

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 20 MAY 2014 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Colin Astley, Matthew Burnell, Tony Gill, Paul Godwin, David Griffiths, Sue Jelfs, Ann Lyons, Stuart Phipps and Martin Rye.

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

APOLOGIES: Apologies for absence were received from Councillor Patricia Leeman and they were accepted. District Councillor Nigel Randall, County Councillor Arash Fatemian also submitted their apologies.

1/14 APPOINTMENT OF CHAIRMAN – The Chairman asked for nominations for the position of Chairman for 2014/2015.

Councillors Diane Bratt and Tony Gill both indicated they would be willing to stand as Chairman for 2014/2015.

Councillor Ann Lyons proposed Councillor Diane Bratt as Chairman for 2014/2015 and this was seconded by Councillor David Griffiths.

Councillor Colin Astley proposed Councillor Tony Gill as Chairman for 2014/2015 and this was seconded by Councillor Sue Jelfs.

A recorded vote was then requested by Councillor Colin Astley and seconded by Councillor Tony Gill.

Those in favour of Councillor Diane Bratt being appointed as Chairman for 2014/2015 were Councillors Diane Bratt, Paul Godwin, David Griffiths, Ann Lyons, Stuart Phipps and Martin Rye.

Those in favour of Councillor Tony Gill being appointed as Chairman for 2014/2015 were Councillors Colin Astley, Matthew Burnell, Tony Gill and Sue Jelfs.

Therefore, the proposal to appoint Councillor Diane Bratt as Chairman for 2014/2015 was carried with six votes.

RESOLVED that Councillor Diane Bratt be appointed as Chairman for 2014/2015.

Councillor Bratt then signed the Declaration of Acceptance of Office.

2/14 APPOINTMENT OF VICE-CHAIRMAN – The Chairman asked for nominations for the position of Vice-Chairman for 2014/2015.

Councillor David Griffith indicated that he would be willing to stand as Vice-Chairman for 2014/2015. There were no other candidates.

RESOLVED that Councillor David Griffiths be appointed as Vice-Chairman for 2014/2015.

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3/14 DECLARATION OF INTERESTS - The following interests were declared:

All Councillors – As trustees of the Lucy Plackett Playing Field.

Councillor Diane Bratt declared an interest, under the Code of Conduct, in minute number 8/14 (iii) because her husband had dealings with Banner Homes. She left the room for this item.

Councillor Paul Godwin declared an interest in item 9/14 (iii) because he was a member of St Mary's Church PCC and was a Governor at Christopher Rawlins Primary School.

Councillor Stuart Phipps declared an interest in item 9/14 (iii) because he was a Governor at Christopher Rawlins Primary School.

The Chairman reminded members that it was their responsibility to declare their interests and even if a member did not have a pecuniary interest, an interest should also be declared under the code of conduct.

Resolved that the interests be noted.

4/14 MINUTES - The minutes of the meeting held on 29 April 2014 were taken as read, duly adopted and signed by the Chairman with the following amendments:

Minute Number 151/13 (iv) – In the third paragraph after the word transport, the words 'and education' be included.

Minute Number 153/13 – The third paragraph be amended to read 'Councillor Colin Astley advised that if the Parish Council wished to speak at the Local Plan inquiry in June, then the deadline for submission of those written comments was 27 May 2014, the deadline for comments electronically was 21 May 2014 and the Inspector had to be advised of the Parish Council's intention to do so, by 17 May 2014. However, there would be a considerable amount of work to be completed. Each topic would need to be looked at individually and then a decision made, whether or not a comment should be submitted.'

Resolved that the minutes be approved with these amendments.

5/14 MATTERS ARISING FROM THE MINUTES OF 29 APRIL 2014 - There were no matters arising from the minutes.

RESOLVED that the report be noted.

6/14 OPEN FORUM – Mr Nigel Wood addressed the Parish Council with regard to the Rural Exception Site (RES) and circulated a copy of his statement. Mr Wood was requesting that the Parish Council released the information which had been gathered by GreenSquare at the consultation event on 27 February 2014. Mr Donald Bradshaw had also submitted a Freedom of Information request to the Parish Council asking for this information.

The Chairman advised that the Parish Council had taken advice from Cherwell District Council's Monitoring Officer and Head of Legal Services, Kevin Lane, and he had advised

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the Parish Council that because the information belonged to GreenSquare, then the Parish Council could not release it.

The Chairman also highlighted that had the project continued, then GreenSquare would have published a summary of the comments, but it was not now doing so, because the project was not going ahead, therefore there was little point.

Councillor Tony Gill proposed that the Parish Council should ask GreenSquare to release the information and a summary be presented to the Parish Council meeting on 24 June 2014. This was seconded by Councillor Colin Astley and the motion was carried.

