on the APC website, subject to Clerk's agreement.
Action TG

- xv) Parish Council Surgeries – Councillor Ann Lyons had attended the previous Parish Council surgery and had reported on this earlier in the meeting.

Surgeries were held on the first Saturday on the month at the Church House, Adderbury, from 11am to 12 noon.

Resolved that the report be noted.

- xvi) Cherwell District Council's Parish Liaison Meeting – The Parish Council received a report from Councillor Ann Lyons on the Parish Liaison Meeting which had been held on 15 June 2016.

Resolved that the report be noted.

- xvii) Oxfordshire County Council's Unitary Workshop – The Parish Council received a report from the Chairman on the workshop held on 15 June 2016.

Resolved that the report be noted.

- xviii) Adderbury Neighbourhood Plan (ANP) – A Report from Sam Brown, Chairman of the ANP Steering Group was received to update on the ANP.

Resolved that the report be noted.

- xix) Cemetery Bin Rota – Prior to the meeting, a rota for June to December 2016 had been circulated.

Resolved that the report be noted and the rota be amended to include Penny Clarke and David Bradley. **Action TG**

32/16 VILLAGE MATTERS

- ix) Adderbury Library – There was no report on FOCAL because the Parish Council had only appointed a new representative earlier in this meeting, Councillor Ann Lyons.

Resolved that the report be noted.

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- x) Drainage Issues at Adderbury Cemetery – The Clerk had asked Gordon Kelman at the County Council for an update on this matter, but had not yet received a reply.

Resolved that:

- 1) the report be noted;
- 2) the Chairman to speak to the land owner about clearing of the ditches at the cemetery and report back to the next meeting. **Action DB**

- xi) Twyford Road Noise and Traffic Issues – Councillor Colin Astley gave an update on the Twyford Road noise and traffic issues.

Resolved that the report be noted.

- xii) Grass Cutting Contract – Councillor Sue Jelfs reported on the grass cutting in the village. She also noted faults in the VAS sign when heading from Bloxham.

Resolved that the report be noted.

Also advise OCC that the VAS coming from Bloxham on Milton Road . **Action TG**

- xiii) Hedge at Rawlins Close Amenity Area – The Parish Council discussed the trimming of the hedges and bushes around the Amenity Area which was highlighted during a Parish Council surgery, but APC had concluded this is not part of the Amenity area so not APC responsibility.

Resolved that:

- 1) the report be noted; and
- 2) the issue be reported to the County Council and Cherwell District Council for action; and
- 3) the neighbours be advised of the action taken by the Parish Council. **Action TG**

- xiv) Milton Road/Horn Hill Road Traffic Calming Feasibility Study – The Chairman suggested that the Traffic Calming Working Group should look into this matter.

Resolved that a meeting of the Traffic Calming Working Group be arranged and it be discussed at the next meeting. **Action CA**

THE LUCY JANE PLACKETT CHARITY

(Following item only)

- 33/16 PARTY IN THE PARK** – The Parish Council discussed the issues at the playing field, following the Party in the Park on 18 June 2016.

Resolved that:

- 1) the report be noted;
- 2) the works to repair the ground be approved;
- 3) it be noted that the Party in the Park be paying for the necessary repairs;
- 4) a quote be obtained for a new removable bollard be installed at the Lucy Plackett Playing Field to replace the concrete bollard and the Party in the Park committee would contribute to the cost. **Action TG**

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34/16 CORRESPONDENCE – There were no further items of correspondence.

35/16 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 36/16, 37/16 & 38/16 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

36/16 ICE HOUSE AT ADDERBURY LAKES – The Parish Council discussed the repairs to the Ice House and funding options for the works.

Resolved that the report be noted and investigations will continue. **Action DB**

37/16 FRIENDS MEETING HOUSE – The Parish Council discussed the issues relating to the Friends Meeting House and the funding options for the on-going maintenance.

Resolved that the report be noted and investigations be made into the required maintenance.
Action DB

38/16 GRIEVANCE – The Parish Council reported as to the current stage of the Grievance process but did not discuss this item further due to the on-going grievance process.

Resolved that the report be noted.

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

THE LUCY JANE PLACKETT CHARITY

39/16 RESPONSIBILITIES OF THE TRUSTEES – The Chairman reminded Councillors that the Parish Council was the trustee for the Lucy Plackett Playing Field and documents relating to the Trust were available to view in Drop Box. There was no further information available at the Charity Commission.

Resolved that the report be noted.

40/16 MEETING DATES - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 26 July 2016
- No meeting in August 2016
- 13 September 2016
- 25 October 2016
- 29 November 2016

41/16 ITEMS FOR THE NEXT AGENDA

1. Drainage Issues at Adderbury Cemetery
2. Milton Road/Horn Hill Road Traffic Calming Feasibility Study
3. Topple test at cemetery.

(The meeting closed 10.40pm)

ADDERBURY PARISH COUNCIL

Diane Bratt - Chairman
26 July 2016

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY 26 JULY 2016 AT 7.30 PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Ian Asbury, Colin Astley, Steven Cox, Tony Gill, Sue Jelfs, Ann Lyons, Martin Rye and Chris Shallis.

ALSO IN ATTENDANCE: County Councillor Arash Fatemian and five members of the public.

APOLOGIES: There were apologies from David Bradley, Penny Clarke, David Griffiths and Clerk to the PC Theresa Goss.

In the absence of the Clerk the minutes were taken by Trish Fennell.

The Chairman advised that should anyone wish to record the meeting, they could do so. Resident Nigel Wood asked if he could record and permission was granted.

The Chairman welcomed members of the public and reminded councillors of the suggested timings for discussion of items on the agenda which she was keen to adhere to.

42/16 DELCARATIONS OF INTEREST: All Councillors declared an interest as Trustees of the Lucy Plackett Playing Field.

43/16 MINUTES: It was noted that, owing to the Clerk being absent, some items on the minutes of the meeting held on 28th June 2016 had not been followed up. The Chairman would investigate.

It was suggested that items raised in Open Forum should be reported a little more fully. The matter would be put on the next Agenda for discussion, as would the subject of councillors' responsibility for village areas. The minute 32/16 iv would be altered to read '*It was reported that faults had been noticed in the VAS sign*'

Following some minor changes the minutes were taken as read, duly adopted and signed by the Chairman.

44/16 OPEN FORUM: Matters raised by Nigel Wood included 106 Monies, recording of meetings and the legal status of the Neighbourhood Plan. The Chairman replied by stating that the status of the Neighbourhood Plan had not changed and had always been a working group, not a committee, and did not have to meet in public, but had to keep notes and report back to the PC. The Staffing Committee was formed to deal with staffing matters which were not for public discussion as they often involved financial and personal matters. The recent meeting had been held to discuss the Clerk's pension.

45/16 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS: There was an apology from District Councillor Nigel Randall.

County Councillor Arash Fatemian reported on investigations that were being made by OCC into the feasibility of selling land belonging to them across the region. There was one such piece of land in Adderbury situated on the left before the entrance to Lake House for which there has been a planning application for one property.

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46/16 PLAY EQUIPMENT PROJECT: Councillor Jelfs reported that she had had one meeting with a play equipment supplier and had two more planned. All three companies had promised to respond by the next PC meeting in September.

47/16 PLANNING: No observations had been made by the PC in respect of the following applications:

Mr Graham Osborne – The Bridge House, Horn Hill Road
Mr Matthew Gaskin – 6 Oxford Road, Adderbury
Mr and Mrs Richard White – 7 St. Mary's Road, Adderbury
Mr Pat Flemming – Pebsham Cottage, Aynho Road, Adderbury
Mr and Mrs D Whitrow – 66 Rochester Way, Twyford
Mr and Mrs Dunstan – The Old House, Tanners Lane, Adderbury

Objections had been raised by the PC concerning the following applications:

16/01208/F – proposed cottage at entrance to Lake Walk, Adderbury

16/01171/F – Jeddah's Paddock, East End, Adderbury

Currently under consideration are the following applications:

16/01230/DISC – Retrospective – separation of large 3-bed flat into 2 1-bed flats – Garden View, Manor Road, Adderbury

16/00316/DISC – Discharge of Conditions 6,7,8 & 9 of Application **16/00702/LB** – Tythe Barn House, High Street, Adderbury

16/00317/DISC – Discharge of Conditions 5,6,7 & 8 of Application 16/00701/F – Tythe Barn House, High Street, Adderbury.

48/16 FINANCE: It was resolved that the accounts should be approved for payment (Majority Vote).

Bank reconciliation and Quarterly Budget Monitoring Report were not available owing to the absence of the Clerk.

49/16 PARISH COUNCIL MATTERS: i) Nick Fennell gave the following report on the Adderbury Neighbourhood Plan

1. The ANP steering Group (6 Parish councillors and 6 members of the public) has drafted the policies which will be reviewed by our consultant in early August, and then amended by the Steering Group

2. These policies will then be displayed at public meetings

a) in the Institute on the evening of 14th September

b) in the school on the morning of 17th September

where villagers will be able to read them and make comments

3. For a week from 14th September villagers will also be asked to complete an online questionnaire about the future of Adderbury's leisure facilities, including options for sport and community usage of the Milton Road field recently acquired for the village

ADDERBURY PARISH COUNCIL

4. The Neighbourhood Plan will then be reviewed as a result of this village feedback, and ratified at the October Parish Council meeting. A pre-submission document will then go out for public consultation for 6 weeks from 28th October, leading to the final plan for submission to CDC after it has been ratified at the January Parish Council meeting.

ii) **Parish Council Website:** Councillor Gill was keen to remove the @ on councillors' email addresses on the PC website to reduce the risk of them receiving multiple spam emails.

iii) **Parish Council Surgery:** The Chairman had attended the last surgery. Three residents attended raised matters including new temporary traffic signs and the possibility of mobile VAS signs, planning issues in Manor Road, and grass cutting. All matters would be investigated.

50/16 VILLAGE MATTERS: i) **Recreation Areas;** No problems were reported at The Lakes, The Rise or The Lucy Plackett Playing Field except for the necessary replacement of netting in the latter.

i) **Topple Test:** The cemetery working group required guidance to enable them to carry this out satisfactorily.

ii) **Adderbury Library:** Councillor Lyons reported on FOCAL stating that the Chairman, although confident of raising the £9000 necessary to keep the library running at current levels, was sad to say that out of such a large village only 100 people supported FOCAL. Any support from the PC to help increase numbers would be appreciated. The FOCAL committee had vacancies for Secretary, Membership Secretary and Website manager. The next meeting of FOCAL would be on 20th August 2016.

iii) **Drainage issues:** The Chairman had spoken to the contractor on site at Adderbury Cemetery who had agreed to clear the council owned drain for £500. There was permission for the spoil to be deposited on the neighbouring field owned by Colegraves. Councillors voted to accept this quotation.

iv) **Twyford Road Noise and Traffic Issues:** Councillor Astley reported that the Dept. of Transport EU Legislation would take effect on vehicle noise which is a long term issue. Matters relating to the Canal Bridge would be addressed when the results of a similar issue in Herefordshire were known.

v) **Milton Road/Horn Hill Road Feasibility Study:** The group had started to meet residents to get their view on the CC study for traffic calming issues and recommended options.

vi) **Temporary traffic calming signs:** The Road Safety representative had informed the PC that there were 3 different signs to choose from and it was agreed to ask for a selection to be erected around the village.

51/16 CORRESPONDENCE: There was none.

52/16 PUBLIC AND PRESS – To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for the remaining minutes on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

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53/16 REPORT FROM STAFFING COMMITTEE - AL reported that under Auto Enrolment Regulations the PC has to provide the Clerk with a pension scheme to join by November of this year.

After discussion it was agreed that the Local Government Pension Scheme (LGPS) run by Oxfordshire County Council was the correct course to take.

OCC had been contacted regarding admission to the Scheme.

The costs to APC as an employer are currently 16.6% of the Clerks salary, this may increase or decrease in line with triennial evaluations of the Scheme.

The current payroll providers will be responsible for all associated paperwork and statutory returns.

The Staffing Committee voted unanimously in favour of this route

The Parish Council also agreed to the Clerk joining the LGPS at Oxfordshire County Council.

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY 13 SEPTEMBER 2016 AT 7.30 PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Ian Asbury, Colin Astley, Steven Cox, Penny Clarke, Tony Gill, Sue Jelfs, Ann Lyons, Martin Rye and Chris Shallis.

ALSO IN ATTENDANCE: Trish Fennell, County Councillor Arash Fatemian and 11 members of the public.

APOLOGIES: Councillor David Bradley submitted his apologies because he was unwell and these were accepted. Councillor David Griffiths submitted his apologies because he was on holiday and these were accepted. Apologies were also received from Theresa Goss, Clerk and Responsible Financial Officer.

In the absence of the Clerk and Responsible Financial Officer, the minutes were taken by Trish Fennell, and the Chairman thanked her for this.

The Chairman advised that should anyone wish to record the meeting, they could do so. Resident Nigel Wood asked if he could record the meeting and permission was granted.

The Chairman welcomed members of the public.

56/16 DECLARATIONS OF INTEREST: All Councillors declared an interest as Trustees of the Lucy Plackett Playing Field. Councillor Steven Cox declared an interest in minute number 63/16 (v) relating to Rights of Way because he belonged to the Ramblers Association. The Chairman declared an interest in minute number 68/16 because one quote was from her nephew, so she did not take part in this discussion or vote.

Resolved that the interests be noted.

57/16 MINUTES - The minutes of the meeting held on 26 July 2016 2016 were taken as read, duly adopted and signed by the Chairman. It was noted that the appendix of working groups discussed in June did not include the new 'Grant' Group.

With regard to Item 15 - the Grievance/Staffing Committee – it was noted that Councillor Gill wished it to be known that he had abstained from the vote, rather than be ineligible to vote. The Chairman reminded APC that ineligible was what had been stated previously.

Resolved that these points be noted.

58/16 MATTERS ARISING FROM THE MINUTES OF 26 JULY 2016

The Chairman and Councillor Ian Asbury had met at the Friends Meeting House to look at the repairs and proposed works to be carried out. The Chairman felt that the matter needed more consideration and it would be discussed later in the meeting, when the press and public had been excluded.

Councillor Gill wished it to be noted that he had requested use of the Lucy Plackett Playing Field on 9 July 2017 as the date for next year's Three Spires Challenge.

Proposed by the Chairman
Seconded by Councillor Asbury

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- 59/16 OPEN FORUM** – John Glover, resident of Dog Close asked for further details regarding a letter that had been sent to CDC planning department in July – a month after the PC meeting - and who had prompted the letter – a member of the Parish Council or member of the public. He would like to see the Parish Council work more as a team without as much rancour.

Nigel Wood made reference to the resignation of District Councillor Nigel Randall, stating that he had been a conscientious and effective District Councillor. He also asked a series of questions challenging the process of the imminent online Neighbourhood Plan questionnaire. The Chairman commented that the NP team were following the advice of the professional consultant and assured him that the questionnaire would be honourably and properly seen through to its conclusion.

- 60/16 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – There were no reports but District Councillors Christine Heath and Mike Bishop were present at the meeting.

The Chairman proposed that the Parish Council should give a vote of thanks to Nigel Randall for all his work on behalf of Adderbury and the wider community and the Chairman and to send him a letter of thanks. **Action TG**

- 61/16 PLAY EQUIPMENT PROJECT:** Councillor Jelfs reported on the progress with the play equipment project and circulated a poster illustrating some possible pieces of equipment for use by older children that could be situated near to the MUGA equipment.

Resolved that the report be noted.

62/16 PLANNING

- iii) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to tree 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:

16/00210/TCA	Humphries Ltd Le Hall Place Cottage, Manor Road, Adderbury Tree works
16/00202/TCA	1 Church Close, Adderbury T1, T2, T3 x Lime - Pollard back to main trunks, for purpose of general maintenance and good husbandry
16/00191/TCA	Mrs Allpress 1 Adderbury Park, Adderbury T1 x Cherry - reduce by up to 40% and shape remaining canopy
16/01364/F	Mr Peter Dubber 20 Rawlins Close Twyford Conversion of 2 integral garage spaces into living accommodation

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 applications/works to trees:

ADDERBURY PARISH COUNCIL

None

Resolved that, it be noted that, the Parish Council was considering the following planning applications/works to tree and tree preservation orders:

None

- ii) Planning Results - These had been circulated to all members prior to the meeting.

Resolved that the report be noted.

63/16 FINANCE

- i) Parish Council Insurance – Prior to the meeting, the Clerk had circulated quotes for the parish Council's insurance policy, which was due to be renewed on 29 September 2016.

Resolved that a three year long term agreement be approved with Came and Company.

