

ADDERBURY PARISH COUNCIL

TUESDAY 15 JANUARY 2019

Clerk & Responsible Financial Officer

Theresa Goss
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7 January 2019

Dear Councillor,

A meeting of the Parish Council will be held on **Tuesday 15 January 2019 at 7.30pm** at the **Church House, High Street, Adderbury** to transact the business set out in the Agenda below, and you are summoned to attend.

The District Councillors Christine Heath, Andrew McHugh and Mike Bishop and County Councillor Arash Fatemian are also invited to attend.

T.Goss
Clerk to the Parish Council

A G E N D A

1. **Welcome** – The Chairman to welcome members of the public to the meeting and advise on the procedure for the recording of meetings.
7.30pm
2. **Apologies for absence** - To receive any apologies for absence from the meeting.
7.30pm
3. **Declarations of Interest** - Members are asked to declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice cannot be given to Councillors at Parish Council meetings.
7.30pm - 7.35pm
4. **Appointment of Vice-Chairman** for 2018/2019 – To appoint a Vice-Chairman for 2018/2019.
7.35pm – 7.40pm
5. **Minutes** – To consider the minutes of the meeting held on 27 November 2018 any matters arising from those minutes. **(To follow)**
7.40pm – 7.45pm
6. **Chairman's Announcements**
 - Members are reminded that Planning Training is being held on Tuesday 22 January 2019 at 7pm at Godswell House in Bloxham.
 - Grass Cutting and Maintenance Contracts 2019/2020 – All contractors submitted quotes and had an increase on their 2018/2019 costs by 3% or below, therefore the current contractors will continue into 2019/2020, as agreed at the previous Parish Council meeting.**7.45pm – 7.50pm**

7. **Open Forum** - Members of the public are invited to raise any items which concern the Parish.
(10 minutes maximum/3 minutes per person)
7.50pm – 8:00pm
8. **Reports from County and District Councillors** - To receive reports from the Adderbury County Councillor and District Councillors. **8.00pm – 8.10pm**
9. **Planning**
- i) Planning Applications - To note the planning applications considered by the Parish Council since the last meeting. **(Report to follow)**
 - ii) Results of Planning Applications - To note the results of planning applications determined by Cherwell District Council's Planning Committee. **(Report to follow)**
 - iii) Planning Application 18/00220/F – To receive an update on the progress of discharge of the pre-commencement conditions. **(Report to follow)**
- 8.10pm – 8.20pm**
10. **Village Matters**
- i) FOCAL – To receive a report on the work at FOCAL. **(Report to follow)**
 - ii) Working for Adderbury Community (WFAC) – To receive a progress report and agree the process for completion of the Business Plan. **(Report to follow)**
- 8.20pm – 8.30pm**
11. **Parish Council Matters**
- i) Parish Council Election – To note that a by-election is being held on Thursday 21 February 2019 and consider whether poll cards are required. **(Report to follow)**
 - ii) Committee Minutes and Recommendations. If Councillors have any queries on the minutes and decisions of the Committees, please contact the Clerk prior to the Parish Council meeting
 - Environment Committee – To approve the recommendations within the draft minutes of the meeting held on 4 December 2018. **(Minutes to follow)**
 - Staffing Committee – To note that there had not been a meeting of the Committee since the last meeting of the Parish Council.
 - iii) Councillors Training Courses – The following training courses are available to Councillors:

Date	Subject	Half/full day	Location
Thursday January 24 th	3. Preparing for End of Year Audit	Full day	Warwick Hall, Burford OX18 4RY
Wednesday February 27 th	4. RFO's Year, month by month, the key duties	Full day	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF
Wednesday 13 th March	5. Minutes and agendas; a guide to good practice	Half/ morning	West Oxfordshire District Council OX28 1NB
Thursday March 21 st	6. The Clerks Year, essential tasks on a month by month basis	Full day	Warwick Hall, Burford OX18 4RY

Wednesday April 17 th	7. Risk Management for parish councils 8. Strategic Planning. Where is your council going? Thinking more strategically about serving your community	Half/morning Half/afternoon	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday May 15 th	9. Allotment management for parish councils	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday June 19 th	10. Roles and Responsibilities for new councillors and clerks	full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Saturday 6 th July	11. Roles and Responsibilities for new councillors and clerks	full day note 9.30am start	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday July 17 th	12. Chairmanship skills	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday September 18 th	13. Roles and Responsibilities for new councillors and clerks	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday October 2 nd	14. Budgeting and financial management for councillors 15. VAT for clerks (and councillors!)	Half/ morning Half/ afternoon	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF

- iv) Parish Council Surgeries – To receive a report on the issues reported at the last Parish Council Surgery.

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

- v) Health and Safety - To receive a report on:
- the play area inspection at The Rise from Councillor Steven Cox;
 - the play area inspection at the Lucy Plackett Playing Field from Councillor Ann Lyons; and
 - Adderbury Lakes from Councillor Diane Bratt
- vi) Annual Parish Meeting (APM) 2019 – To discuss the arrangements for the Annual Parish Meeting on Tuesday 16 April 2019.

8.30pm – 8.45pm

12. Finance

- i) Bank Account Signatories – To confirm the signatories on the Parish Council bank accounts.
- ii) Approval of Accounts for Payment - To approve the accounts for payment. **(Report to follow)**
- iii) Bank Reconciliation and Financial Report - To note the bank reconciliation and financial report. **(Report to follow)**
- iv) Budget and Precept 2019/2020 – To approve the budget and precept for 2019/2020. **(Report to follow)**

8.45pm – 9.00pm

13. **Correspondence** - Items of correspondence will be circulated to members.
9.00pm
14. **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 items numbered 15, 16 & 17 on the grounds that it could involve the likely disclosure of private and confidential information.
9.00pm
15. **Tree and Bushes on Amenity Land in Rawlins Close** – To consider quotes for work on the amenity land in Rawlins Close. **(Report to follow)**
9.00pm – 9.05pm
16. **Horn Hill Road Footpath** – To consider a quote to 'side out' the footpath along Horn Hill Road, from the junction of Manor Road to the junction of Round Close Road. **(Report to follow)**
9.05pm – 9.10pm

The Lucy Jane Plackett Charity

17. **Repair to the Toddler Slide and Climbing Frame Platform** – To discuss whether repairs need to be undertaken to the toddler slide and climbing frame. **(Report to follow)**
9.10pm – 9.15pm
18. **Lucy Plackett Playing Field** – To discuss additional signage for the Lucy Plackett Playing Field.
(Report to follow)
9.15pm – 9.20pm
19. **Meeting Dates** – Future meeting dates be agreed as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:
 - 26 February 2019
 - 26 March 2019
 - 16 April 2019 (Annual Parish Meeting)
 - 30 April 2019
 - 28 May 2019**9.20pm**
20. **Items for the Future Agendas/Items of Information**
 - Boreholes in Adderbury Cemetery
 - LAP/LEAP/Community Areas, Adderbury Fields
 - Tree Planting in The Rise
 - Strategic Plan – Action Plan**9.20pm**