The Chairman informed Mr Wood that once the summary had been published, that a line should be drawn under the matter and there would be no further discussions at future Parish Council meetings.

Mr Mark Hewish addressed the Parish Council with regard to the traffic issues on Horn Hill Road. The Chairman advised that this was still in the hands of the County Council and the Parish Council was waiting for further information about a pinch point and the repainting of the junction at Dog Close.

Resolved that:

- 1) the reports be noted; and
- 2) subject to approval by GreenSquare, a summary of the comments submitted at the RES consultation event on 27 February 2014, be presented to the next meeting of the Parish Council. **Action TG**

7/14 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Councillor Nigel Randall circulated his report prior to the meeting and reported that at the Planning Committee on 15 May 2014, he voted in favour of the wind turbine application at Quarry Farm. Councillor Randall believed that the proposal brought significant rural amenity and benefit to the community. To this end, the company spokesman stated that Urban Wind Energy had a policy to fund annual contributions to a local sustainability fund or community benefit fund. He suggested therefore that the Parish Council might wish to consider approaching the Mr Gough, of Quarry Farm, to start negotiations in this respect.

He also noted that the Parish Council had approached Cherwell District Council (CDC) planning officers to question the correct application of the planning process for particular proposal. However, he doubted that national or local planning policies had been overlooked.

The Chairman advised that this matter would be discussed later in the meeting.

The Clerk read out a report from County Councillor Arash Fatemian and he stated that he had been pleased to help move things forward with Barbara Chilman. If this happened again, he would chase it up sooner.

He had escalated the highways issue reported over the weekend at Adderbury Court traffic lights and had an assurance from the Deputy Director and Cabinet Member that this would be looked into quickly.

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The issues surrounding Twyford Road were now in the hands of Lisa Michelson, who was the County Council's Locality Manager for the Banbury area. Lisa was very understanding of the problems this was causing and was currently working on possible resolutions, including actions the County Council could take to resolve the issue.

RESOLVED that the report be noted.

8/14 PLANNING

i) Planning Applications

Resolved that it be noted that no observations had been made by the Parish Council in respect of the following applications, and these be approved:

14/00388/LB Mr J Kidd
1 Lambourne House, Lambourne Way, Adderbury
Internal alterations and roof light to dwelling house

14/00433/F Mr & Mrs A Barnes
30 Margaret Road, Twyford
Single storey side extension

14/000479/F Mrs S Robinson-Smith
The Pickled Ploughman, Aynho Road, Adderbury
Retrospective - Single storey rear extension

14/00551/F Mr M Wise
21 Twyford Gardens Twyford
Extension of single storey extension

Resolved that, it be noted that, no observations had been made by the Parish Council in respect of any applications.

Resolved that, it be noted that, the Parish Council was considering the following planning applications:

14/00250/F Banner Homes Midlands Ltd
Land North of Milton Road Adderbury
Demolition of existing agricultural buildings and erection of 20 private houses and 11 affordable dwellings, provision of public open space and land for a possible community use

14/00503/F Mr Colin Galloway
Riverside 17 Dog Close Adderbury
Conversion of loft space with front and rear dormers

14/00626/F Mr W Scobie
Erection of new dwelling
Land and Garage Adj To Old Orchard Place Twyford Grove
Twyford

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14/00691/F Mr & Mrs Nigel Davies
Lindale Berry Hill Road Adderbury
Variation of Condition 2 of 13/01458/F - addition of bay windows to first floor front bedrooms

14/00151/TCA Mr P Upton
13 Dog Close, Adderbury
T1 T2 x spruce - remove

13/01814/F - Urban Wind Ltd - Land south east of Quarry Farm, Oxford Road, Adderbury - Installation of 2 no. Wind turbines - The Chairman reminded members that as stated earlier in the meeting, this application had been approved by Cherwell District Council's Planning Committee last week. However, due to new legislation which came in on 17 December 2014, the Parish Council believed the applicant should have consulted with the Parish Council and the village, prior to submission of the application, but this had not been completed.

The Clerk had already written to Bob Duxbury at CDC asking him to confirm the process which had been followed and whether or not this was correct. The Clerk would chase up Mr Duxbury for a response and also ask Kevin Lane at CDC for information about the process which should be followed, if the Parish Council chose to appeal the decision.

Resolved that the report be noted and Kevin Lane and Bob Duxbury be contacted about the planning application and possible subsequent appeal process. **Action TG**

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

Resolved that the report be noted.

- iii) 14/00250/F - Banner Homes Midlands Ltd, Land North Of Milton Road Adderbury - Demolition of existing agricultural buildings and erection of 20 private houses and 11 affordable dwellings, provision of public open space and land for a possible community use.