Action TG

Proposed by the Chairman
Seconded by Councillor Ian Asbury

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

Payee	Amount
T Goss – September 2016 salary	£858.40
T Goss – Expenses for September 2016	£22.05
HMRC – Quarterly payment	£214.18
OALC – Good Councillors' Guides	£50.40
RCOH Ltd – Work on Adderbury Neighbourhood Plan	£1590.00
Viking – Stationery and Ink	£104.32
Thames Water – Rates for the allotments	£19.96
Thomas Fox Landscaping – Grass cutting for August 2016	£603.00
BDO LLP – External audit 2015/2016	£360.00
Came and Company – Parish Council insurance	£999.16
BJ Perkins – Remedial works and kerb lowering at the Lakes	£624.00
Roger Dickinson – Adderbury Leisure Survey – Survey Monkey fee	£300.00
Green Scythe Ltd – Grass cutting the LPPF in July 2016	£310.80
Rascal Horticultural Services – Works at the allotments and cemetery	£380.00
Bloxham Mill Ltd – Room hire for grievance meetings	£90.00

meeting: **Resolved** that it be noted that the following accounts had been paid since the last

Payee	Amount
Rascals Horticultural – Works at the allotments and cemetery	£215.00
Green Scythe Ltd – Grass cutting at the LPPF	£548.40
Thomas Fox Landscaping – Grass cutting for July 2016	£1206.00
Bloxham Mill Ltd – Room Hire	£54.00
University of Oxford – Tree works	£192.00

Proposed by Councillor Ian Asbury
Seconded by Councillor Chris Shallis

- ii) Bank Reconciliations and Breakdown of Parish Council Funds - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 13 September 2016 for the accounts at

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Santander, Barclays, Natwest and Cambridge Building Society and also a breakdown of Parish Council funds.

Resolved that the bank reconciliations for the Barclays, Santander, Natwest and Cambridge Building Society and the breakdown of funds, be noted.

Proposed by Councillor Martin Rye

Seconded by Councillor Ann Lyons

- iii) Quarterly Budget Monitoring Report – The Parish Council received a quarterly budget monitoring report from July to September 2016.

Resolved that the report be noted.

Proposed by Councillor Ian Asbury

Seconded by Councillor Martin Rye

- iv) External Audit Report 2015/2016 – Prior to the meeting, the report from BDO, the external auditor, for 2015/2016 had been circulated to the Parish Council. No issues had been highlighted by the external auditor.

Resolved that the report be noted.

Proposed by Councillor Ian Asbury

Seconded by Councillor Martin Rye

- v) Section 106 Funds – The Parish Council discussed the Section 106 funds being spent on public rights of way, by Oxfordshire County Council. It was agreed to put this on the next agenda whilst noting that 2 stiles in the horse field at the end of Manor Road heading towards Milton and on the Adderbury Circular walk needed some attention.

Resolved that Councillor Cox leads on this discussion ready for next meeting's agenda, and all Councillors review PRow's in the meantime. **Action SC/TG**

- vi) Notice boards – The Parish Council considered a quote from Dave Chandler to refurbish two notice boards in the village. It was noted that the notice board at the Institute was also in need of refurbishment and Mr Chandler had been asked to quote for its repair which he would be asked to include with his original schedule.

Resolved that Dave Chandler be authorised to carry out the refurbishment of the noticeboards at the Parish Institute and the two on Horn Hill Road (by the Oak tree).

Action TG

64/16 PARISH COUNCIL MATTERS

- i) Adderbury Neighbourhood Plan – Nick Fennell gave the following update on the Neighbourhood Plan:

The 'ANP Steering Group' had been working hard over the summer. Guided by the objectives of TAP, Group had now produced a set of draft policies. Due to new opportunities they required further input from the community on their views on future leisure facilities.

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An online questionnaire would be available on www.adderbury.org from 14 September 2016 until 30 September 2016.

Two public consultation meetings would also be held to present the opportunities, discuss the options and provide information on the other policies in the plan. The two meetings were on Wednesday 14 September 2016 at 7pm at the Parish Institute and on Saturday morning at 10am Christopher Rawlins Primary School.

The meetings would emphasise the point that, on the recommendation of our consultant, the ANP would focus exclusively on development policies – and that issues around traffic, education, and other matters would be taken up in a new Parish Plan in 2017

Following the results of the questionnaire, new policies would be drafted on leisure facilities and a pre-submission version of the plan would be submitted to the Parish Council for approval on 25 October 2016. Subject to this approval, the ANP would then go out to public consultation for 6 weeks.

The Steering Group urged everyone to have their say [by coming](#) along to one of the meetings and [filling](#) in the online questionnaire at www.adderbury.org.

Resolved that the report be noted.

- ii) Parish Council Surgeries – The Parish Council received a report regarding the issues which were reported at the last surgery. Mrs Enid Frost had voiced local residents' concerns about the speed of traffic in Manor Road. They had requested speed humps but these were impractical because of lack of street lighting. Further thought would be given to the problem by the traffic calming working group. The Clerk has already also replied to Mrs Frost.

Resolved that the report be noted.

- iii) Health and Safety – The Parish Council received the following health and safety reports:
- Steven Cox would inspect the play area at The Rise;
 - There were no issues at the Lucy Plackett Playing Field, but Councillor Sue Jelfs would ask Playdale if it would be possible to refurbish the main climbing frame and at what cost; and
 - Adderbury Lakes from Councillor Diane Bratt - The Lakes were currently closed because of pathway improvements. Information of the reopening would be posted on the Parish Council and village websites.

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Resolved that the report be noted.

- iv) Village Areas of Responsibility – The Parish Council had previously discussed appointing individual Councillors to particular areas of the village for monitoring purposes. Advice had also been sought from the Parish Council's insurance company on this matter and they had confirmed that the insurance did cover anything that was the responsibility of the Parish Council, but not other areas. These should be reported to the relevant authority, which was what the Parish Council intended.

With the exception of Councillor Tony Gill, all councillors were willing to carry out the monitoring of their allotted areas. Councillor Chris Shallis offered to cover the area that had been allotted to Councillor Gill. It was agreed to add a disclaimer to the paperwork.

Resolved that Councillors take responsibility for reporting any 'fault' in their areas to the Clerk, who will pass on information to the relevant authority. **Action ALL except TGILL**

Proposed by Councillor Martin Rye
Seconded by Councillor Chris Shallis

- v) Reporting of the Open Forum – The Parish Council discussed how fully items brought up by members of the public during the open forum, should be detailed within the minutes. As it had already been agreed at a previous meeting to only publish resolutions made rather than full minutes it was decided that only a concise account of the nature of matters raised needed to be reported.

Resolved that only a concise account of the nature of matters raised needed to be reported. **Action TG**

65/16 VILLAGE MATTERS

- i) Adderbury Library – The Parish Council received a report from the FOCAL representative, Councillor Ann Lyons. John Prentice had been appointed the new Membership Secretary of FOCAL and he would also update their website. The reading challenge had been a success with between 140 and 150 taking part. More readers from other areas were using the library as Neithrop library was closed for 3 months for refurbishment. The school was using the library on Thursday mornings as the mobile van had stopped coming. The Science Day had been a success and 20 new books had been given to the library in thanks for holding the event. The FOCAL AGM would be held on 27 September 2016 at 7.30 pm in the Library.

Resolved that the report be noted.

- ii) Traffic Calming – The Parish Council discussed the Milton Road/Horn Hill Road Feasibility Study, including a report on the views of residents on speed reductions measures in West Adderbury (including Manor Road) and the impact of the temporary traffic calming signs. After some discussion on a report that Councillor Astley had prepared regarding Traffic

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Calming it was agreed to talk to OCC about the feasibility of temporarily closing off the road on the right hand side of the oak tree at the top of Horn Hill Road meaning that traffic would have to use the third side of the triangle to enter the village. The hope was that this would discourage motorists from using this route as a shortcut through the village. The impact of the temporary traffic calming signs would be discussed at the next PC meeting.

Councillor Astley offered to contact Mrs Frost and residents of Manor Road to ascertain more details about traffic there.

Resolved that discussion would take place with OCC as to the feasibility of this plan.

Action TG

Proposed by Councillor Colin Astley

Seconded by Councillor Ian Asbury

- iii) Twyford Road Noise and Traffic Issues – The Parish Council received an update from Councillor Colin Astley on the traffic issues on Twyford Road. It was hoped to receive a response from Defra within the next week.

Resolved that the report be noted.

66/16 CORRESPONDENCE: There was no further correspondence, however the Chairman highlighted the Grant Thornton Study publication 'Review of Future Options for Local Government in Oxfordshire' which had been published and circulated to the Parish Council by email.

67/16 PUBLIC AND PRESS – To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for the minutes 68/16 and 69/16 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

The Chairman requested that Mr Andrew Barnes be allowed to remain to advise the Council on minute number 68/16.

68/16 TREE WORKS CONTRACT – Prior to the meeting, quotes had been received and circulated to the Parish Council for a tree works contract on trees identified as priority work in the Tree Survey commissioned by APC on trees owned by APC throughout the village (except the Lakes which is surveyed separately).

Resolved that the quote from Acreman Arboricultural be accepted. **Action TG**

Proposed by Councillor Martin Rye

Seconded by Councillor Chris Shallis

Mr Barnes was thanked for his advice and work in obtaining the quotes.

It was noted that the Chairman had declared an interest as her nephew had quoted for this work. She took no part in this item.

69/16 GRIEVANCE/STAFFING COMMITTEE – The Parish Council agreed to hold an extraordinary meeting on 20 October 2016 at 7.30pm to discuss the report and recommendations of the Independent Panel, who had considered the Clerk's appeal to the decision of the Parish Council's Grievance Panel.

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Resolved that an extraordinary meeting be held on Thursday 20 October 2016 at 7.30pm.
Action TG

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

The Lucy Jane Plackett Charity

70/16 Playing Field – It had been brought to the attention of the Parish Council that bare patches which have been left on the field, following the Party in the Park event in the summer.

The Party in the Park Committee had been contacted and had agreed to reinstate the field. As previous seeding has not grown.

Resolved that the Parish Council awaits the response of the Party in the Park Committee, but the Clerk will follow up this issue. **Action TG**

71/16 Meeting Dates – Future meeting dates are as follows, and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 25 October 2016
- No meeting in November 2016
- 6 December 2016
- 17 January 2017
- 28 February 2017
- 28 March 2017
- 28 April 2017

Resolved that the dates of 28 November 2016 and 10 January 2017 be amended to 6 December 2016 and 17 January 2017 respectively. **Action TG**

Proposed by Councillor Chris Shallis
Seconded by Councillor Martin Rye.

72/16 Items for the Next Agenda

1. Section 106 Funds

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY 25 OCTOBER 2016 AT 7.30 PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Colin Astley, Steven Cox, Tony Gill, Sue Jelfs, Ann Lyons and Chris Shallis.

ALSO IN ATTENDANCE: Trish Fennell, District Councillors Chris Heath and Andrew McHugh and nine members of the public.

The Chairman advised that should anyone wish to record the meeting, they could do so. Councillor Tony Gill advised that he would be recording the meeting.

The Chairman welcomed members of the public to the meeting.

73/16 APOLOGIES – The Clerk reported that Parish Councillors Ian Asbury, David Bradley, Penny Clarke, David Griffiths and Martin Rye had submitted their apologies. District Councillor Mike Bishop also submitted his apologies.

The Chairman proposed that the apologies from Councillor David Bradley should not be accepted because since he had been elected in May 2016, he had only attended two Parish Council meetings and was not fulfilling his obligations as a Parish Councillor.

Proposed by Councillor Diane Bratt
Seconded by Councillor Chris Shallis

This motion was not carried with three votes in favour of the motion and four votes against.

Resolved that:

- 1) the apologies from Councillors Ian Asbury, David Bradley, Penny Clarke, David Griffiths and Martin Rye be accepted; and
- 2) Councillor David Bradley be asked for further details about why he is unable to attend Parish Council meetings and fulfil his obligations as a Parish Councillor. **Action TG**

74/16 DECLARATIONS OF INTEREST: All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Councillor Steven Cox declared an interest in item 82/16 (i) Accounts, because he was on the payments list to receive a reimbursement for travel expenses to a training course.

Councillor Steven Cox also declared an interest in item 82/16 (v) Rights of Way/Section 106 Funds, because he was a member of Ramblers' Association.

Resolved that the interests be noted.

75/16 MINUTES - The minutes of the meetings held on 13 September 2016 and 20 October 2016 were taken as read, duly adopted and signed by the Chairman.

Resolved that the minutes of the meetings held on 13 September 2016 and 20 October 2016 be approved.

76/16 MATTERS ARISING FROM THE MINUTES OF 13 SEPTEMBER 2016 AND 20 OCTOBER 2016
– There were no matters arising.

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- 77/16 OPEN FORUM** – Mrs Val Scarff advised the Parish Council that Andrew Donaldson, as well as Mark Jones, had helped to clear the brook.

In addition, it was reported by another resident that the street light on the bridge between St Mary's Church and Dog Close was now working.

The members of the public were thanked for their reports.

- 78/16 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – There were no reports. County Councillor Arash Fatemian had emailed the Clerk to advise that he would be circulating a report via email shortly.

Resolved that the report be noted.

- 79/16 PLAY EQUIPMENT PROJECT:** Prior to the meeting, Councillor Sue Jelfs had circulated a progress report on the play equipment project.

Resolved that the report be noted.

- 80/16 GRIEVANCE** – The Chairman reported that both the Independent Appeal Panel and the Parish Council's Grievance Panel had upheld the Clerk's Grievance, which included the Clerk's request for an acceptable apology.

Councillor Gill read out an apology to the Clerk. The Clerk advised that she had noted the apology from Councillor Gill. She would consider it after she had taken advice from her professional representative and respond accordingly in due course, via Councillor David Griffiths, as Chairman of the Staffing Committee.

Resolved that the report be noted.

81/16 PLANNING

- v) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to tree 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:

16/00233/TCA	Mr S Satchwell Hill House, Oxford Road, Adderbury Tree works
16/00236/TCA	Mr Chris Cudahy Westway House, Hornhill Road, Adderbury Tree works
16/01819/F	Mrs Margaret Grace Cobb Cottage 5 Mill Lane Adderbury Natural ironstone extension to rear of property with natural slate roof incorporating 3 No conservation rooflights; internal alterations and removal of timber shed replacement with timber garden studio - revised proposals to previously approved applications 15/00960/F and 16/00978/F

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- 16/01796/LB Mrs Lois Lere
2 Stud Farm Cottages East End Adderbury
Replacements to 2 no. ground floor windows and 2 no. upper floor windows
- 16/00431/DISC Mr Pete Flemming
Pebsham Cottage Aynho Road Adderbury
Discharge of condition 5 (floor and lime plaster sample) and partial discharge of conditions 4 (tile, guttering and timber cladding samples) and 6 (doors, windows and rooflight details) of 14/02125/LB
- 16/00268/TCA Mr Steven Satchwell
Hill House Oxford Road Adderbury
T1 x Silver Birch - Remove
T2 x Yew - Crown lift by up to 2 meters by removing lowest lateral on south eastern side. Reduce remaining over hanging branches on south eastern side by up to 1.5 meters up to a height of 3.5 meters

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 applications/works to trees:

- 16/01860/LB Mr & Mrs Jacob and Harriet Potts
Ivy House Church Lane Adderbury
Conversion and extension of detached former Coach House outbuilding to form living accommodation (annexe)

Resolved that, it be noted that, the Parish Council was considering the following planning applications/works to tree and tree preservation orders:

- 16/01955/CLUE Ms Katie Macdonald
Adderbury Hill Barn Milton Road Adderbury
Certificate of Lawfulness of Existing Use - Construction of outdoor arena and perimeter boarding (see plan ref nos. 902-1A and 902-2) and use of land and buildings for equestrian purposes (see plans attached to statutory declaration for Katie Macdonald and red line plan version of plan 902-1A)
- 16/01628/F Dematic Ltd
Balliol House Trinity Way Adderbury
Erection of a 7 x 4 m single storey entrance lobby and the respraying of existing cladding panels from cream to grey
- 16/00285/TCA Mrs Beverley Hawkins
Tryad House High Street Adderbury
T1 x Conifer - Fell and replant with 1 x Acer
- 16/01910/F &
16/01911/LB Mr Paul Godden
Tarvers Lock Cottage Aynho Road Adderbury
Single storey cloakroom extension

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16/02031/F & Greene King
16/02032/LB The Red Lion The Green Adderbury
Single storey extension to rear with a mono-pitched roof to house a new disabled WC

16/00299/TCA Ms Annie Adene
Eridge House Horn Hill Road Adderbury
T1 x Magnolia - Crown reduction by up to 3.0m, Crown thin by
20%
T2 x Indian Bean Tree (Catalpa bignonioides) - Crown lift to 4m

ii) Planning Results - These had been circulated to all members prior to the meeting.

Resolved that the report be noted.

iii) 16/01939/F – The Parish Council considered a planning application which had been submitted by Oxfordshire County Council for the erection of a detached two storey cottage, parking and garden (resubmission of 16/01218/F) at land east of Adderbury House Lodge, Lake Walk, Adderbury.

Resolved that the Parish Council feels that the issues in its original objection to 16/1218/F have not been addressed and now objects to planning application 16/01939/F, on the same grounds as previously stated, as well as highway concerns.

Proposed by Councillor Colin Astley
Seconded by Councillor Tony Gill
Vote: unanimous

82/16 FINANCE

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

Resolved that the following accounts be approved for payment:

Payee	Amount
T Goss – October 2016 salary	£855.20
T Goss – Expenses for October 2016	£53.67
Adderbury Parish Institute – Room hire for ANP	£40.00
CPRE – Annual subscription	£36.00
Thomas Fox Landscaping – Grass cutting for September 2016	£603.00
Prysebros Ltd – Weed control	£528.00
S Cochrane – Gutter clearance at the LPAC	£50.00
Mr N Fennell – ANP expenses	£94.56
Mr S Cox – Travel expenses for training course	£22.60
Buryhook Countryside Management – Works at Lakes	£20,592
Mr D Chandler – Works to the noticeboards	£300.00
Mrs S Brown – Expenses for the ANP	£32.00
T Goss – Petty cash top-up	£50.00
Cherwell District Council – Emptying Dog bins for summer period	£1153.15
Rascal Horticultural Services – Allotment and Cemetery Maintenance	£200.00

Resolved that it be noted that, the following accounts had been paid since the last meeting:

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Payee	Amount
B R Coleman – Ditch clearance at the cemetery	£600.00
Dom Stapleton Associates Ltd – Independent Grievance Panel	£863.36
Native Forestry – Works at the Lakes	£90.00
Green Scythe Ltd – Grass cutting at the LPPF for August 2016	£400.00
Kim Bedford - Independent Grievance Panel	£381.56

- ii) Bank Reconciliations and Breakdown of Parish Council Funds - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 25 October 2016 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society and also a breakdown of Parish Council funds.

Resolved that:

- 1) the bank reconciliations for the Barclays, Santander, Natwest and Cambridge Building Society and the breakdown of funds, be noted; and
 - 2) investigations be made into moving funds into a different bank accounts so that no more than £75,000 is held by one particular bank. **Action TG**
- iii) Internal Audit for 2016/2017 – Prior to the meeting, the letter of engagement from Arrow Accounting had been circulated to the Parish Council, for the internal audit for 2016/2017.

Resolved that Arrow Accounting be appointed as the internal auditor for 2016/2017.
Action TG

- iv) Church Lane Bollards – The Chairman reported that she had met with Highways Officers from the County Council and the cost to install ten bollards outside of the Old Vicarage was £1550, plus VAT. The Clerk had written to all residents to ask if they would be willing to make a donation towards them and so far, two had replied and the donations totalled £550.

Resolved that the ten bollards in Church Lane, outside of the Old Vicarage House, be approved. **Action TG**

Proposed by Councillor Diane Bratt
Seconded by Councillor Ann Lyons
Vote: unanimous

- v) Rights of Way/Section 106 Funds – Prior to the meeting, Councillor Steven Cox had circulated a report on improvements to the footpaths around the village.

Resolved that the report from Councillor Steven Cox be forwarded to Sarah Aldous at the County Council for action and a site meeting also be requested. **Action TG**

Proposed by Councillor Colin Astley
Seconded by Councillor Sue Jelfs
Vote: unanimous

83/16 PARISH COUNCIL MATTERS

- ii) Adderbury Neighbourhood Plan (ANP) – Prior to the meeting the pre-submission ANP had been circulated to the Parish Council.

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The Chairman thanked the ANP team for all their hard work on the Plan.

The Parish Council discussed a number of corrections and issues which Councillor Gill had with the Plan. As a result 3 motions were proposed:

- a) It was proposed that all responses on the ANP should go directly to Sam Brown as Chairman of ANP Steering Group.

Councillor Tony Gill requested a recorded vote.

Proposed by Councillor Sue Jelfs

Seconded by Councillor Colin Astley

For – Councillors Colin Astley, Tony Gill and Sue Jelfs.

Against – Councillors Diane Bratt, Steven Cox, Ann Lyons and Chris Shallis.

The motion was not carried.

- b) It was proposed that the Parish Council's decision regarding the use of land on Milton Road north, be delayed by at least 2 years when community views could be sought.

Councillor Tony Gill requested a recorded vote.

Proposed by Councillor Tony Gill

Seconded by Councillor Colin Astley

For – Councillors Colin Astley, Tony Gill and Sue Jelfs

Against – Councillors Diane Bratt, Steven Cox, Ann Lyons and Chris Shallis

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The motion was not carried.

- c) It was proposed that unless there was a unanimous vote by the Parish Council to support the proposed ANP, individual councillor's views should be published as part of the ANP pre-submission.

Councillor Tony Gill requested a recorded vote.

Proposed by Councillor Colin Astley

Seconded by Councillor Sue Jelfs

For – Councillors Colin Astley, Tony Gill and Sue Jelfs

Against – Councillors Diane Bratt, Steven Cox, Ann Lyons and Chris Shallis

The motion was not carried.

The Chairman then directed the Parish Council back to the original proposal to submit the ANP for the pre-submission stage of the Neighbourhood Plan process.

Councillor Tony Gill requested a recorded vote.

Resolved that the pre-submission ANP be submitted to Cherwell District Council, subject to minor admin changes/typos and general tidying up of the document. **Action SB/ ANP Team**

Proposed by Councillor Diane Bratt

Seconded by Councillor Ann Lyons

For – Councillors Diane Bratt, Steven Cox, Ann Lyons and Chris Shallis

Against – Councillors Colin Astley, Tony Gill and Sue Jelfs

ADDERBURY PARISH COUNCIL

The motion was carried.

- vi) Parish Council Surgeries – Prior to the meeting, the Parish Council had received a report regarding the issues which had been reported by residents at the last Parish Council surgery. Issues which had been reported were with regard to grass cutting, trees in Twyford Avenue and the clearing of the stream.

Resolved that the issues and subsequent action be noted. **Action TG**

- vii) Health and Safety – The Parish Council received the following health and safety reports:

- The Rise; The Chairman reported that The Rise play area was fine;
- Lucy Plackett Playing Field; Councillor Ann Lyons advised that there were no problems. The netting on the play equipment still needed to be repaired and Councillor Sue Jelfs would follow up on this; and
- Adderbury Lakes; The Chairman reported that there were no issues and the paths were in excellent condition.

Resolved that the report be noted.

- viii) Adderbury Lakes – Prior to the meeting, the Chairman had circulated a progress report on the work to the footpaths at Adderbury Lakes LNR which has been recently completed.

Resolved that the report be noted.

84/16 VILLAGE MATTERS

- iv) Clearing of The Brook – The Chairman reported that Mark Jones and Andrew Donaldson had kindly completed work to clear the brook, clear St Mary's Church graveyard and had burnt all the rubbish. The Clerk was asked to send letters of thanks to Mr Jones and Mr Donaldson, on behalf of the Parish Council.

Resolved that letters be sent to Mark Jones and Andrew Donaldson thanking them for all their work and community spirit. **Action TG**

- v) Adderbury Library – Prior to the meeting, the Parish Council received a report from the FOCAL representative, Councillor Ann Lyons.

Resolved that the report be noted.

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- vi) Horton Hospital – The Chairman advised the Parish Council that a letter had been received from Keith Strangwood, Chairman of the Keep the Horton General and Peter Fisher, former Horton Consultant advising of the current situation with the maternity services at the Horton Hospital.

Resolved that:

- 1) a letter supporting the 'Keep the Horton General' be sent to Bruno Holthof, Chief Executive OUHFT, Councillor Yvonne Constance, Chairman of the Health Overview and Scrutiny Committee at Oxfordshire County Council, Save the Horton Campaign and Victoria Prentis MP; and **Action TG**
- 2) the Parish Council liaises with District Councillor Andrew McHugh who is also working on this matter. **Action TG**

Proposed by Councillor Colin Astley
Seconded by Councillor Chris Shallis
Vote: unanimous

- vii) Twyford Road Noise and Traffic Issues – The Parish Council received an update from Councillor Colin Astley on the traffic issues on Twyford Road. The Chairman also highlighted an email which had been received from Mr Reuben Brown about the Twyford estate being used as a rat run and as Mr Brown was in attendance at the meeting, he also addressed the Parish Council on this matter.

Resolved that:

- 1) the report be noted;
- 2) Councillors Colin Astley and Martin Rye and resident Nigel Wood, to meet with Oxfordshire County Council to discuss the future consultation process on planning applications from Cherwell Silos, structural issues with the bridge, road surface treatment to Twyford Road and any analysis they may receive from the recent traffic surveys in the locality; **Action CA**
- 3) Councillor Colin Astley to draft a letter for the Clerk to send to Cherwell District Council requesting its help on mapping for noise; **Action CA/TG**
- 4) a meeting with Cherwell Silos be requested to explore what they can do to assist with reducing the noise issues; **Action CA**
- 5) Councillor David Griffiths be consulted about traffic surveys which have already been carried out around the Rochester Way area of Twyford; **Action TG**
- 6) the County Council be consulted on whether there can be a 20mph speed limit in the village, including Twyford as well as 'access only' signs on specific problem roads in the village, such as the roads through Twyford and Horn Hill Road and through the village centre; **Action TG**
- 7) the County Council be asked to check the traffic lights sequence at the junction of the A4260 and Aynho Road (by the School) to address the issue of long traffic queues, particularly on week days. **Action TG**

ADDERBURY PARISH COUNCIL

Vote: unanimous

85/16 CORRESPONDENCE - There was no further correspondence.

The Lucy Jane Plackett Charity

86/16 PARTY IN THE PARK – The Parish Council considered a request from the Party in the Park Committee for use of the Playing Field for the event on 17 June 2017.

Resolved that:

- 1) the request from Party in the Park Committee for use of the Playing Field for the event on 17 June 2017 be approved; and
- 2) the Party in the Park Committee be asked to include Councillor Chris Shallis on the Committee to address the Parish Council's concerns about noise and security. **Action TG**

Proposed by Councillor Steven Cox
Seconded by Councillor Ann Lyons
Vote: unanimous

87/16 MEETING DATES – Future meeting dates are as follows, and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- No meeting in November 2016
- 6 December 2016 at the Methodist Hall, Adderbury
- 17 January 2017
- 28 February 2017
- 28 March 2017
- 12 April 2017 (Adderbury Annual Parish Meeting at the Methodist Hall, Adderbury)
- 28 April 2017

Resolved that the report be noted.

88/16 Items for the Next Agenda

1. 65/16 minutes – next meeting Manor Road traffic, Councillor Colin Astley
2. Grass cutting
3. Parish Council documents working group

Meeting closed 9:15pm

Chairman – 6 December 2016

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE METHODIST HALL, CHAPEL LANE, ADDERBURY ON TUESDAY 6 DECEMBER 2016 AT 7.30 PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Ian Asbury, Colin Astley, Steven Cox, Tony Gill, David Griffiths, Sue Jelfs, Ann Lyons, Martin Rye, and Chris Shallis.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Trish Fennell, District Councillor Christine Heath and six members of the public.

APOLOGIES: Councillor Penny Clarke submitted her apologies because she had a prior commitment and these were accepted. District Councillor Andrew McHugh and County Councillor Arash Fatemian also submitted their apologies.

The Chairman advised that David Bradley had resigned from the Parish Council and the vacancy would be advertised.

The Chairman also advised that should anyone wish to record the meeting, they could do so. Councillor Tony Gill confirmed that he would be recording the meeting.

The Chairman welcomed members of the public to the meeting.

89/16 DECLARATIONS OF INTEREST: All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Councillor Colin Astley declared an interest in planning application 16/02313/F because the applicant was a long standing acquaintance and he would not take part in the discussion or vote.

Councillor Tony Gill declared an interest in planning application 16/02313/F because the applicant was immediate neighbour and a long standing friend and he would not take part in the discussion or vote.

Resolved that the interests be noted.

90/16 MINUTES - The minutes of the meeting held on 25 October 2016 were taken as read, duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 25 October 2016 be approved.

91/16 MATTERS ARISING FROM THE MINUTES OF 25 OCTOBER 2016 – There were no matters arising.

Minute Number 73/16 – Councillor Colin Astley asked that the information with regard to apologies at Parish Council meetings, be emailed to the Parish Council. **Action TG**

92/16 OPEN FORUM – Adrian Smith addressed the Parish Council about the two applications which were due to be discussed with regard to the planning applications on Horn Hill Road and he offered to answer any questions which the Parish Council had with regard to his own application, 16/02313/F. There were no questions from the Parish Council.

93/16 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There was no report from the District Councillor Christine Heath. Prior to the meeting, County Councillor Arash Fatemian had circulated a report by email and so too had District Councillor Andrew McHugh.

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Resolved that the report be noted.

- 94/16 GRIEVANCE** – The Chairman reported on the sanctions imposed against Councillor Tony Gill, which had been put in place because he had not provided an acceptable apology to the Clerk at the last meeting of the Parish Council.

Councillor Ian Asbury and Chris Shallis would be reporting at the Parish Council meeting on 17 January 2017, on how they would be progressing the recommendations from the Independent Appeals Panel

Resolved that the report be noted.

- 95/16 PLAY EQUIPMENT PROJECT** - Prior to the meeting, Councillor Sue Jelfs had circulated a progress report on the play equipment project and she advised that she had met with a representative from Proludic. A draft plan was shown to the Parish Council of some of the suggested equipment which could be included in the project.

The Chairman suggested that other Councillors could join Councillor Jelfs to form a Working Group to take the project forward.

Resolved that:

- 1) the report be noted; and
- 2) Councillors Ian Asbury, Ann Lyons and Martin Rye to assist Councillor Jelfs with drawing up a proposal for submission to the Parish Council. **Action SJ**

Proposed by Councillor Diane Bratt
Seconded by Councillor Ann Lyons

96/16 PLANNING

- vi) 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:

16/01955/CLUE	Ms Katie Macdonald Adderbury Hill Barn Milton Road Adderbury Certificate of Lawfulness of Existing Use - Construction of outdoor arena and perimeter boarding (see plan ref nos. 902-1A and 902-2) and use of land and buildings for equestrian purposes (see plans attached to statutory declaration for Katie Macdonald and red line plan version of plan 902-1A)
16/00285/TCA	Mrs Beverley Hawkins Tryad House High Street Adderbury T1 x Conifer - Fell and replant with 1 x Acer
16/01910/F & 16/01911/LB	Mr Paul Godden Tarvers Lock Cottage Aynho Road Adderbury Single storey cloakroom extension
16/01628/F	Dematic Ltd

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Balliol House Trinity Way Adderbury
Erection of a 7 x 4 m single storey entrance lobby and the respraying of existing cladding panels from cream to grey

- 16/02031/F & 16/02032/LB Greene King
The Red Lion The Green Adderbury
Single storey extension to rear with a mono-pitched roof to house a new disabled WC
- 16/00305/TCA Mrs D Dickinson
Lockes Cottage Manor Road Adderbury
T1 x Silver Birch - Fell
T2 x Hornbeam - Reduce by up to 4.0 ft
- 16/02087/F Mr K Sahni
Storage Barns Banbury Golf Club Aynho Road Adderbury
Conversion of existing single storey stone barn (including 50m2 single storey extension) to provide 1no. 5 bedroom holiday rental accommodation ancillary to Banbury golf course
- 16/00299/TCA Ms Annie Adene
Eridge House Horn Hill Road Adderbury
T1 x Magnolia - Crown reduction by up to 3.0m, Crown thin by 20%
T2 x Indian Bean Tree (Catalpa bignonioides) - Crown lift to 4m
- 16/00319/TCA Mr Upton
Gable House 13 Dog Close Adderbury
T1 x Willow - Crown reduce to beneath failure point at approx' 7.0m
T2 x Goat Willow - Pollard by 50%
- 16/00327/TCA Mrs Angela Myers
Blything Hundred Tanners Lane Adderbury
T1 Prunus Cerasifera - Crown reduction of 2 meters approx

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 applications/works to trees:

- 16/01939/F Oxfordshire County Council Property & Facilities
Land East Of Adderbury House Lodge Lake Walk Adderbury
Erection of detached two storey cottage, parking and garden -
Resubmission of 16/01218/F
- 16/02077/F & 16/02078/LB Greene King
The Red Lion The Green Adderbury
Replacement windows to the front facade. Various internal alterations including upgrade of the back fittings and bar, erection of new stud wall. In order to separate dining area 1 from the bar a new separating stud wall will be erected, adjacent, will be a new fixed seating. All communal toilets and bedroom bathroom will be upgraded with new sanitary ware

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Resolved that, it be noted that, the Parish Council was considering the following planning applications/works to tree and tree preservation orders:

- | | |
|--------------|---|
| 16/00346/TCA | Mr Hoyer – Millar
Cross Hill House Cross Hill Road Adderbury
T1 x Beech - Fell
T2 x Dead Stem - Fell
T3 x Cherry - Fell
T4 x Rowan Coppice – Fell |
| 16/02337/F | Mrs L Norman
64 Rochester Way Twyford
Erection of single storey rear extension |
| 16/00350/TCA | Mr Alan Burbridge
The Forge 1 Oxford Road Adderbury
T1 x Leylandii - Fell and replace with low growing native shrub |
| 16/02313/OUT | Mr & Mrs A Smith
Land to Rear Of Southbank Horn Hill Road Adderbury
Alteration to existing access and erection of 9 No dwellings; new public footpath access to proposed adjacent sports fields |
| 16/02338/F | Dr M Wearing
16 Deene Close Adderbury
Alterations to and conversion of garage to form habitable accommodation and erection of single storey rear extension |

Application 16/02313/F - Land to rear of Southbank, Horn Hill Road, Adderbury - The Parish Council considered the application for alteration to existing access and erection of 9 No dwellings; new public footpath access to proposed adjacent sports fields

There was a discussion about the application and the consensus was that the Parish Council should object to the application.