The Vice-Chairman reminded the Parish Council that it had already submitted an objection to this application and it would be considered at CDC's Planning Committee on 19 June 2014.

The Parish Council felt that very little had changed and there was nothing further to add to its current objection.

Councillor David Griffiths chaired this item as the Chairman had declared an interest and left the room.

Resolved that:

- 1) the report be noted;

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- 2) Councillor David Griffiths to address Cherwell District Council's Planning Committee on 19 June 2014; and
 - 3) no further comments be added to the objection already submitted to Cherwell District Council. **Action TG**
- iv) Section 106 Monies – The Clerk reported that Barbara Chilman from Oxfordshire County Council would be attending the Parish Council meeting on 24 June 2014 to discuss Section 106 monies for education.

The Chair and Vice-Chair of the Christopher Rawlins Primary School Governing Body had also been advised of this and been invited to attend the meeting, if they wished.

Resolved that:

- 1) the report be noted; and
 - 2) Barbara Chilman be asked to provide information on Section 106 monies for education available to the village and also advise on the County Council's future strategy for the Primary School. **Action TG**
- v) Meeting with Archstone Land Ltd – The Chairman reported on a meeting which had been held with Archstone Land Ltd on 9 May 2014, with Matthew Gough from Archstone and a representative from Barton Willmore Architects.

The meeting was to discuss the land on Milton Road, which was being gifted to the Parish Council as part of the Aynho Road application, recently approved by Cherwell District Council. Archstone and Barton Willmore were offering to put together some ideas about how the land could be used by the Parish Council. For example, this could possibly be a recreational use or a woodland but they needed some indication from the Parish Council what its thoughts were. They also did not want to duplicate anything which was already in the village.

It was also reported that the land would be transferred through Cherwell District Council, probably when the first house on the site on Aynho Road was occupied. This would possibly be around the end of 2014.

The Councillors acknowledged that this would be an asset to the village, but concerns were raised about the possible costs to the Parish Council.

The Chairman advised that there would be no liabilities, rates or taxes to be paid and if it wished, the Parish Council could rent it out and receive some income from it. Also it could provide an alternative access to the cemetery. However, there would be a claw-back should the land ever be sold and used for a housing development in the future, but this would all be part of the legal agreement.

The Chairman also reported that there had been discussion in the meeting about an area of land which dog-legs around the cemetery. Geoff Colgrave already had permission for a change of use for the cemetery on the land and the donation of this land to the PC for an extension to the cemetery had been part of an earlier planning application which had been withdrawn.

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However, Archstone was now proposing to build one house on the land, which would be in-keeping with the area and the Friends Meeting House. This would be an enabling development and if the Parish Council supported the application for this one dwelling, then the application could include funds to the Parish Council towards the upkeep of the Friends Meeting House.

The Parish Council felt that it could support this idea in principle, but until more information had been obtained from Archstone then it could not commit any further. The Parish Council would also like to be advised of suitable alternative options for use of the funds, and it not be restricted entirely to the Friends Meeting House.

Resolved that:

- 1) the report be noted;
 - 2) the transfer of the land from Archstone Land Ltd to the Parish Council be pursued; **Action DB**
 - 3) Cherwell District Council be asked to confirm the land is being transferred free of charge and the Section 106 monies which are available from this development; **Action TG** and
 - 4) Archstone be advised that the Parish Council supports the proposal in principle for the enabling development on land next to the cemetery but they be asked to confirm in writing, their proposals. **Action DB**
- vi) Local Plan/SHMAA – Prior to the meeting, the Parish Council's submission to the Local Plan inquiry had been circulated and had already been submitted to the Inspector.

The Chairman highlighted that as the deadline for the submission was 21 May 2014, then it should have been approved by the Parish Council at this meeting, before it was submitted.

Councillor Astley reported that any comments which he had received from members and had not been included in the Local Plan submission, would form part of the discussions for the Sustainability Assessment Team, which was meeting on 21 May 2014.

Councillor Tony Gill gave a brief report on the SHMAA and his initial assessment was that Cherwell District Council should not accept the assessment from the consultants. He would work on this further and report back to the Parish Council.

Resolved that the report be noted and Councillor Gill to complete his report on SHMAA. **Action T Gill**

9/14 FINANCE

- i) Bank Reconciliations - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 20 May 2014 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

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

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

Resolved that:

- 1) the following accounts be approved for payment:

T Goss – Salary for April 2014	£791.42
T Goss – Expenses for April 2014	£25.47
Design Grow – Lakes Maintenance for April 2014	£50.00
Broker Network Ltd – Insurance	£25.00
Rascal Horticultural – Allotment and Cemetery Maintenance	£206.68
Mr W Page – Handrail at St Mary’s Church	£480.00
Society for Local Council Clerks – Annual Subscription	£129.00
Thames Valley Water – Quarterly bill for allotments	£79.72
R. Bickley – Village Maintenance	£1213.72
Green Scythe Ltd – Grass Cutting at the LPPF	£267.60

- iii) Parish Council Grants – Prior to the meeting, the grant applications for 2014/2015 had been circulated to the Parish Council.