Resolved that the Parish Council objects to application 16/02313/F. **Action TG**

Proposed by Councillor David Griffiths
Seconded by Councillor Ian Asbury

- ii) Planning Results - These had been circulated to all members prior to the meeting.

Resolved that the report be noted.

- iii) Planning Appeal, Land West of Horn Hill Road, Adderbury – The Parish Council discussed the appeal against the refusal of the planning application for a residential development of a single dwelling with associated landscaping and land for an extension to the existing village burial ground (Resubmission of 15/01048/F).

There was a discussion about the application and there were a variety of views which included whether the Parish Council should continue to support this application, or whether it should now make some additional comments, as there had been a change in the membership of the Parish Council since the original application had been submitted.

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Resolved that Parish Council makes a submission to the Planning Inspector advising of the concerns it now had with this application. **Action TG**

Proposed by Councillor Diane Bratt
Seconded by Councillor Chris Shallis

97/16 FINANCE

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

Resolved that the following accounts be approved for payment:

Payee	Amount
T Goss – December 2016 salary	£809.06
T Goss – Expenses for December 2016	£75.50
HMRC – Quarterly payment	£214.18
OCC Pension Fund – Clerks pension for December 2016	£198.24
Thomas Fox Landscaping – Grass cutting October 2016	£603.00
Thomas Fox Landscaping – Grass cutting village for November 2016	£603.00
Thames Water – Rates for allotments	£10.57
Mr N Fennell – ANP Expenses	£38.29
rCOH Ltd – ANP Consultancy fees	£2761.16
Green Scythe Ltd – Grass cutting for LPPF for October 2016	£380.40
Cherwell District Council – Uncontested election charge	£39.00
Rascal Horticultural Services – Work at Adderbury Lakes, the allotments and the cemetery	£405.00
T Goss – Petty Cash Top-up	£50.00
Mr Mr Rye – ANP Expenses	£50.93

meeting: **Resolved** that it be noted that, the following accounts had been paid since the last

Payee	Amount
T Goss – November 2016 salary	£809.06
T Goss – Expenses for November 2016	£20.25
OCC Pension Fund – Clerks pension for November 2016	£198.24

Proposed by Councillor Diane Bratt
Seconded by Councillor Martin Rye

- ii) Bank Reconciliations and Breakdown of Parish Council Funds - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 6 December 2016 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society and also a breakdown of Parish Council funds.

Resolved that the bank reconciliations for the Barclays, Santander, Natwest and Cambridge Building Society and the breakdown of funds, be noted.

Proposed by Councillor Colin Astley
Seconded by Councillor Steven Cox

- vii) Butterfly Meadow Children's Centre – Prior to the meeting, the Clerk had circulated information relating to Butterfly Meadow Children's Centre and the funding which it required for the next three years to be able to stay open. It was noted that Bloxham Parish Council had committed £15,000 over three years and Milcombe Parish Council had committed £500 for 2017/2018.

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Resolved that £1000 be donated to Butterfly Meadow Children's Centre for 2017/2018.
Action TG

Proposed by Councillor Tony Gill
Seconded by Councillor Colin Astley

- v) Allotment Rent for 2017/2018 – The Clerk reported that the annual rent for a plot at the Walled Garden Allotments was currently £26.00. It was noted that annual rent charged by Banbury Town Council was also £26.00.

Resolved that the rent for 2017/2018 be agreed at £26.00. **Action TG**

Proposed by Diane Bratt
Seconded by David Griffiths

- vi) Review Effectiveness of Internal Audit 2015-2016 – Prior to the meeting, the effectiveness of the internal audit for 2015/2016 had been circulated to the Committee.

Resolved that the report be deferred to the meeting of the Parish Council in January 2017. **Action TG**

98/16 PARISH COUNCIL MATTERS

- iii) Parish Council Documents

- 1) Prior to the meeting, the Parish Council's Asset Register for 2016/2017 and Risk Management Schedules for 2016/2017, had been circulated to the Parish Council.

After a discussion, there were some queries with both documents so it was agreed to defer them to the meeting in January 2017.

Resolved that:

- 1) Risk Register be updated by the individual Councillors and it be submitted to Clerk and considered by the Parish Council at the meeting in January 2017;
Action ALL
 - 2) the Football Club pavilion building be included in the Risk Register; and
Action TG
 - 3) approval of the Risk Register and Assets Register be deferred to the meeting of the Parish Council in January 2017. **Action TG**
- 2) Remit and Working Group Memberships – This item was moved to later in the meeting.

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- iv) Adderbury Neighbourhood Plan (ANP) – Prior to the meeting, the Chairman of the ANP Steering Group, Sam Brown, had circulated a progress report on the ANP.

Resolved that the report be noted.

- ix) Parish Council Surgeries – Councillor Martin Rye reported that no one had attended the Surgery on 3 December 2016.

Resolved that the report be noted.

- x) Health and Safety – The Parish Council received the following health and safety reports:
- The Rise; Councillor David Griffiths reported that there were no issues at The Rise play area was fine.
 - Lucy Plackett Play Area; Councillor Sue Jelfs reported that there were no issues at the Lucy Plackett play area.
 - Adderbury Lakes; The Chairman reported that there were no issues at Adderbury Lakes.

Resolved that the report be noted.

99/16 VILLAGE MATTERS

- i) Adderbury Library – Councillor David Griffiths advised that there had been a FOCAL fundraising quiz which had been very popular and there would be a children's quiz in February 2017.

The Chairman thanked Councillors David Griffiths and Chris Shallis for all their fundraising on behalf of FOCAL.

Resolved that the report be noted.

- ii) Defibrillator – The Parish Council discussed the potential for a defibrillator in the village. There were a number of options and Councillor Chris Shallis volunteered to speak to James Clarke, Managing Director at Hook Norton Breweries about a scheme which had been recently proposed for pubs.

There was also a discussion about the retention of the phone boxes in the village. However, it was felt these would not be suitable for housing a defibrillator and therefore, Cherwell District Council be advised that the Parish Council has no objections to them being removed.

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Resolved that:

- 1) Councillor Chris Shallis to contact James Clarke, Managing Director at Hook Norton Breweries about defibrillators in pubs; and **Action CS**
 - 2) the phone boxes in the village not be retained and Cherwell District Council be advised accordingly. **Action TG**
- iii) Land on Milton Road – The Chairman reported that the land needed an initial tidy up, which would include spraying and cutting back the vegetation. The cost of the spraying would be around £75 and the cutting back of the vegetation would about £100.

Resolved that spraying and cutting back of the vegetation be approved. **Action DB**

Proposed by Councillor Martin Rye
Seconded by Councillor David Griffiths

The Chairman also suggested that the Parish Council should obtain more information from potential user groups in the village to establish who would use the facilities on the field, what use would be made of it and if they were prepared to fundraise. It was also suggested that the ANP Steering Group could contact groups in the village too, as part of that process.

Resolved that:

- 1) contact be made with potential users groups in the village with regard to potential usage of the field; and **Action TG**
- 2) the ANP Steering group be asked for assistance with making contact with the user groups. **Action DB**

Proposed by Councillor Diane Bratt
Seconded by Councillor David Griffiths

- iv) Litter Bin Outside of the School - Prior to the meeting, information on a new litter bin had been circulated to the Parish Council, following a request for a new bin at Christopher Rawlins Primary School.

Resolved that a suitable litter bin be purchased and installed. **Action TG**

- v) Traffic Issues – Prior to the meeting, Councillor Colin Astley circulated a report on the traffic and noise issues on Twyford Road & Manor Road.

Resolved that:

- 1) the report be noted;
- 2) the County Council be contacted again about the proposed temporary barrier at the Oak tree; **Action TG**
- 3) a letter be sent to residents of Manor Road to advise on the need for additional signage; **Action CA/TG** and

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- 4) a meeting of the Traffic Calming Working Group be convened. (Councillors Colin Astley, Diane Bratt, Sue Jelfs and Martin Rye). **Action DB**
- vi) Street Naming – Prior to the meeting, a list of potential street names which had been submitted to Cherwell District Council, had been circulated to the Parish Council.

Resolved that the report be noted.

100/16 CORRESPONDENCE – Prior to the meeting, a letter had been circulated to the Parish Council from a resident, Mr John Glover.

Resolved that the letter be noted and a response be sent to Mr Glover. **Action DB/TG**

101/16 Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 102/16, 103/16 and 104/16 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

102/16 CODE OF CONDUCT COMPLAINTS – Prior to the meeting, a report had been circulated to the Parish Council on the response from Kevin Lane, Monitoring Officer, to the Code of Conduct complaints he had received. In the report, Mr Lane's suggestions on how to progress the matter, were also detailed.

Resolved that the mediation process be progressed, as suggested by Kevin Lane, Monitoring Officer. **Action DB/TG**

Proposed by Councillor Diane Bratt
Seconded by Councillor Colin Astley

103/16 GRASS CUTTING/ALLOTMENT/CEMETERY CONTRACTS 2017/2018 – Prior to the meeting, quotes for the grass cutting and allotment and cemetery contracts had been circulated to the Parish Council.

Resolved that:

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- 1) the village and highways grass cutting contract be awarded to Thomas Fox Landscaping; **Action TG**
- 2) the grass cutting at the Lucy Plackett Playing Field and play area be awarded to Green Scythe Ltd; and **Action TG**
- 3) the cemetery and allotment contracts be awarded to Rascal Horticultural Services. **Action TG**

Proposed by Councillor Sue Jelfs
Seconded by Councillor Martin Rye

104/16 HIGH SHERRIFF'S AWARD – Prior to the meeting, details of the High Sherriff's Award had been circulated to the Parish Council, which are required to be confidential at this stage.

Resolved that two nominations be forwarded to the High Sheriff. **Action TG**

First nomination: Proposed by Councillor David Griffiths

Seconded by Chris Shallis

Second nomination: Proposed by Councillor Diane Bratt
Seconded by Councillor Martin Rye

The Lucy Jane Plackett Charity

101/16 REPAIRS TO THE PLAY EQUIPMENT AT THE LUCY PLACKETT PLAY AREA – Prior to the meeting, a quote from Playdale for replacing the ropes on the play equipment, had been circulated to the Parish Council.

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

Proposed by Councillor Diane Bratt
Seconded by Councillor Ann Lyons

102/16 MEETING DATES – Future meeting dates are as follows, and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 17 January 2017
- 28 February 2017
- 28 March 2017
- 12 April 2017 (Adderbury Annual Parish Meeting at the Methodist Hall, Adderbury)
- 25 April 2017

Resolved that the report be noted.

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103/16 Items for the Next Agenda

4. Follow up of the Grievance
5. Play equipment proposals
6. Review Effectiveness of Internal Audit 2015-2016
7. Risk Registers
8. Assets Register
9. Traffic Calming Working Group report
10. Lakes Maintenance Contact
11. Parish Council Vacancy
12. Lakes Maintenance Contract

Meeting closed 10.10pm

Chairman – 17 January 2017

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MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 17 JANUARY 2017 AT 7.30 PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Ian Asbury, Colin Astley, Penny Clarke, Steven Cox, Tony Gill, David Griffiths, Sue Jelfs, Ann Lyons and Martin Rye.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), County Councillor Arash Fatemian and ten members of the public.

APOLOGIES: Parish Councillor Chris Shallis submitted his apologies because he was at work and these were accepted. District Councillor Andrew McHugh and Trish Fennell and also submitted their apologies.

The Chairman also advised that should anyone wish to record the meeting, they could do so. Councillor Tony Gill confirmed that he would be recording the meeting. (This is not an official Parish Council recording).

The Chairman welcomed members of the public to the meeting.

104/16 DECLARATIONS OF INTEREST: All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

The Chairman declared an interest in minute number 119/16 because her husband's nephew had submitted a quote for works at the allotments.

Resolved that the interests be noted.

105/16 MINUTES - The minutes of the meeting held on 6 December 2016 were taken as read, duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 6 December 2016 be approved.

106/16 MATTERS ARISING FROM THE MINUTES OF 6 DECEMBER 2016 – There were no matters arising.

107/16 OPEN FORUM – Mrs Marianne Balazs from Adderbury Fields, addressed the Parish Council and requested a zebra crossing on Milton Road, due to the number of new residents at that end of the village and the high speed at which cars travelled along Milton Road. She also asked for the 30mph speed limit to be moved further out. The Chairman advised that the 30mph limit would be moved in due course by the County Council. The Clerk was asked to contact the County Council for progress with this. **Action TG**

The Chairman agreed that a crossing would be helpful on Milton Road and stated that the Traffic Calming Working Group was looking at traffic calming as a whole across the village. The Parish Council will add a crossing on Milton Road to other suggestions for the Traffic calming group in that area, although it could take a long time as such items often depend on Developer contributions through 106 agreements.

Mrs Balazs also asked for a footpath along Milton Road, from Adderbury Fields to St Mary's Road. The Chairman advised that the developer and the County Council had recently reached an agreement with regard to a footpath and this was now being progressed.

There were also two footpaths through Adderbury Fields, which should have gone from the estate to Norris Close and St Mary's Road, but David Wilson had not yet opened them. However, the

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residents of Adderbury Fields did not want these footpaths to be opened. The Chairman suggested that there could be a site meeting with the residents to look at the issue. **Action DB/TG**

108/16 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There was no report from the District Councillors. Prior to the meeting, County Councillor Arash Fatemian had circulated his report to the Parish Council.

Resolved that the report be noted.

109/16 GRIEVANCE – Prior to the meeting, Councillor Ian Asbury had drafted and circulated, a suggested Member/Officer protocol for adoption by the Parish Council. Councillor Asbury asked Councillors to look at the document and report any amendments back to him so it could be approved at the next Parish Council meeting.

Resolved that the report be noted.

Proposed by Councillor Ian Asbury
Seconded by Councillor Colin Astley

110/16 PLAY EQUIPMENT PROJECT – Prior to the meeting, Councillor Sue Jelfs had circulated to the Parish Council, a report on the progress with the play equipment project, following the meeting of the Play Equipment Project Working Group. Councillor Jelfs also circulated some diagrams of the proposed equipment at the meeting.