Resolved that the following applications be approved:

Organisation	Amount
Adderbury Gardening Club	£200
1 st Adderbury Rainbows	£200
Adderbury Evergreens	£200
1 st Adderbury Brownies	£200
Christopher Rawlins Primary School	£200
Adderbury Literary Festival	£200
St Mary’s Church	£200
Adderbury and District WI	£200
Adderbury Theatre Workshop	£200
1 st Adderbury Scout Group	£200
Adderbury Football Club	£200
Adderbury History Association	£200
Party in the Park	£200

10/14 PARISH COUNCIL MATTERS

- i) Appointment of Council Representatives & Council Working Groups - The Parish Council discussed the appointments to its Working Groups and the representatives on the outside bodies.

Resolved that the Appendix 1, as attached to the minutes, be approved.

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- ii) The Adderbury Plan (TAP) – Councillor Tony Gill reported that there was no update on TAP, but there was a Sustainability Appraisal Report meeting on 21 May 2014.

Resolved that the report be noted.

- iii) Parish Council Surgery – Councillor Sue Jelfs reported that she had attended the last surgery and no members of the public had been in attendance.

Resolved that the report be noted.

- iv) Cherwell Valley Silos – Prior to the meeting, a letter from Julian Smith at South Northants Council had been circulated to the Parish Council.

Mr Smith was writing to advise that he had found no breach of planning legislation with regard to the level of traffic leaving and entering the site. However, should the case be re-opened then he would liaise with the affected District, County and Parish Councils in the vicinity. Mr Smith also stated that he would set up a procedure whereby other future applications should be passed to the Parish Council and CDC if South Northants Council officers thought it necessary.

Resolved that the report be noted and a copy of the letter be sent to those residents in the area who have advised the Parish Council that they have been affected by the traffic from Cherwell Valley Silos. **Action TG**

11/14 VILLAGE MATTERS

- i) Adderbury Library – Councillor Stuart Phipps reported that he would be setting up the wifi in the library next month.

Councillor Ann Lyons reported that the volunteering was going very well and that Sue would be retiring from the library on 27 June 2014. There would be an all day event for Sue in the library on that day if Parish Councillors would like to attend.

Resolved that the report be noted.

- ii) Play Area Inspections – Councillor David Griffiths advised that there were no issues at The Rise. However, he had been asked by a resident whether the Parish Council could install a play area, similar to that at Steeple Aston.

Tony Gill suggested that the next time he was at the School for the Running Club meeting, he would ask the parents what sort of facilities they would like to see in the village and ask for examples of other parks which the Parish Council could visit to get ideas.

Councillor Ann Lyons reported that there were no issues at the Lucy Plackett Playing Field.

Resolved that the report be noted.

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- iii) Day of Dance 2014 – The Chairman thanked Councillor David Griffiths for all his work on the Day of Dance.

It was reported that the road closure perhaps started a little too early but the Police were very complimentary.

The Parish Council was advised that a thank you letter had been sent to Smiths of Bloxham for the skips they provided and the Chairman would purchase a suitable thank you gift.

Resolved that the report be noted and a thank you letter be sent to the Chief Constable. **Action TG**

- iv) Transport Matters – Councillor Paul Godwin reported that there was an issue in rural areas, with family members being unable to visit their relatives when they were transferred from the Horton Hospital to Witney.

The Parish Council was not aware that this was an issue in the village and agreed with Councillor Godwin that this should be added to the agenda for the next Transport Consultative Meeting.

Resolved that the report be noted.

- v) Care for the Elderly – The Chairman reported that she had received an email from Graham Holtam who was proposing to introduce care for the elderly in their own homes. He was also hosting an event at Deddington Windmill Centre on 30 May 2014, and the Parish Council had been invited to attend.

The Chairman suggested that the TAP groups might be able to assist with this. However, it was suggested that Enid Frost may also be able to take it forward through the PCC.

Councillor Matthew Burnell reported that this was an area of interest to him too and would contact Mr Holtam directly about the event in Deddington.

Resolved that the report be noted and Mr Holtam's email be forwarded to Enid Frost to pursue with the PCC. **Action TG**

- vi) Electoral Review of Cherwell – Prior to the meeting a letter from the Boundary Commission had been circulated to the Parish Council.

There was no detail about how this would affect Adderbury, therefore the Parish Council was unable to make any comments.

Resolved that the report be noted.