Resolved that:

- 3) the report be noted;
- 4) the Working Group be authorised to work with Proludic to formalise more detailed plans and a quote for the Lucy Plackett Play Area and The Rise; and **Action SJ, IA, AL, MR**
- 5) Cherwell District Council be contacted again to confirm the amounts of Section 106 funds available for new play equipment. **Action TG**

Proposed by Councillor Sue Jelfs
Seconded by Councillor David Griffiths

111/16 PLANNING

- viii) 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:

16/00346/TCA	Mr Hoyer – Millar Cross Hill House Cross Hill Road Adderbury T1 x Beech - Fell T2 x Dead Stem - Fell T3 x Cherry - Fell T4 x Rowan Coppice – Fell
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16/02337/F	Mrs L Norman 64 Rochester Way Twyford Erection of single storey rear extension
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- 16/00350/TCA Mr Alan Burbridge
The Forge 1 Oxford Road Adderbury
T1 x Leylandii - Fell and replace with low growing native shrub
- 16/02338/F Dr M Wearing
16 Deene Close Adderbury
Alterations to and conversion of garage to form habitable
accommodation and erection of single storey rear extension
- 16/02409/F Catherine Hillier
12 St Marys Road Adderbury
Form two flat roof dormers and erection of a pitched roof porch to
the front elevation. Erection of a one and a half storey extension
to the rear elevation with a flat roofed dormer to the North-West
roof slope. Apply render to the existing brick walls and change
the existing roof tiles and tile cladding to the dormers to grey fibre
cement tiles. Change windows & doors to powder coated
aluminium double glazed units.
- 16/02441/TPO Mrs Rachel Meyrick
Lindum The Green Adderbury
Re-Pollarding 2 large lime trees (*Tilia Cordata*) to reduce
weight/stress from unions, pollarding back to old growth points -
subject to TPO 10/86 and 14/87

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 applications/works to trees:

- 16/02313/OUT Mr & Mrs A Smith
Land to Rear of Southbank Horn Hill Road Adderbury
Alteration to existing access and erection of 9 No dwellings; new
public footpath access to proposed adjacent sports fields

Resolved that, it be noted that, the Parish Council was considering the following planning applications/works to tree and tree preservation orders:
None

Resolved that the County Council be asked for clarification with regard to its future plans for the land at the entrance to Lake Walk. **Action Arash Fatemian**

- ii) Planning Results - These had been circulated to all members prior to the meeting.

Resolved that the report be noted.

- iii) Cherwell District Council, Consultation Documents – Prior to the meeting, the Parish Council's comments on the Cherwell Local Plan 2011 – 2031 (Part 1) Partial Review – Oxford's Unmet Housing Need, Draft Developer Contributions Supplementary Planning Document (SPD) & Community Infrastructure Levy (CIL) Draft Charging Schedule had been circulated.

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Resolved that the comments on the consultation documents be noted.

112/16 FINANCE

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

Resolved that the following accounts be approved for payment:

Payee	Amount
T Goss – January 2017 salary	£805.66
T Goss – Expenses for January 2017	£61.20
OCC Pension Fund – Clerks pension for January 2017	£198.24
Green Scythe – Grass cutting for Sept 2016 & Nov 2016	£580.80
Adderbury PCC Church House – Room hire	£120.00
Glasdon UK Ltd – Litter bin	£161.20
Cheney Print and Copy Centre – Photocopying for December meeting	£47.81
PR Alcock and Sons Ltd – Works at the Friends Meeting House	£7618.80
Acreman's Arboriculture – Tree works in the village	£8958.00
Viking – Stationery Order	£129.14
Playdale Playgrounds Limited – Works to the Lucy Plackett Play Area	£1753.01

Proposed by Councillor Diane Bratt

Seconded by Councillor Ann Lyons

- ii) Bank Reconciliations and Breakdown of Parish Council Funds - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 17 January 2017 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

Resolved that:

- 1) the bank reconciliations for the Barclays, Santander, Natwest and Cambridge Building Society be noted; and
- 2) the Clerk be authorised to move an adequate amount of Parish Council funds from the Santander account to Barclays to ensure that there is less than £75,000 in any one bank. **Action TG**

Proposed by Councillor Diane Bratt

Seconded by Councillor David Griffiths

- iii) Precept, New Homes Bonus and Support Grant 2017/2018 – The Chairman reported that the Government would not be capping the precepts for Town and Parish Councils in 2017/2018 and the Support Grant to the Parish Council would be £1489.83.

The New Homes Bonus allocation to the Parish Council would be £4730.00 and the Parish Council had been asked by Cherwell District Council to agree how it would be spent.

Resolved that:

- 1) the report be noted; and
- 2) the New Homes Bonus for 2017/2018 be discussed at the next meeting of the Parish Council. **Action TG**

- iv) Budget and Precept 2017/2018 – Prior to the meeting, a draft budget and precept for 2017/2018 had been circulated to the Parish Council.

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Resolved that budget for 2017/2018 be approved and the precept be set at £43,286.
Action TG

Proposed by Councillor Colin Astley
Seconded by Councillor David Griffiths

- v) Internal Audit 2015/2016 – Prior to the meeting, the review of the effectiveness of the Internal Audit for 2015/2016 had been circulated to the Parish Council.

Resolved that the review of the effectiveness of the internal audit for 2015/2016 be approved.

Proposed by Councillor Colin Astley
Seconded by Councillor Martin Rye

- vi) Burial Fees for 2017/2018 – Prior to the meeting, the current burial fees had been circulated to the Parish Council.

Resolved that burial fees be increased by 5% up to the nearest pound, from April 2017.
Action TG

Proposed by Councillor David Griffiths
Seconded by Councillor Martin Rye

113/16 PARISH COUNCIL MATTERS

- v) Parish Council By-Election – The Chairman advised the Parish Council that there would be a Parish Council by-election on Thursday 26 January 2017 and there were two candidates.

Resolved that the report be noted.

- vi) Parish Council Documents – Prior to the meeting, the Risk Register and Asset Register for 2016/2017 had been circulated to the Parish Council.

Resolved that:

- 1) the Risk Register for 2017/2018 be approved, with the inclusion of safeguarding children and vulnerable adults; **Action TG**
- 2) Asset Register for 2016/2017 be approved; and
- 3) an advisory letter be sent to all those properties at risk of flooding in the village, to ensure that home owners are aware of the issues. **Action IA/TG**

Proposed by Councillor David Griffiths
Seconded by Councillor Martin Rye

ADDERBURY PARISH COUNCIL

- vii) Adderbury Neighbourhood Plan (ANP) – Prior to the meeting, the Chairman of the ANP Steering Group, Sam Brown, had circulated a progress report on the ANP. The Plan was in the pre-submission stage and responses were being collated by the ANP Team.

Resolved that the report be noted.

- viii) Parish Council Surgeries – Councillors Ian Asbury and Penny Clarke attended the last surgery but no residents had arrived.

Resolved that the report be noted.

- ix) Health and Safety – The Parish Council received the following health and safety reports:

- The Rise; Councillor David Griffiths reported that there were no issues at The Rise play area.
- Lucy Plackett Play Area; Councillor Ann Lyons reported that there were no issues at the Lucy Plackett play area. However, the netting had now been replaced and it looked very good.
- Adderbury Lakes; The Chairman reported that there were no issues at Adderbury Lakes.

Resolved that the reports be noted.

- x) Walled Garden Allotments – The Parish Council considered a request for a shed at plot 7 at the Walled Garden Allotments.

Resolved that the report be noted and the shed allowed. **Action TG**

- xi) Tree Survey – Prior to the meeting, a report on the work which had been undertaken as part of the tree survey, had been circulated to the Parish Council.

Mr Andrew Barnes was thanked for his report and his work on the tree survey.

Resolved that:

- 1) the report be noted; and
- 2) a meeting of the Tree Working Group (Ian Asbury, Diane Bratt and Steven Cox) be arranged for the spring. **Action DB/TG**

114/16 VILLAGE MATTERS

- vii) Adderbury Library – Prior to the meeting, Councillor Ann Lyons circulated a report on FOCAL.

Resolved that:

- 1) the report be noted; and

ADDERBURY PARISH COUNCIL

- 2) FOCAL be thanked for all its hard work at the library.
- viii) Spring Clean 2017 – Prior to the meeting, the Chairman had been contacted by Diane Danton from the WI with regard to the Parish Council arranging the spring clean in Adderbury, between 3 and 20 March 2017.

Resolved that:

- 1) the spring clean be supported; and
 - 2) Councillor David Griffiths to lead and organise the spring clean, on behalf of the Parish Council. **Action DG**
- ix) Traffic Calming Working Group – Prior to the meeting, a report had been circulated to the Parish Council, following a meeting of the Group on Monday 9 January 2017.

In addition, Councillor Colin Astley had also circulated a progress report on the issues on the bridge on Twyford Road and on Twyford Road itself.

Resolved that:

- 1) the report be noted;
 - 2) Councillors Colin Astley and Steven Cox to carry on their work relating to the traffic issues on Twyford Road; **Action CA/SC**
 - 3) the County Council be asked about its forward planning for road and traffic infrastructure; **Action TG**
 - 4) a request be sent to the County Council asking it to implement a 20mph limit in Adderbury, except on the main roads; **Action TG**
 - 5) more information be obtained with regard to sharing a mobile VAS with Newbottle Parish Council and possibly other Parish councils; and **Action TG**
 - 6) the County Council be asked about speed reduction measures on Milton Road including a crossing and a temporary closure of the road on the right-hand section of the oak tree where Horn Hill Road meets Milton Road (coming from the direction of the village). **Action TG**
- x) Land on Milton Road – Prior to the meeting, Councillor Colin Astley had circulated a report regarding a possible pre-historic henge site on the Nicholas King land on Milton Road. At the meeting, Councillor Astley also circulated some archeological plans showing the items that had been found.

Resolved that:

ADDERBURY PARISH COUNCIL

- 1) the report be noted; and
- 2) an email be sent to Julie Shea at Cherwell District Council advising that the Parish Council would like to re-consider the street naming on this site. **Action TG**

115/16 CORRESPONDENCE – There were no further items of correspondence.

116/16 Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 117/16, 118/16, 119/16 and 120/16 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

117/16 CODE OF CONDUCT COMPLAINTS – The Chairman reported that Paul Hoey and Natalie Ainscough from HoeyAinscough Associates Ltd had met with the Chairman and the Clerk on Monday 9 January 2017. They would now be arranging a date for the interviews with Councillors and the Clerk and an on-line questionnaire would also be circulated.

Resolved that:

- 1) the report be noted; and
- 2) Oxford Association of Local Councils (OALC) be asked if on-line training could be available to Councillors. **Action TG**

118/16 COMMUNITY LAND ON NICHOLAS KING SITE, NORTH OF MILTON ROAD – The Chairman reported that there was a community land opportunity for the Parish Council as part of the Nicholas King development on Milton Road north.

Resolved that the community land issue be followed up with the developer and Cherwell District Council. **Action DB**

Proposed by Councillor Diane Bratt
Seconded by Councillor Martin Rye

119/16 REMOVAL OF IVY AT THE ALLOTMENTS – The Chairman reported that three quotes had been received for the removal of ivy at the allotments.

The Chairman did not take part in the discussion or voting on this item.

ADDERBURY PARISH COUNCIL

Resolved that the quote from Alex Watson from Cotefield Treecare be accepted. **Action TG**

Proposed by Councillor Martin Rye
Seconded by Councillor Ian Asbury

120/16 LAKES MAINTENANCE CONTRACT 2017-2018 – The Chairman reported that two quotes had been received for the Lakes Maintenance Contract for 2017/2017. Three tenders had been sent out by the Clerk, but only two had come back.

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

Proposed by Councillor Diane Bratt
Seconded by Councillor David Griffiths

The Lucy Jane Plackett Charity **No items**

121/16 MEETING DATES – Future meeting dates are as follows, and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 28 February 2017
- 28 March 2017
- 12 April 2017 (Adderbury Annual Parish Meeting at the Methodist Hall, Adderbury)
- 25 April 2017

Resolved that the report be noted.

122/16 ITEMS FOR THE NEXT AGENDA

1. Meeting dates for 2017
2. Grievance – Member/Officer Protocol
3. New Homes Bonus 2017/2018
4. Polytunnel at plot 7 and a shed and polytunnel at plot 8 at the Walled Garden Allotments.
5. Parish Council Grants Working Party

Meeting closed 9.30pm

Chairman – 28 February 2017

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 28 FEBRUARY 2017 AT 7.30 PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Ian Asbury, Colin Astley, Penny Clarke, Steven Cox, Tony Gill, Ann Lyons, Keith Mitchell, Martin Rye and Chris Shallis.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), County Councillor Arash Fatemian, District Councillors Christine Heath and Mike Bishop, Sam Brown, Chair of the Adderbury Neighbourhood Plan Steering Group, Ian Jones from South Central Ambulance Service NHS Foundation and three members of the public.

APOLOGIES: Parish Councillor Sue Jelfs submitted her apologies because she was on holiday and these were accepted. Parish Councillor David Griffiths submitted his apologies because he was attending the High Sheriff Awards and these were accepted. District Councillor Andrew McHugh and Trish Fennell also submitted their apologies.

The Chairman advised that should anyone wish to record the meeting, they could do so. Councillor Tony Gill confirmed that he would be recording the meeting. (This was for his own personal use and was not an official Parish Council recording).

The Chairman welcomed members of the public to the meeting.

123/16 DEFIBRILLATORS – The Chairman welcomed to the meeting, Ian Jones, Paramedic/Community Defibrillation Officer, South Central Ambulance Service NHS Foundation Trust to make a presentation with regard to community defibrillators.

Ian gave an overview of how the defibrillators worked, how and where they could be stored, how they were accessed, maintained and the costs. Ian agreed to forward to the Clerk, information on suppliers of the defibrillators.

Ian was thanked for attending the meeting and left at this point. This issue would be discussed at the next meeting of the Parish Council. **Action TG**

124/16 DECLARATIONS OF INTEREST: All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

125/16 MINUTES - The minutes of the meeting held on 17 January 2017 were taken as read, duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 17 January 2017 be approved.

126/16 MATTERS ARISING FROM THE MINUTES OF 17 JANUARY 2017 – There were no matters arising.

127/16 OPEN FORUM – Mr Steve Betts addressed the Parish Council with regard to the consultation process relating to the Parish Council land on Milton Road. He expressed concern about the consultation process and felt that the results from the ANP questionnaire were not representative of the views of the village. He asked that prior to any decisions being made, a full consultation process be undertaken so enable all residents to respond. The Chairman thanked Mr Betts for his comments.

128/16 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – District Councillor Chris Heath highlighted her support for a defibrillator in the village and that there were Community First

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Responders in Bloxham. Councillor Heath also advised that District Councillor Barry Wood, Leader of Cherwell District Council had circulated an email with regard to the proposals by Oxfordshire County Council for a Unitary Authority for Oxfordshire and his opposition to this.

County Councillor Arash Fatemian circulated his report to the Parish Council at the start of the meeting and highlighted the downgrading of services at the Horton Hospital, as well as supporting the proposal for a defibrillator in the village.

Resolved that the reports be noted.

129/16 GRIEVANCE – At the meeting, Councillor Ian Asbury circulated a draft Protocol on Member/Officer Relations. There were a number of suggested amendments to the Protocol, but following a discussion, it was felt the Protocol should be discussed more fully after the review which was being carried out by Hoey Ainscough had been completed, because some possible the changes in the Protocol might conflict with the current Standing Orders. Also the suggested protocol should be included in the Hoey Ainscough review.

The Chairman thanked Councillors Ian Asbury and Chris Shallis for their work on the Protocol.

The Chairman reminded members about the importance of attending training sessions and that currently, on-line training was not available from the Oxfordshire Association of Local Councils.

Resolved that:

- 1) the draft Protocol and suggested amendments be noted; **Action IA/CS**
- 2) the Protocol be considered again after the governance review with Hoey Ainscough is completed and the Parish Council has their opinion on it; **Action ALL**
- 3) the issue of stationery and printing reimbursements for Councillors be clarified; and **Action TG**
- 4) within the review of the Standing Orders by Hoey Ainscough, the issue of individual Councillors and their authority to make decisions in an emergency, be addressed. **Action TG/ Hoey Ainscough/IA/CS**

Proposed by Councillor Ian Asbury
Seconded by Councillor Colin Astley

130/16 PLAY EQUIPMENT PROJECT – Prior to the meeting, Councillor Sue Jelfs had circulated to the Parish Council, a report on the progress with the play equipment project.

Councillor Ann Lyons reported that she had attended a site meeting with Councillor Jelfs and a representative from Proludic. It was confirmed that there were funds available of around £62,000 for the play area project.

Resolved that:

- 1) the report be noted;
- 2) a further meeting of the Play Equipment Project Group be convened before the next Parish Council meeting; and **Action SJ/IA/AL**
- 3) the three quotes which have been considered by the Project Group, be submitted to the next Parish Council meeting on 28 March 2017, along with the plans, to enable a decision to be made on the preferred supplier. **Action SJ/IA/AL**

131/16 PLANNING

- ix) 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.

ADDERBURY PARISH COUNCIL

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:

- | | |
|-----------------------------|---|
| 17/00041/TPO | Mr Frank Cusker
The Bothy Sir Georges Lane Adderbury
T1 Lime Tree - Frame work Pollard to approximately 60ft
(approximately 2m above second crown break). T2 Willow Tree -
Re-pollard tree by 2.5m - subject to TPO 10/86 |
| 16/02485/LB
& 16/02484/F | Wadworth & Co Ltd
Coach And Horses The Green Adderbury
Replacement Roof |
| 17/00036/TCA | Mrs Leonie Harper
Home Farm House Manor Road Adderbury
T1 x Willow (multi-stem) - Reduce height by 60% and shape,
Crown thin by 5% |
| 17/00041/TCA | Rev Stephen Fletcher
St Marys Church Mill Lane Adderbury
Work to 6 trees as per Tree Report |
| 17/00048/TCA | Mr Frank McCusker
The Bothy Sir Georges Lane Adderbury
T2 x Willow - Repollard up to 2.50m (back to previous) |
| 17/00213/F | Mr Richard White
7 St Marys Road Adderbury
Demolition of external rear store and building of kitchen with bed
over - re-submission of 16/01282/F. |

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 applications/works to trees:

- | | |
|------------|--|
| 16/02606/F | Nicholas King Homes
Plot 15 Milton Road Adderbury
House Type substitution on Plot 15 of approved scheme under
planning reference 14/00250/F |
| 16/02607/F | Nicholas King Homes
Plot 30 Milton Road Adderbury
House Type substitution on Plot 30 of approved scheme under
planning reference 14/00250/F |
| 16/02604/F | Nicholas King Homes
Plot 3 Milton Road Adderbury
House Type substitution on Plot 3 of approved scheme under
planning reference 14/00250 |
| 17/00048/F | Greene King PLC |

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& 17/00049/LB The Red Lion The Green Adderbury
Replacement of windows and internal alterations

Resolved that, it be noted that, the Parish Council was considering the following planning applications/works to tree and tree preservation orders:

- 17/00093/LB Mrs Jo Borg
Farthing Cottage Chapel Lane Adderbury
Repair work/replacement of various windows and rear French doors; new floor finish throughout ground floor; replace floor in first floor bedroom; repair work to porch
- 17/00269/CLUE Mr William Aylward
Pine Trees Berry Hill Road Adderbury
Certificate of Lawfulness of Existing Use for the use of land as residential (Class C3), namely as garden area within the curtilage of the dwellinghouse
- 17/00066/TCA Mrs Sadie Harper
3 Church Close Adderbury
T1 - T4 x Leyland Cypress – Fell, T5 x Willow – Fell, T6, T7 x Sycamore – Fell
- 17/00345/F Mr & Mrs Hawkins
Tryad House High Street Adderbury
Alterations and extensions to re model the existing dwelling, to include the removal of the existing flat roof and replacement with new gable features and the raising of a single storey roof line to form bedroom over.
- 17/00350/F Lets Play Project
Orchards Dog Training Centre Orchards View Twyford Road Twyford Adderbury Banbury
Change of Use from dog training centre to a registered charity for disabled young people
- 17/00362/LB Mr Pete Flemming
Pebsham Cottage Aynho Road Adderbury
Removal of modern skirting board and hearth and provide new floor covering in living room
- 17/00361/F Mr & Mrs P. Hinckley
Shepherds Keep Water Lane Adderbury
Single storey extension to form utility and new dormer window to first floor - replacement windows throughout

- ii) Planning Results - These had been circulated to all members prior to the meeting.

Resolved that the report be noted.

- iii) Milton Road North, Adderbury - Nicholas King Development – The Chairman reported that comments had been submitted by the Clerk to Cherwell District Council expressing the Parish Council's concern with regard to the materials being used on this site.

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Within its original objection to the application, the Parish Council had asked that the dwellings be built in Horton Stone, but this had not been included by Cherwell District Council as part of the planning permission which was granted.

Resolved that the report be noted.

132/16 FINANCE

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

Resolved that the following accounts be approved for payment:

Payee	Amount
T Goss – February 2017 salary	£809.06
T Goss – Expenses for February 2017	£12.60
OCC Pension Fund – Clerks pension for February 2017	£198.24
Adderbury PC – Transfer from Santander to Barclays account	£60,000.00
Information Commissioner – Data Protection Registration	£35.00
Mr D Chandler - Repair to Wooden Post on Horn Hill Road	£100.00
Oxford City Council – Wooden Posts in Church Lane	£1716.00
P Gardner – Topping field in Milton Road	£150.00
Oxfordshire Association of Local Councils – Annual Subscription	£553.44

Proposed by Councillor Diane Bratt
Seconded by Councillor Martin Rye

- ii) Bank Reconciliations and Breakdown of Parish Council Funds - Prior to the meeting, the Clerk had circulated the bank reconciliations and breakdown of Parish Council funds as at 28 February 2017 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

Resolved that the bank reconciliations for the Barclays, Santander, Natwest and Cambridge Building Society be noted.

Proposed by Councillor Diane Bratt
Seconded by Councillor Steven Cox

- iii) Section 106 Funds – Prior to the meeting, a table detailing the funds held at Cherwell District Council had been circulated to the Parish Council. The Chairman gave a report on the meetings held with a Cherwell District Council officer on 20 February 2017 and two Oxfordshire County Council officers on 21 February 2017.

Resolved that:

- 1) the report be noted;
 - 2) further details on the Section 106 funds held at Oxfordshire County Council for traffic calming be discussed at the next meeting; and **Action TG**
 - 3) the Section 106 funds from the Nicholas King site on north Milton Road be clarified with Cherwell District Council. **Action TG**
- iv) Parish Council Grants Working Group – Councillor Steven Cox reported on the meeting of the Working Group held on 27 February 2017.

Councillors Penny Clarke and Ann Lyons also attended the meeting. The Working Group discussed amending the application form, the possibility of removing the £200

ADDERBURY PARISH COUNCIL

limit for any one applicant and proposed that all applications be reviewed by the Working Group prior to decisions being made by the Parish Council.

Resolved that:

- 1) the report be noted; and
 - 2) a further report be submitted to the next meeting of the Parish Council detailing the finalised proposals to the process and the amended application form. **Action SC**
- v) New Homes Bonus 2017/2018 – The Chairman reported to the Parish Council that Cherwell District Council had allocated £4730.00 of New Homes Bonus to Adderbury for 2017/2018 and the Parish Council needed to agree how it should be allocated within the village.

Resolved that:

- 3) the report be noted; and
- 4) the New Homes Bonus for 2017/2018 be allocated as follows:
 - Friends Meeting House – £1000
 - Play equipment project – £1865
 - Ice House - £1865

Proposed Councillor Ann Lyons
Seconder Councillors Ian Asbury

133/16 PARISH COUNCIL MATTERS

- xii) Adderbury Neighbourhood Plan (ANP) – Sam Brown, Chair of the ANP Steering Group reported that following the consultation process, the ANP was now being amended and it would be submitted to the Parish Council for approval in March 2017.

Sam Brown was thanked for attending the meeting and for her work on the ANP.

Resolved that the report be noted.

- xiii) Parish Council Surgeries – Councillors Steven Cox and Diane Bratt attended the last surgery.

Two residents had attended and reported that construction traffic going to the Barwood Homes site on Banbury Road was stopping in the lay-by where the bus stop was located. However, this matter had already been addressed by the Parish Council and Barwood had been asked to ensure this did not happen in future.

Resolved that:

ADDERBURY PARISH COUNCIL

- 1) the report be noted; and
- 2) the County Council be advised that the drains and gutters on Banbury Road/Oxford Road need to be cleared. **Action TG**

xiv) Health and Safety – The Parish Council received the following health and safety reports:

- The Rise; There was no report because Councillor David Griffiths was not present. Councillor Martin Rye agreed to check The Rise play area.
- Lucy Plackett Play Area; Councillor Ann Lyons reported that there were no issues at the Lucy Plackett play area.
- Adderbury Lakes; The Chairman reported that there were no issues at Adderbury Lakes.

Resolved that the reports be noted.

xv) Polytunnels at the Walled Garden Allotment – The Parish Council considered two requests for polytunnels at plots 7 and 8 at the Walled Garden allotments.

Resolved that:

- 1) the request at plot 8 be approved; **Action TG**
- 2) the request at plot 7 be refused because the proposed size of the polytunnel was too big; **Action TG**
- 3) if the polytunnel at plot 7 is reduced to 2.5m x 2.0m x 2.0m, this be approved; and **Action TG**
- 4) Councillor David Griffiths to assess the impact of polytunnels on the tenants at the Walled Garden Allotments. **Action TG/DG**

xvi) LAP and LEAP, Adderbury Fields – The Parish Council discussed a request from Cherwell District Council to take responsibility for the LAPs and LEAP on the Adderbury Fields development, off Milton Road.

Resolved that this item be deferred until further information has been obtained from Cherwell District Council. **Action TG**

xvii) Meeting Dates – The Chairman reported that the Annual Parish Meeting in April had been moved from Wednesday 12 April 2017 to Tuesday 4 April 2017 because the Methodist Hall had been double booked.

There was also a discussion about future meeting dates.

Resolved that:

- 1) the report be noted;
- 2) the Annual Parish Meeting date be confirmed as 4 April 2017; and
- 3) the Parish Council meeting in April 2017 be confirmed as 25 April 2017.

Proposed Councillor Ann Lyons
Seconded Councillor Martin Rye

134/16 VILLAGE MATTERS

ADDERBURY PARISH COUNCIL

- xi) Adderbury Library – Prior to the meeting, Councillor Ann Lyons circulated a report on FOCAL.

Resolved that the report be noted.

- xii) Footpaths and Rights of Way, Adderbury – The Parish Council received a report from the Chairman and Councillor Steven Cox on a meeting with Sarah Aldous at the County Council about the footpaths and rights of way in Adderbury.

Since that initial meeting, further meetings had been held with two residents where stiles and gateways on their land would be replaced.

Resolved that the report be noted.

- xiii) Oxfordshire's Health and Care Services - The Big Consultation, Phase 1 – Prior to the meeting, the Parish Council had been circulated information on the consultation document. The deadline was 9 April 2017.

It was also reported that the presentations at the village meeting on 22 February 2017 had been very interesting and informative.

Resolved that individual Councillors respond to the consultation, rather than the Parish Council responding as a corporate body. **Action ALL**

- xiv) Recycling Bins – The Parish Council discussed a proposal to remove the recycling bins in the lay-by on Banbury Road because there had been recent issues with fly-tipping and the whole area being very untidy.

Resolved that Cherwell District Council be asked to clean up the lay-by and remove all the rubbish and debris and to agree to regular monitoring to avoid future problems. **Action TG**

- xv) High Sheriffs Award – The Parish Council discussed the process for making nominations for the High Sheriffs Award.

Resolved that the nomination process be more widely advertised in the village so that individuals can be encouraged to submit their own nominations. **Action TG**

135/16 CORRESPONDENCE – Val Scarff had sent a thank you card to the Parish Council for her successful nomination for the High Sherriff's Award.

136/16 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 minute numbered 137/16 and 138/16 on the

ADDERBURY PARISH COUNCIL

grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

- 137/16 COMMUNITY LAND ON NICHOLAS KING SITE, NORTH OF MILTON ROAD** – The Chairman reported on the discussions with Nicholas King with regard to a possible community land opportunity for the Parish Council, as part of the development on Milton Road north.

Resolved that:

- 1) the report be noted; and
 - 2) the Chairman and Vice-Chairman be authorised to continue discussions with Nicholas King.
- Action DB/DG**

Proposed by Councillor Diane Bratt
Seconded by Councillor Ann Lyons

- 138/16 BARWOOD HOMES** – The Chairman provided a progress report on the discussions with Barwood Homes. The Chairman had attended a meeting with Peter Darwin from Barwood Homes and discussions into a number of matters were on-going.

Resolved that:

- 1) the report be noted; and
- 2) the Chairman be authorised to continue discussions with Barwood Homes. **Action DB**

Proposed by Councillor Diane Bratt
Seconded by Councillor Ann Lyons

The Lucy Jane Plackett Charity

- 139/16 SUMMER FETE** – The Parish Council considered a request for use of the Playing Field for the School/Church Summer Fete on Saturday 10 June 2017 from 8am to 5pm.

Resolved that the request be approved. **Action TG**

Proposed by Councillor Martin Rye
Seconded by Councillor Ann Lyons

ADDERBURY PARISH COUNCIL

140/16 MEETING DATES – Future meeting dates are as follows, and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 28 March 2017
- 4 April 2017 (Adderbury Annual Parish Meeting at the Methodist Hall, Adderbury)
- 25 April 2017
- 30 May 2017

Resolved that the report be noted.

141/16 ITEMS FOR THE NEXT AGENDA

1. Welcome pack for new residents
2. Parish Council Grants
3. Defibrillator in the village
4. Play area quotes

Meeting closed 9.50pm

Chairman – 28 March 2017

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 28 MARCH 2017 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Colin Astley, Penny Clarke, Steven Cox, Tony Gill, David Griffiths, Ann Lyons, Keith Mitchell, Martin Rye and Chris Shallis.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Sam Brown, Chair of the Adderbury Neighbourhood Plan Steering Group, Trish Fennell and twenty one members of the public.

APOLOGIES: Parish Councillor Ian Asbury submitted his apologies because he was ill and these were accepted and the absence authorised. Parish Councillor Sue Jelfs submitted her apologies because she was on a course and these were accepted and the absence authorised.

District Councillors Christine Heath, Mike Bishop and Andrew McHugh also submitted their apologies.

The Chairman advised that should anyone wish to record the meeting, they could do so. Councillor Tony Gill confirmed that he would be recording the meeting. (This was for his own personal use and was not an official Parish Council recording).

The Chairman welcomed members of the public to the meeting.

142/16 GRACEWELL CARE HOMES – Jean Vella-Eyre, Manager of the Gracewell Care Home on Banbury Road attended the meeting and reported on the staffing within the care home, the capacity and the potential needs of residents who would be living there.

The official open day was on Thursday 30 March 2017 and the community was welcome to attend and have a look around. Ms Vella-Eyre also reported that the Adderbury community had been very welcoming and she thanked them for that.

There had already been an open day about three 3 weeks ago and it had been a very busy day. Further open days were coming up. The care home was also holding an Adderbury Flower Show and any flowers sold would go towards the fundraising for the village defibrillator.

Ms Vella-Eyre was thanked for attending the meeting and left at this point.

143/16 DECLARATIONS OF INTEREST: All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

144/16 MINUTES - The minutes of the meeting held on 28 February 2017 were taken as read, duly adopted and signed by the Chairman.

Minute 129/16 – Councillor Colin Astley asked whether the OALC training courses could be held on a Saturday. The Clerk confirmed that she had been advised by OALC that on-line training was not available and would check with them about the availability of training events on a Saturday.

Action TG

Resolved that the minutes of the meeting held on 28 February 2017 be approved.

145/16 MATTERS ARISING FROM THE MINUTES OF 28 FEBRUARY 2017 – There were no matters arising.

146/16 OPEN FORUM – Six members of the public addressed the Parish Council.

ADDERBURY PARISH COUNCIL

Mr Stilgoe welcomed Keith Mitchell back to the Parish Council. He then stated that he believed there was a need for a larger primary school in the village and felt this should have been included in the Adderbury Neighbourhood Plan. The Chairman advised that education was a County Council function and not within the remit of the Parish Council.

Mr Atkinson addressed the Parish Council with regard to the development of its land on Milton Road and was in support of it being developed for sports facilities for the village, which had been the intention of the original owners.

Mr Betts also addressed the Parish Council with regard to the land on Milton Road and felt that the Parish Council would be failing in its duty, if it did not carry out a full and proper survey of the residents of the village. He would also be making representations to Cherwell District Council about this matter.

Sam Brown, Chairman of the Adderbury Neighbourhood Plan Steering Group reported that a leisure survey had been carried out and she believed that Milton Road land had been allocated for sports and community uses. However, there would need to be a full feasibility study for the use of the land, as well as the facilities at the Lucy Plackett Playing Field. The Chairman advised the meeting that the covenant stated that the land must be used for 'sports pitches and a community facility' and this had been reported to the ANP during the process of the Plan.

A resident from Horn Hill Road reported on the henge site which had been found on the Nicholas King site on Milton Road and he felt that the land should be preserved until the data which had been collated, could be reviewed.

James Collier, Chairman of Adderbury Park Football Club reported on the Club's support for the relocation of the Football Club to Milton Road. The Club would be willing to share the resource with other clubs in the village and with the improved facilities, the Club could expand the junior sides and involve more children from the village. The Club could also access funding streams such as the FA.

A resident from the Adderbury Fields estate reported that he was surprised when the Nicholas King site had started being built because this had not come up on his searches. He had also not been aware of the proposed development on the Parish Council's land on Milton Road and he felt that there would be issues for residents with parking and noise.

147/16 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There were no reports from the County and District Councillors.

Resolved that the reports be noted.

148/16 ADDERBURY NEIGHBOURHOOD PLAN (ANP) – Prior to the meeting, the pre-submission Adderbury Neighbourhood Plan had been circulated to the Parish Council.

The Chairman thanked Sam Brown and the ANP Group for all their work on the ANP.