- vii) Safer Cycling Routes – Councillor Paul Godwin reported that the current cycle route from Adderbury to Bodicote needed to be extended as it currently finished at the Rugby Club in Bodicote. Therefore, cyclists had to use the footpaths as it was too dangerous to cycle on the main roads.

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The Chairman highlighted that there was Section 106 money available from the Gracewell Carehomes development which it might be possible to use for a cycle route.

Resolved that:

- 1) the report be noted;
- 2) the County Council be contacted about extending the cycle route from Bodicote to Adderbury, possibly using Section 106 monies from the Gracewell Carehomes development; and **Action TG**
- 3) a possible survey asking the village about their views on the use of Section 106 monies, be added to the agenda for the next Parish Council meeting. **Action TG**

12/14 CORRESPONDENCE – The Clerk circulated the Citizens' Advice Bureau's Annual Report for 2013.

Resolved that the report be noted.

13/14 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 14/14 & 15/14 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

14/14 WORKS TO THE RISE AND LPPF PLAY AREAS – The Chairman reported that quotes for this work were still being obtained and this would be discussed at the next meeting.

Resolved that the report be noted and this item be deferred to the next meeting.

15/14 FRIENDS MEETING HOUSE – The Chairman reported that prior to the meeting, the Friends had emailed to the Parish Council their Terminal Schedule of Dilapidations, and this had been circulated to all Councillors.

The Chairman also reported that she had obtained a quote for £240 for the removal of the tree stump.

Resolved that:

- 1) the report be noted; and
- 2) a meeting be arranged with the Adderbury TAG group to discuss the renegotiation of the FMH lease. **Action TG/DB**

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

THE LUCY JANE PLACKETT CHARITY

16/14 LUCY JANE PLACKETT CHARITY - There were no items to consider.

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Resolved that the report be noted.

17/14 MEETING DATES - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 24 June 2014
- 22 July 2014
- 9 September 2014
- 21 October 2014
- 25 November 2014

18/14 ITEMS FOR THE NEXT AGENDA

1. Grass cutting
2. Survey relating to Section 106 monies
3. Ideas for the use of the land in Milton Road
4. Works to The Rise and Lucy Placket Playing Field Play Areas

(The meeting closed at 10.20pm)

Diane Bratt - Chairman
24 June 2014

Appendix 1

ADDERBURY PARISH COUNCIL – WOeking GROUP MEMBERSHIP AND REPRESENTATIVES ON OUTSIDE BODIES 2014-2015

REPRESENTATIVES ON OUTSIDE BODIES:

Trustees of Parish Institute:	Mr D Griffiths Mr I Asbury
Friends of Adderbury Library:	Mr S Phipps
Adderbury & Milton FEOFFEE:	Mrs S Jelfs Mr H R N Stilgoe
Christopher Rawlins School Governor:	Mr S Phipps
Lucy Plackett Activity Centre Management:	Mr S Phipps
Adderbury Park FC:	Mrs P Leeman
Neighbourhood Action Group (Police):	Mr D Griffiths and Mrs A Lyons
Adderbury Green Association:	Mr D Griffiths

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COUNCIL WORKING GROUPS

Adderbury Lakes Management Committee:	Mrs D E Bratt (Chairman) Mr R C Atkinson Ms R Bailey Mr A Barnes (co-opted) Mr P Waite Mr R T J Woodall (co-opted) Mr M Rye Mr D Griffiths
Allotment Working Group:	Mrs M Mahony (Chairman) Mr D Griffiths Mr C Eaton Mrs S Fearne Mr P Godwin Mr K Lynes Mr K Oliver
Cemetery Working Group:	Mr D Griffiths Mrs D Bratt Mr C Astley Mr A Gill Mrs S Jelfs Mr T Shillito
Finance Working Group:	Mrs D E Bratt (Chairman) Mr A Gill Mr M Rye Mrs A Lyons Mrs T Goss (Clerk)
Planning Working Group:	Delegated to the Clerk to comment on planning applications, in consultation with the Parish Council.
Strategic Planning Working Group:	Mr C Astley Mrs D E Bratt Mr A Gill (Chairman) Mrs S Jelfs Mr M Rye
Traffic Calming Working Group:	Mr D Griffiths Mrs P Leeman Mrs S Jelfs Mr P Godwin
Affordable Housing Working Group:	Mrs D E Bratt (Chairman) Mr S Phipps

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Mrs P Leeman

Section 106 Working Group:

Mrs D Bratt
Mrs A Lyons
Mrs P Leeman
Mr C Astley
Mrs S Jelfs

Friends Meeting House Working Group:

Mrs D Bratt
Mr C Astley
Mrs S Jelfs
Mrs P Leeman
Mr P Godwin

OTHER AREAS OF RESPONSIBILITY

ALLOTMENTS INSPECTION:

Mr D Griffiths
Mr P Godwin

RISK MANAGEMENT:

Risk Manager:

Mr S Phipps

Play Area Inspections:

Mrs A Lyons (Lucy Plackett Play Area)
Mr D Griffiths (The Rise Play Area)

FINANCE:

Bank Account Signatories:

Mrs D E Bratt (Chairman)
Mr D Griffiths (Vice-Chairman)
Mr M Rye
Mrs T Goss (Clerk)

Internal Audit:

Mr P Hood, Arrow Accounting

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MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 24 JUNE 2014 AT 7.30PM

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

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

APOLOGIES: Apologies were received from Trish Fennell.