Resolved that Adderbury Neighbourhood Plan be submitted to Cherwell District Council. **Action SB/TG**

Proposed by Councillor Keith Mitchell
Seconded by Councillor Chris Shallis

149/16 PLAY EQUIPMENT PROJECT – Prior to the meeting, Councillor Sue Jelfs had circulated to the Parish Council, a report on the progress with the play equipment project.

Resolved that:

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- 1) the report be noted;
- 2) this item be deferred to the next meeting of the Parish Council; **Action TG**
- 3) the current details on the project be passed to the Clerk by Councillor Colin Astley; and **Action CA**
- 4) any further work on the play equipment project completed prior to the next meeting, be circulated to the Parish Council via email. **Action SJ/TG**

Proposed by Councillor Diane Bratt
Seconded by Councillor Martin Rye

150/16 PLANNING

- x) 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:

- | | |
|---------------|---|
| 17/00093/LB | Mrs Jo Borg
Farthing Cottage Chapel Lane Adderbury
Repair work/replacement of various windows and rear French doors;
new floor finish throughout ground floor; replace floor in first floor
bedroom; repair work to porch |
| 17/00066/TCA | Mrs Sadie Harper
3 Church Close Adderbury
T1 - T4 x Leyland Cypress – Fell, T5 x Willow – Fell, T6, T7 x Sycamore
– Fell |
| 17/00425/CLUE | Ms Katie Macdonald
Adderbury Hill Barn Milton Road Adderbury
Certificate of Lawfulness of Existing Use for the construction of outdoor
arena and erection of perimeter boarding and use of land and buildings
for private equestrian purposes - sui generis |
| 17/00362/LB | Mr Pete Flemming
Pebsham Cottage Aynho Road Adderbury
Removal of modern skirting board and hearth and provide new floor
covering in living room |
| 17/00399/LB | Mr & Mrs Dunstan / Gerdes
The Old House Tanners Lane Adderbury
Replacement of existing front door, including two small windows above
door. Replacement of existing snug door with a new wooden door of
the same size. |

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:

- | | |
|------------|---|
| 17/00345/F | Mr & Mrs Hawkins
Tryad House High Street Adderbury
Alterations and extensions to re model the existing dwelling, to include
the removal of the existing flat roof and replacement with new gable |
|------------|---|

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features and the raising of a single storey roof line to form bedroom over.

- 17/00269/CLUE Mr William Aylward
Pine Trees Berry Hill Road Adderbury
Certificate of Lawfulness of Existing Use for the use of land as residential (Class C3), namely as garden area within the curtilage of the dwellinghouse
- 17/00350/F Lets Play Project
Orchards Dog Training Centre Orchards View Twyford Road Twyford Adderbury Banbury
Change of Use from dog training centre to a registered charity for disabled young people
- 17/00361/F Mr & Mrs P. Hinckley
Shepherds Keep, Water Lane, Adderbury
Single storey extension to form utility and new dormer window to first floor - replacement windows throughout
- 17/00394/LB Mr & Mrs T Harrington
3 Lambourne House, Lambourne Way Adderbury
Alterations to conversion of attic and insertion of conservation rooflights
- 17/00440/F Mr Ken Coaker
36 St Mary's Road Adderbury
Single storey rear extension

Resolved that, it be noted and approved that, objections had been made by the Parish Council in respect of the following applications/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:

- 17/00085/TCA Mrs Sue Baimbridge
Sydenham House East End Adderbury
T1 x Hazel - Fell and plant replacement tree
- 17/00237/ADV Dematic Ltd
Dematic Balliol House Trinity Way Adderbury
2 No. illuminated Fascia signs, 1 No. illuminated Monolith
- 17/00371/F JB Stevens & Son
Manor Farm Twyford Road Twyford Adderbury
Installation of a 250kw ground mount solar array
- 17/00348/F Mr & Mrs Yardley-Barnes
31 Margaret Road Twyford
Demolition of single storey rear utility room and erection of single storey rear extension, and single storey porch to front and side
- 17/00100/TCA Mrs Hoyer Millar
Cross Hill House Cross Hill Road Adderbury

ADDERBURY PARISH COUNCIL

T1- Leyland Cypress - Fell. (RED)

17/00574/F Mr Matthew Brown
Greengates Berry Hill Road Adderbury
Two storey side extension including to replace existing garage and provide additional bathrooms above

- ii) Planning Results - These had been circulated to all members prior to the meeting.

Resolved that the report be noted.

- iii) 17/00457/OUT - Leonard Cheshire Disability, Land Adjoining Summers Close Adderbury for outline – The Parish Council discussed the application for a proposed residential development for up to five dwellings.

Resolved that the Parish Council objects to the application on the following grounds:

1. the application is contrary to policies AD1 and AD4 (settlement boundary and open space policies) of the Adderbury Neighbourhood Plan; and
2. the Summers Close development is an Exception Site (allowed specifically for disabled residents through the Cheshire Homes charity) which by its very nature, should not be extended with any further development around it.

However, if Cherwell District Council is minded to approve the application, the Parish Council requests that:

1. there is a financial contribution via a Section 106 agreement for community facilities and infrastructure, as required by AD4;
2. mature trees in the area are protected; and
3. a strip of land at the rear of the development, be used for community planting which screens and softens the rear of the new development as well as the existing developments at Green Hill, Janet Blunt House and the Gracewell Care Home.

Action TG

151/16 FINANCE

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

Resolved that the following accounts be approved for payment:

Payee	Amount
T Goss – March 2017 salary	£809.06
T Goss – Expenses for March 2017	£33.75
HMRC – Quarterly payment	£241.61
OCC Pension Fund – Clerks pension for March 2017	£198.24
Community First Oxfordshire – Annual Subscription	£70.00
Mr D Chandler – Repair and replace wooden posts in the LPPF and Long Wall	£310.00
Cotefield Treecare – Works at the allotments	£1244.88
Cherwell District Council – Business Rates for Adderbury Cemetery	£186.61
TaxAssist Accountants – Payroll for 2017/2018	£246.00
Oxfordshire Playing Field Association – Annual Subscription	£50.00
Bloxham Mill Ltd – Room Hire	£36.00
Cherwell District Council – Expenses for By-Election in January 2017	£2779.52

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Castle Water – Water rates for Adderbury Cemetery	£14.42
Rascal Horticultural Services – Works at Adderbury Cemetery	£460.00

Proposed by Councillor David Griffiths
Seconded by Councillor Steven Cox

- ii) Bank Reconciliations and Breakdown of Parish Council Funds - Prior to the meeting, the Clerk had circulated the bank reconciliations and breakdown of Parish Council funds as at 28 March 2017 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

Resolved that the bank reconciliations and the breakdown of Parish Council funds for the Barclays, Santander, Natwest and Cambridge Building Society be noted.

Proposed by Councillor Chris Shallis
Seconded by Councillor Steven Cox

- iv) Parish Council Grants Working Group – Prior to the meeting, Councillor Steven Cox reported on the meeting of the Working Group held on 27 March 2017.

Resolved that:

- 3) the report be noted;
- 4) the amendments to the application form be approved; and
- 5) the request for 2018/2019 grant applications be advertised in October 2017 and feeds into the budget setting process for 2018/2019. **Action TG**

Proposed by Councillor Diane Bratt
Seconded by Councillor David Griffiths

- v) Section 106 Funds for Adderbury Library – Prior to the meeting, Councillor Keith Mitchell had circulated a report on a recent meeting with Oxfordshire County Council with regard to Section 106 funds which were available for Adderbury Library.

Resolved that the report be noted.

152/16 PARISH COUNCIL MATTERS

- xviii) Staffing Committee – Prior to the meeting, the minutes of the Staffing Committee held on 9 March 2017 had been circulated to the Parish Council.

Resolved that the minutes be noted.

- xix) Parish Council Surgeries – Councillors Ann Lyons and David Griffiths attended the last surgery and two residents had also attended.

A resident queried how many houses were planned for the development next to Adderbury Court, how the drainage was being tackled on this development and concerns over problems regarding rats thought to be linked to septic tanks used by some residents

ADDERBURY PARISH COUNCIL

of Croft Lane. The resident also reported on parking issues at the School run and that vehicles were causing obstructions on the road and footpaths.

There were a number of potholes which needed repairing and she asked if the drain plates could be raised. The resident would also like a footpath access to Bodicote from Croft Lane and also for Malt House Yard to have a street sign (behind No 1 Parsons Street).

Anne Ransome from the Methodist Church also apologised for double booking the Hall on the date of the Annual Parish Meeting.

Resolved that the report be noted.

xx) Health and Safety – The Parish Council received the following health and safety reports:

- The Rise; Councillor David Griffiths reported that there were no issues at The Rise play area.
- Lucy Plackett Play Area; Councillor Ann Lyons reported that there were no issues at the Lucy Plackett play area.
- Adderbury Lakes; The Chairman reported that there were no issues at Adderbury Lakes.

Resolved that the reports be noted.

xxi) Welcome Pack – Councillor Colin Astley suggested to the Parish Council that a welcome pack could be produced for new residents, detailing where everything was in the village and providing information on services.

Resolved that the idea of a welcome pack be advertised on adderbury.org and volunteers from the community be asked to move the project forward. **Action TG**

xxii) Timms Cart – The Parish Council considered an offer by the contractor on the North Milton Road site to hand the Timms cart to the Parish Council.

Resolved that the Nicholas King be asked to offer the cart to Banbury Museum, Bloxham Museum and Tythe Barn in Swacliffe.

Proposed by Councillor Diane Bratt
Seconded by Councillor Ann Lyons

xxiii) Burial Ground – The Parish Council discussed carrying out tests on the existing burial ground on Horn Hill Road to determine the ground water levels and its effect on the Parish Council's future burial policy.

Resolved that quotes for testing the land be obtained and this item be discussed again at a future meeting, when that information is available. **Action TG**

Proposed by Councillor Keith Mitchell
Seconded Councillor Penny Clarke

153/16 VILLAGE MATTERS

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- xvi) Land North of Milton Road – The Parish Council discussed the consultation process with the village with regard to the future use of the land, taking into consideration the restrictive covenant which stated that the land must be used for 'sports pitches and a community facility'.

Councillor Colin Astley proposed a motion that legal advice be sought with regard to the legality of the transfer and of the restrictive covenant.

Proposed Councillor Colin Astley
Seconded Councillor Tony Gill

Those in favour of the motion - 3
Those in against the motion – 7

Therefore, the motion was not carried.

There was further discussion and it was felt that a Working Group, including members of the community should be set up to move the project and the feasibility study forward. The remit of the Group could also include looking at improvements to the Lucy Plackett Playing Field.

Resolved that:

- 1) a Working Group be established to move the project and feasibility study forward;
- 2) the Working Group to include volunteers from the community; and
- 3) the Groups' remit will include whether there could be improvements to the facilities at the Lucy Plackett Playing Field. **Action TG**

Action TG

Proposed Councillor Diane Bratt
Seconded Councillor Keith Mitchell

- xvii) Land to the Rear of Adderbury Court – The Parish Council received a report from the Chairman on the meeting with the Head Teacher of Christopher Rawlins Primary School, discussed a proposal for pupils at Christopher Rawlins Primary School to use this land for their 'Forest Schools' lessons and received a report on the discussions with Barwood Homes.

Resolved that:

- 1) the report be noted;
- 2) this area land be designated as a natural amenity area, focussing on enhancing and protecting the wildlife and flora of the area; and
- 3) the request from the School to use the land for 'Forest Schools' be approved in principle, subject to further discussions between the Parish Council and Christopher Rawlins Primary School. **Action PC/DB**

Proposed Councillor Diane Bratt
Seconded Councillor Tony Gill

- xviii) Adderbury Library – Prior to the meeting, Councillor Ann Lyons circulated a report on FOCAL.

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Resolved that the report be noted.

- xix) Defibrillator – Following the presentation on defibrillators at the previous Parish Council meeting, Councillor Chris Shallis reported that he would be starting to fundraise for a defibrillator in the village. He would be publishing a 'justgiving' fundraising page and had started the fund off with a £100 donation from The Bell. Gracewell Care Homes had also pledged a donation from its upcoming flower show.

Councillor Shallis was thanked for taking the lead with the fundraising.

Resolved that the report be noted and the fundraising be supported. **Action CS**

Proposed Councillor Chris Shallis
Seconded Councillor Ann Lyons

- xx) Day of Dance – The Parish Council discussed the arrangement for the Day of Dance which was being held on Saturday 22 April 2017.

Resolved that:

- 1) the report be noted; and
- 2) any volunteers for the event should contact Councillor David Griffiths. **Action ALL**

- xxi) Parking in Keytes Close and Adderbury Court – The Parish Council discussed the parking issues in Keytes Close and Adderbury Court which arose during drop-off and collection times at the Primary School.

The Chairman advised the Parish Council that the School had written to all parents to remind them about considerate parking and the Clerk had written to Thames Valley Police asking the PCSO to monitor the area. As part of the School expansion, the County Council would also be developing a Travel plan.

Resolved that:

- 1) the report be noted; and
- 2) the residents who raised the issues of parking around the School, be advised of the actions taken by the Parish Council and the School. **Action TG**

154/16 CORRESPONDENCE – There was no further correspondence.

155/16 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 minute numbered 156/16 and 157/16 on the

ADDERBURY PARISH COUNCIL

grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

156/16 PLAY EQUIPMENT PROJECT – This item was deferred.

Resolved that this item be deferred to the next meeting. **Action SJ/TG**

157/16 COMMUNITY LAND, NICHOLAS KING HOMES – The Parish Council received an update on the community land on the Nicholas King site, north Milton Road.

Resolved that:

- 3) the report be noted;
- 4) a letter be sent to Cherwell District Council, supporting the proposed planning application, subject to an agreement that there is financial support for a substantial project on the Parish Council land; and **Action DB/TG**
- 5) the Chairman and Vice-Chairman be authorised to continue discussions with Cherwell District Council and Nicholas King. **Action DB/DG**

Proposed by Councillor Diane Bratt
Seconded by Councillor David Griffiths

The Lucy Jane Plackett Charity

158/16 BARRIER AND FENCING AT THE LUCY PLACKETT PLAYING FIELD – The Chairman reported that the barrier and fencing along the railway embankment at the playing field needed to be repaired. However it had recently come to light that the fencing was not owned by the Parish Council, but by a neighbour of the playing field.

In addition, EOS Contracting had requested permission to cut back some of the trees along the railway embankment, which was owned by the Parish Council. The work was being carried out to ensure that the trees did not affect the electricity supply from the overhead cables.

Resolved that:

- 1) the quote from Mr D Chandler of £280 for the repairs to the barrier be approved; and **Action TG**
- 2) the works to the trees by EOS Contracting be approved and the Chairman and Clerk be authorised to sign the agreement; and **Action TG**
- 3) no action be taken on the fencing as it is not in the Parish Council's ownership.

Proposed by Councillor Diane Bratt
Seconded by Councillor Ann Lyons

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159/16 MEETING DATES – Future meeting dates are as follows, and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 4 April 2017 (Adderbury Annual Parish Meeting at the Methodist Hall, Adderbury)
- 25 April 2017
- 30 May 2017

Resolved that the report be noted.

160/16 ITEMS FOR THE NEXT AGENDA

1. Play equipment quotes

(Meeting closed 9.55pm)

Chairman – 25 April 2017

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 25 APRIL 2017 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Ian Asbury, Colin Astley, Penny Clarke, Steven Cox, Tony Gill, David Griffiths, Sue Jelfs, Keith Mitchell, Martin Rye and Chris Shallis.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), District Councillor Christine Heath and Mike Bishop, County Councillor Arash Fatemian, Trish Fennell and sixteen members of the public.

APOLOGIES: Parish Councillor Ann Lyons submitted her apologies because she was ill and these were accepted and the absence authorised.

The Chairman advised that should anyone wish to record the meeting, they could do so. Councillors Colin Astley, Diane Bratt, Keith Mitchell and Tony Gill confirmed that they would be recording the meeting. (This was for their own personal use and were not an official Parish Council recording).

A member of the public, Mr Nigel Wood, also confirmed that he was recording the meeting.

The Chairman welcomed members of the public to the meeting.

161/16 DECLARATIONS OF INTEREST: All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Councillor Keith Mitchell declared an interest in planning application 17/00448/F at NB Acres, Aynho Road, Adderbury because he was a neighbour to the site of the application.

Councillor Diane Bratt declared an interest in planning application 17/00316/F at land south of Blackwood Place and Molyneux Drive and North West of Cotefield Farm, Oxford Road, Bodicote because, although it was not their application, it was on land which she and her husband own.

Councillor Diane Bratt declared an interest in planning application 17/00716/F Fleet Farm Barns, Aynho Road Adderbury because she was a neighbour to the site of the application.

Resolved that the interests be noted.