19/14 DECLARATION OF INTERESTS - The following interests were declared:

All Councillors – As trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

20/14 SECTION 106 MONIES FOR EDUCATION AND THE COUNTY COUNCIL'S STRATEGY FOR CHRISTOPHER RAWLINS PRIMARY SCHOOL – Barbara Chillman, Pupil Place Service Manager from Oxfordshire County Council (OCC) attended the meeting.

Barbara outlined that her role was to undertake forward planning of pupil placing and to take a long term view of school places, as well as respond to planning applications, assessing the impact on schools of new developments and being part of the negotiations with developers on Section 106 agreements.

Barbara reported that OCC had looked closely at the primary schools in the area, which were Christopher Rawlins Primary School (CRPS), Deddington, Steeple Aston, Bloxham and Hook Norton. Officers had then looked at each site to identify if it had the capacity to expand and not all schools were able to.

Currently CRPS admitted 30 pupils per class, which were single aged classes and this meant it was easy to organise and manage the school. When numbers were increased from 30 it then became more difficult to manage.

If a school admitted 45 children per year, it would be a mixed age year and this was a 1 ½ form of entry. If a school had 2 forms of entry, it admitted 60 children per year. So intakes were based on 30, 45 or 60 children per year.

Based on the population figures, each of the five schools in the area would need to have 1 ¼ forms of entry to be able to cope with the increases in pupils. The increase was due to the new developments, however, 1 ¼ forms of entry would be very difficult to manage. Therefore, the strategy was to expand two schools to 1 ½ forms of entry rather than all five by 1 ¼ forms of entry.

Looking at the patterns in the area, it had been determined that Hook Norton and Deddington would both go up to 1 ½ forms of entry. Bloxham already had 2 forms of entry. CRPS would be difficult to expand due to the practicalities, therefore when it had been a

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choice of either Deddington or CRPS, it had been decided that the expansion would be completed at Deddington. CRPS would then remain as a 1 form of entry. There was also a higher rate of over subscriptions at Deddington School. It was also reported that Steeple Aston did not justify being expanded. CRPS also had more children from outside of the catchment attending the school, however this would change once the new houses had been built.

Therefore, the strategy was to expand Hook Norton and Deddington schools.

If Deddington School was expanded, then there would be more places available at that school for children in the area and the new school on Longford Park (formerly Bankside) which would also take pressure off CRPS, from 2016.

The general rule was that every 100 new houses would equate to approximately 25 primary school places, which would be 3 children per year group. However, this formula could be affected by a number of variables.

The population calculator tool which the County Council used, was based on data from previous developments and gave a reasonable degree of accuracy.

The County Council was consulted on developments which were over 10 dwellings and section 106 contributions could only be sought if a school needed to expand. The County Council would give its comments to Cherwell District Council (CDC) and once approved, OCC would then enter into detailed discussions about the contributions. They would also seek contributions for Special Educational Needs (SEN) schools too. However, these were more difficult to secure.

Section 106 contributions could be sought for secondary schools too, however, this was more difficult to secure in this area because there were places available at Banbury School. The Warriner School was full, however this was due to many children for Banbury attending the school. Contributions could only be secured if it could be proved that there was a shortage of capacity.

The Parish Council asked Barbara whether The Adderbury Plan should identify a site for a new school and whether the Parish Council could obtain funds to buy a site. Barbara was also asked what the tipping point was for CRPS to expand. It was acknowledged that Adderbury children could go to Deddington School but should the OCC strategy be to accommodate Adderbury children at CRPS.

Barbara reported that CDC was now looking at higher housing numbers as part of the Local Plan and the Inquiry had been suspended to accommodate more houses in the Plan. OCC was waiting for confirmation on housing numbers and more houses could be allocated to the villages. A review of the situation would be undertaken once this information had been received.

OCC could look again at expanding CPRS, as well as Deddington School, however as already stated, expanding CRPS would be difficult.

If there was to be another 200 houses in Adderbury, this still equated to another ½ a form of entry. Between Deddington and Adderbury, there would need to be over 400 houses

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before ½ a form of entry would not be enough. If there was to be over 600 houses in the area, then both Deddington and CRPS would need to be expanded.

At Longford Park, that school was being built with 1 ½ forms of entry in line with the scale of housing and the site was also big enough to expand if necessary.

The Chairman asked how Deddington School would expand. Barbara confirmed that it would go to a two storey building. The Chairman asked if this could be achieved at CRPS. Barbara confirmed that this would be a matter for the Diocese, but it could be an option.

The Chairman highlighted that Adderbury children should be educated in Adderbury and that OCC should review their decision not to expand CRPS. In the questionnaire sent to the residents of Adderbury as part of TAP, residents reported that they wished their children to be educated in the village.

Barbara took these points on board but advised that if there were 35 children in Adderbury wishing to join the school, it would not be practical to organise this. Forms of entry had to be organised by 30, 45 or 60 children.

Barbara highlighted that OCC had paid a lot of attention to the Localism Act and Neighbourhood Plans and fed into these processes. OCC encouraged communities to identify within their Plans, sites where new schools could be built. However, if a new school was to be built, this would be heavily interrogated and 600 new houses would need to be built in the area to make it viable. Relocation of a school was also complicated because the income from the site disposal of the old school, did not usually cover the costs of a new school.

The Chairman asked if any members of the public had any questions for Barbara. The Chair of the Governing Body at Deddington School was present and advised that no proposal had been submitted to Deddington School or its Governing Body with regard to it being expanded.

Barbara advised that this would be a matter for the diocese and OCC had tried to set up meetings with the diocese but had not been successful.

A representative from Deddington Nursery asked whether there was a time frame for the expansion of the schools. Barbara advised that there was not an exact time frame at the moment but it was envisaged that Hook Norton would be expanded from 2015 onwards and Deddington from 2016, once agreement had been reached with all parties. However, OCC would have to move quickly if CRPS was to be expanded.

Jeremy Finch, Chair of the Governing Body at CRPS, emphasised that Adderbury children should be able to go to the village school and the community should not be split. The Chairman echoed those sentiments.

Jeremy also highlighted that there was Section 106 money outstanding from previous developments which had not been spent at CRPS. The school had recently spent approximately £50,000 making changes to the school building to accommodate the needs of an SEN child and CRPS could have used some of these funds.

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Councillor Arash Fatemain advised that OCC was only invited to comment on planning applications by CDC and could not influence the sites on which houses were built.

Barbara Chillman stated that to expand CRPS, discussions would need to be held with the diocese as soon as possible and it would be helpful if the Head Teacher and Governing Body could also discuss the matter of increasing to a 1 ½ form of entry (45 children).

Jeremy Finch stated that he felt that this might compromise the education of the children. However, the Chairman highlighted that for all Adderbury children to be able to attend CRPS, a mixed year group and a 1 ½ form of entry might be the only way forward.

Barbara stated that the choice was to either keep 1 form of entry which meant that if the intake was over 30 then some Adderbury children would have to go to another school, or to increase CRPS to 1 ½ forms of entry with mixed age groups, which would mean that Adderbury children would not have to go to a school outside of the village.

If the School was to expand, an option to be investigated, would include for the School to have an additional floor as the amount of land around the School, may restrict the types of expansion which could be considered.

The Chairman thanked Barbara and the members of the public for attending the meeting.

RESOLVED that:

- a) the report be noted;
- b) contact be made with the County Council, via Barbara Chillman, requesting that the decision not to expand Christopher Rawlins School Primary School be reconsidered; and **Action TG**
- c) meetings with the School, the Diocese and the County Council be arranged in due course, to discuss the expansion. **Action TG**

21/14 MINUTES - The minutes of the meeting held on 20 May 2014 were taken as read, duly adopted and signed by the Chairman, with the following amendment:

Minute Number 1/14 – Appointment of Chairman – The following sentence, ‘Councillor Sue Jelfs proposed Councillor Tony Gill as Chairman for 2014/2015 and this was seconded by Councillor Colin Astley’ be amended to read ‘Councillor Colin Astley proposed Councillor Tony Gill as Chairman for 2014/2015 and this was seconded by Councillor Sue Jelfs.

Resolved that the minutes be approved with this amendment.

22/14 MATTERS ARISING FROM THE MINUTES OF 20 MAY 2014 - There were no matters arising from the minutes.

RESOLVED that the report be noted.

23/14 OPEN FORUM – Mr Peter Burrows asked the Parish Council why the issue of Section 106 monies was to be discussed in private, without the public and press being present. The Chairman advised it was because the Parish Councils’ discussions would involve information about legal issues.

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Mr Nigel Wood addressed the Parish Council with regard to the minutes of the last meeting and the Rural Exception Site. He also highlighted continuing issues at Cherwell Valley Silos.