162/16 MINUTES - The minutes of the meeting held on 28 March 2017 were taken as read, duly adopted and signed by the Chairman, with the following amendment:

Minute Number 152/16 (iii) – The Rise Play Area – The following be deleted:

The Rise; There was no report because Councillor David Griffiths was not present. Councillor Martin Rye agreed to check The Rise play area.

To be replaced with:

Councillor David Griffiths reported that there were no issues at The Rise play area.

Resolved that the minutes of the meeting held on 28 March 2017 be approved, with the above amendment.

163/16 MATTERS ARISING FROM THE MINUTES OF 28 MARCH 2017 - Councillor Colin Astley asked for clarification with regard to the submission of Parish Council comments on application 17/00269/CLUE at Pine Trees, Berry Hill Road, Adderbury. The Chairman advised that the Parish

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Council's response was confidential, as advised by Cherwell District Council, but could be shared with the rest of the Parish Council.

164/16 OPEN FORUM – Four members of the public and a planning consultant addressed the Parish Council.

Mr John Webb reported that there were issues with the overhanging trees and bushes on the footpath between Oxford Road and Walton Avenue. The Chairman advised that this area was the responsibility of the County Council and the Clerk would report this matter to the Highways Officers. **Action TG**

Mrs Val Scarf reported on her disappointment regarding the Milton Road north report in the Banbury Guardian where it was alleged that the majority of people in the village did not support the development on Milton Road. Mrs Scarf felt that this was not the case and many residents were in favour of sports pitches and a community facility on this site.

Mr Betts also reported on his reasons for requesting a Parish Poll. He commented on the consultation process relating to the uses of the Parish Council land on Milton Road and he felt that it had not been a properly conducted democratic process and the village should be listened to.

The Chairman replied to Mr Betts and advised that the consultation process was carried out by the ANP Steering Group and that the new facility was not just for football. Also the Parish Poll question could have been worded better to reflect this.

David Taylor-Evans reported that he had spoken at the Annual Parish Meeting and asked who had changed the wording between the Section 106 agreement and the signing of TR1 relating to land at Milton Road. The Chairman advised that no one had changed the wording from the Section 106 agreement and the TR1 and the wording in the TR1 reflected the definition outlining the use of the land in the Section 106 agreement.

Mr J Porter, Planning Consultant acting for the applicant of 17/00588/F, land west of Horn Hill Road, Adderbury, addressed the meeting with regard to the amended planning application. He reported that this revised application for a single dwelling was identical to the previous application, however following the comments from the inspector at the recent appeal, the element relating to burials had been removed and this would now be community land.

165/16 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There was no report from the County Councillor Arash Fatemian.

District Councillor Christine Heath advised that amended planning application 17/00588/F, land west of Horn Hill Road was different to the previous application because of the removal of the burial ground. The application would probably be considered by Cherwell District Council's Planning Committee on 18 May 2017.

Resolved that the report be noted.

166/16 PLANNING

- xi) 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:

17/00085/TCA Mrs Sue Baimbridge

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Sydenham House East End Adderbury
T1 x Hazel - Fell and plant replacement tree

- 17/00237/ADV Dematic Ltd
Dematic Balliol House Trinity Way Adderbury
2 No. illuminated Fascia signs, 1 No. illuminated Monolith
- 17/00348/F Mr & Mrs Yardley-Barnes
31 Margaret Road Twyford
Demolition of single storey rear utility room and erection of single storey rear extension, and single storey porch to front and side
- 17/00100/TCA Mrs Hoyer Millar
Cross Hill House Cross Hill Road Adderbury
T1- Leyland Cypress - Fell. (RED)
- 17/00574/F Mr Matthew Brown
Greengates Berry Hill Road Adderbury
Two storey side extension including to replace existing garage and provide additional bathrooms above
- 17/00565/F Mr & Mrs Wetherall
Manor Barns Manor Road Adderbury
Agricultural storage barn and stable block

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:

- 17/00440/F Mr Ken Coaker
36 St Mary's Road Adderbury
Single storey rear extension
- 17/00371/F JB Stevens & Son
Manor Farm Twyford Road Twyford Adderbury
Installation of a 250kw ground mount solar array

Resolved that, it be noted and approved that, objections had been made by the Parish Council in respect of the following applications/works to trees:

- 17/00457/OUT Leonard Cheshire Disability
Land Adjoining Summers Close Adderbury
OUTLINE - Proposed Residential Development for up to 5no. dwellings
- 17/00448/F Mrs Sara Wherry
NB Acres Aynho Road Adderbury
Change of use of sections of agricultural land to land to be used to site touring caravans, motorhomes and tents for no more than 21 consecutive days between certain dates (1st March - 31st October). Plus associated and ancillary works as detailed in site plan 1.

Councillor Keith Mitchell declared an interest and left the room whilst there was a brief discussion on this item.

Councillor Mitchell came back into the room at the conclusion of this item.

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Resolved that, it be noted that, the Parish Council is considering the following planning applications/works to tree and tree preservation orders:

- 17/00639/TPO Mrs Shelagh Van Zwanenberg
The Ridings 1 Lambourne Way Adderbury Banbury
T2-Holly- Reduction in height by up to 1.5 metres. (BLUE) - Subject to TPO 8/2004
- 17/00129/TCA Mr Tim Harrington
3 Lambourne House Lambourne Way Adderbury
T1 - Yew - Crown reduction by up to 2 metres. (Red), T2 - Sycamore - Target prune 4-6 scaffold limbs overhanging garden by 4 metres back to stem. (Yellow) (Tree in neighbouring garden to the east), T3 - Holly - Fell. (Green) (Tree in neighbours garden to the east)
- 17/00766/F Banks Design Architects
Land Adj To Orchard House Sir Georges Lane Adderbury
Erection of one detached dwelling with access
- 17/00716/F Mr Raj Deb
Fleet Farm Barns Aynho Road Adderbury
RETROSPECTIVE - Variation of condition 2 of 12/01359/F - To allow for the new position of the flues
- 17/00794/F Headteacher & Governors
Christopher Rawlins Church of England Voluntary Aided Primary School, Aynho Road, Adderbury
Removal of condition 4 (layby details) of 16/00601/F - Condition 4 relates to the previously proposed alterations to the existing layby in front of the school. These alterations to the layby are no longer necessary, and have been removed from the proposed scheme.
- 17/00133/TCA Adderbury Parish Council
Adderbury Lake And Gardens Lake Walk Adderbury
T1-T4 - Sycamore - Fell T5 - Sycamore - Pollard to 5 ft T6 - Prunus – Fell
- 17/00135/TCA Mrs Rebecca Nelson
10 Sydenham Close Adderbury
T1-Ash-Fell
- ii) 17/00316/F CALA Management Ltd
Land South of Blackwood Place and Molyneux Drive and North West of Cotefield Farm, Oxford Road, Bodicote
Application for engineering operations to include the creation of pond through associated bunding to serve consented residential development (ref. 11/00617/OUT, 12/01802/REM)

The Chairman declared an interest and left the room whilst there was a discussion on this item. Councillor David Griffiths chaired this item only.

Resolved that the Parish Council objects to application 17/00316/F. **Action TG**

Proposed by Councillor Ian Asbury

ADDERBURY PARISH COUNCIL

Seconded by Councillor Tony Gill

The Chairman came back into the room at the conclusion of this item.

- iii) 17/00485/F Mr Tim Catling
St Georges Catholic Church Round Close Road Adderbury
Demolition of existing chapel and erection of 2 dwellings

The Chairman reported to the Parish Council, the objection which Mrs C Handley had submitted to Cherwell District Council with regard to this application.

Resolved that the Parish Council objects to application 17/00485/F. **Action TG**

Proposed by Councillor David Griffiths
Seconded by Councillor Chris Shallis

- iii) Planning Results - These had been circulated to all members prior to the meeting.

Resolved that the report be noted.

- iii) 17/00588/F - Land West of Horn Hill Road, Adderbury – The Parish Council discussed the application for a residential development of a single dwelling with associated landscaping and additional community land associated with the Friends Meeting House.

The Chairman proposed and Councillor Keith Mitchell seconded a motion that the Parish Council supports the application, taking into account the comment by the Inspector at the last appeal.

The voting was as follows:

Those in favour – Two (2)
Those against – Five (5)
Abstentions – Four (4)

Therefore the motion was not carried.

Resolved that the Parish Council objects to application 17/00588/F. **Action TG**

167/16 FINANCE

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

Resolved that the following accounts be approved for payment:

Payee	Amount
T Goss – April 2017 salary	£840.99
T Goss – Expenses for April 2017	£29.70
OCC Pension Fund – Clerks pension for April 2017	£254.24
Oxfordshire County Council – Grant for new Children's Centre in Bloxham (The Cherry Tree Centre)	£1000.00
G&S Window Cleaning Services – Gutter cleaning at the Lucy Plackett Activity Centre	£50.00
Green Scythe Ltd – Grass Cutting at the LPPF for March 2017	£207.00
Mr P Waite – Wild flower plug plants for planting at Adderbury Lakes	£126.00
Mr D Chandler – Repairs to Safety Barrier at the LPPF	£280.00
rCOH Ltd – Adderbury Neighbourhood Plan Consultants Fees	£3030.00

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Thomas Fox Landscaping and Maintenance – Grass Cutting for March 2017	£750.00
Rascal Horticultural Services – Allotment and Cemetery Maintenance	£220.00
Mr D Chandler – Replace the wooden post at the Oak tree	£100.00
Mr A Barnes – Tree survey expenses	£644.97

Proposed by Councillor Colin Astley
Seconded by Councillor David Griffiths

- ii) Bank Reconciliations and Breakdown of Parish Council Funds - Prior to the meeting, the Clerk had circulated the bank reconciliation and breakdown of Parish Council funds as at 25 April 2017 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

Resolved that the bank reconciliations and the breakdown of Parish Council funds for the Barclays, Santander, Natwest and Cambridge Building Society be noted.

Proposed by Councillor David Griffiths
Seconded by Councillor Chris Shallis

- iii) Members' Allowances 2017/2018 – The Parish Council discussed the Members' Allowances for 2017/2018.

Resolved that:

- 4) the basic allowance and Chairman's allowance not be paid;
- 5) the payment of expenses relating to travel and subsistence be approved; and
- 6) the payment of expenses relating to paper and ink be approved.

Proposed by Councillor David Griffiths
Seconded by Councillor Colin Astley

- iv) New Homes Bonus 2017/2018 – The Parish Council discussed how the remainder of the New Homes Bonus for 2017/2018 should be allocated.

Resolved that the £2370 be allocated for a new footpath across Colin Butler Green.

Proposed by Councillor Tony Gill
Seconded by Councillor Penny Clarke

168/16 PARISH COUNCIL MATTERS

- xxiv) Parish Council Surgeries – Councillors Martin Rye and Chris Shallis attended the last surgery and a resident commented on the volume of traffic on Oxford Road, especially HGV's.

Resolved that the report be noted.

- xxv) Health and Safety – The Parish Council received the following health and safety reports:

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- The Rise; Councillor David Griffiths reported that there had been a recent incident at The Rise and the Play Area Inspector would be looking at the matter during his annual inspection in the summer.
- Lucy Plackett Play Area; Councillor Ann Lyons was not present to provide a report on the Lucy Plackett play area.
- Adderbury Lakes; The Chairman reported that there were no issues at Adderbury Lakes.

Resolved that the reports be noted.

- xxvi) Reports to the Parish Council – Prior to the meeting, a template for reports to the Parish Council had been circulated.

Resolved that the template be approved. **Action TG**

Proposed Councillor Diane Bratt
Seconded Councillor Chris Shallis

- xxvii) Dignity at Work Policy – Prior to the meeting, a Dignity at Work Policy had been circulated to the Parish Council. **(To follow)**

Resolved that the Dignity at Work Policy be approved and it be forwarded to Hoey Ainscough for inclusion within their Governance Review. **Action TG**

Proposed Councillor Diane Bratt
Seconded Councillor Ian Asbury

- xxviii) Recording of Meetings – The Parish Council considered whether or not, the Parish Council meetings should be recorded. If they were recorded, then the recording would be made available to the public.

Resolved that the Parish Council will record its future meetings. **Action TG**

Proposed Councillor Diane Bratt
Seconded Councillor Chris Shallis

- vi) Unitary Authority Proposal – The Parish Council considered sending a response to the Secretary of State for Communities and Local Government with regard to the proposal for a unitary authority in Oxfordshire.

Resolved that a response be forwarded to Savid Javid, Secretary of State for Communities and Local Government raising the Parish Council's concerns about the possible impact on Neighbourhood Plans, if there is a Unitary Authority in Oxfordshire.
Action DB/TG

Proposed Councillor Diane Bratt
Seconded Councillor David Griffiths

169/16 VILLAGE MATTERS

- xxii) Land North of Milton Road – The Chairman advised the Parish Council on the advice from Kyle Wyness from Spratt Endicott and Kevin Lane, from Cherwell District Council with regard to the transfer of ownership of the land on Milton Road.

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The Chairman proposed the following motion and it was seconded by Councillor Keith Mitchell:

- 1) Adderbury Parish Council notes the advice from Kevin Lane (Head of Law & Governance) of Cherwell District Council that the restrictive covenant relating to Parish Council land at Milton Road meets the planning objectives of clause 9.1 of the section 106 agreement and coincides with the Definition included in the section 106 agreement. Adderbury Parish Council notes that Cherwell District Council has no issue with the wording of the covenant. Adderbury Parish Council confirms its acceptance of the restrictive covenant as written; and
- 2) Adderbury Parish Council notes the advice of Kyle Wyness of Messrs Spratt Endicott solicitors, that the transfer document was signed in counterpart by two authorised members of this council and that the absence of the clerk's signature as witness is not a bar to its validity. Adderbury Parish Council resolves to proceed with the working group set up at the March Adderbury Parish Council meeting to consider potential uses of the land in compliance with the restrictive covenant.

Proposed Councillor Diane Bratt
Seconded Councillor Keith Mitchell

The Chairman then accepted an amendment and this was seconded by Councillor Keith Mitchell:

- 1) Adderbury Parish Council notes the advice from Kevin Lane (Head of Law & Governance) of Cherwell District Council that the restrictive covenant relating to Parish Council land at Milton Road meets the planning objectives of clause 9.1 of the section 106 agreement and coincides with the definition included in the section 106 agreement. Adderbury Parish Council notes that Cherwell District Council has no issue with the wording of the covenant. Adderbury Parish Council confirms its acceptance of the restrictive covenant as written; and
- 2) Adderbury Parish Council resolves to proceed with the working group set up at the March Adderbury Parish Council meeting to consider potential uses of the land in compliance with the restrictive covenant.

Those in favour – Five (5)
Those against – Six (6)

Therefore, the motion was not carried.

Resolved that Kyle Wyness from Spratt Endicott be asked to put his advice to the Parish Council regarding this matter, in writing. **Action TG**

Proposed Councillor Chris Shallis
Seconded Councillor David Griffiths

- xxiii) Adderbury Library – Prior to the meeting, Councillor Keith Mitchell circulated a report on FOCAL.

Resolved that the report be noted.

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- xxiv) LAP and LEAP, Adderbury Fields – Prior to the meeting, a request from Cherwell District Council had been circulated to the Parish Council asking it to take responsibility for the LAP and LEAP on the Adderbury Fields development.

Resolved that:

- 1) this item be deferred to a future meeting; **Action TG**
- 2) Thomas Fox Landscaping be asked to give quotes for maintenance of the areas; **Action TG/IA**
- 3) the projected costs for future maintenance of the areas be submitted to a future meeting. **Action IA/MR**

Proposed Councillor Ian Asbury
Seconded Councillor Martin Rye

- xxv) Community Land, Nicholas King Homes – The Parish Council received an update on the community land on the Nicholas King site, north Milton Road. An application for five houses on the land had been submitted to Cherwell District Council by the Nicholas King.

Resolved that the report be noted.

- xxvi) Traffic Calming Measures in Adderbury – Prior to the meeting, the minutes of the meeting with Oxfordshire County Council held on 21 February 2017 had been circulated to the Parish Council.

Resolved that the report be noted.

170/16 CORRESPONDENCE – There was no further correspondence.

171/16 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 minute numbered 172/16 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

The Lucy Jane Plackett Charity

172/16 PLAY EQUIPMENT PROJECT – At this point, all those with recording devices were asked to turn them off to enable the Parish Council to consider item 172/16 in confidential session. Councillor Tony Gill refused to do so, therefore the Chairman closed the meeting.

Resolved that this item be deferred.

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173/16 MEETING DATES – Future meeting dates are as follows, and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 30 May 2017

174/16 ITEMS FOR THE NEXT AGENDA

1. Quotes for the play equipment project

(Meeting closed 9.45pm)

Chairman – 30 May 2017