The Chairman advised that the Parish Council had done all it could about the issue with traffic from Cherwell Valley Silos and it was beyond the control of the Parish Council if South Northants Councils was of the opinion that there was no breach of planning control.

Resolved that the report be noted.

24/14 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Councillor Nigel Randall had circulated his report prior to the meeting. The Chairman highlighted the discussions about the Cherwell Boundary review and that the proposal was for Adderbury to be put together in a ward with other villages.

Councillor Randall explained that the ward would be larger and the proposals were based on the population figures so that each ward had about the same number of the electorate in it. All wards would now be three member wards and elections would be held by thirds.

Councillor Arash Fatemian reported that there would possibly be some funding for the Adderbury Court railings, but he was awaiting confirmation on how he could spend his funds. The Chairman reminded Councillor Fatemian that Peter Egawhary was dealing with the matter. The School had also been asked to remind parents about safe parking around the School.

He also reported that Lisa Michelson was dealing with the traffic issues on Twyford Road and would be undertaking a traffic survey on the bridge. The bridge would also be assessed by the County Councils highways engineers.

RESOLVED that the report be noted.

25/14 PLANNING

i) Planning Applications

Resolved that it be noted that no observations had been made by the Parish Council in respect of the following applications, and these be approved:

14/00503/F Mr Colin Galloway
Riverside 17 Dog Close Adderbury
Conversion of loft space with front and rear dormers

14/00151/TCA Mr P Upton
13 Dog Close, Adderbury
T1 T2 x spruce – remove

14/00691/F Mr & Mrs Nigel Davies
Lindale Berry Hill Road Adderbury
Variation of Condition 2 of 13/01458/F - addition of bay windows to first floor front bedrooms

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14/00731/F Mr T Precious
Holly Bank, Berry Hill Road, Adderbury
Form bedroom over garage and insert dormer

Resolved that, it be noted that, no observations had been made by the Parish Council in respect of any applications.

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

14/00626/F Mr W Scobie
Erection of new dwelling
Land and Garage Adj To Old Orchard Place Twyford Grove
Twyford

14/00250/F Banner Homes Midlands Ltd
Land North Of Milton Road Adderbury
Demolition of existing agricultural buildings and erection of 20 private houses and 11 affordable dwellings, provision of public open space and land for a possible community use

14/00626/F Mr W Scobie
Land and Garage Adj To Old Orchard Place Twyford Grove
Twyford
Erection of new dwelling

Resolved that, it be noted that, the Parish Council was considering the following planning applications:

14/00805/LB Mr and Mrs James Owen
Little Manor Manor Road Adderbury
Internal alterations to block up doorway and form new opening at ground floor level

14/00837/F Mr Stapleton
The Old White Hart Tanners Lane Adderbury
Construction of a detached car port with storage above

14/00182/TCA Mrs C Jones
Court End House, Manor Road, Adderbury
Various tree works

14/00184/TCA Mrs D Plant
3 Church Close, Adderbury
Various tree works

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

Resolved that the report be noted.

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- iii) 13/01814/F - Urban Wind Ltd, Land South East of Quarry Farm, Oxford Road, Adderbury for the installation of 2 x wind turbines – The Chairman reported that a letter had been sent to Cherwell District Council about this application because the Parish Council felt that there should have been a pre-application consultation process. However, Cherwell District Council and a Barrister for the CPRE had advised that the date the application had been submitted to the District Council was the important date, not the date it was validated. Therefore, as the application had been submitted prior to the change in the law, then there was no requirement for a pre-application consultation process.

Resolved that the report be noted.

26/14 FINANCE

- ii) Bank Reconciliations - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 24 June 2014 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.

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

Resolved that:

- 2) the following accounts be approved for payment:

T Goss – Salary for June 2014	£791.42
T Goss – Expenses for June 2014	£7.38
Design Grow – Lakes Maintenance for May 2014	£50.00
HMRC Payment for the quarter	£112.95
DG Hopper – Work at the Lakes	£360.00
Complete Weed Control – Weed killing in village	£516.00
A Watson – Removal of Tree at Cemetery	£1210.00
Green Scythe Ltd – Grass Cutting at the LPPF	£267.60
BBD Timberworks Limited – Tree stump removal in cemetery	£288.00
Mr C Enock – Fence repairs at Lakes	£100.00
Taxassist Accountants – Payroll services for 2014/2015	£228.00
R. Bickley – Village Maintenance	£1123.72
Centrestone – Repairs to wall at FMH	£1530.00
Rascal Horticultural – Allotment and Cemetery Maintenance	£222.58
David Griffiths – Travel expenses to training	£33.30
Viking – Stationery	£66.18
Andrew Barnes – Expenses at the Lakes	£38.71

- 3) it be noted that, the following accounts had been paid since the last meeting of the Parish Council and these be approved:

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A M & MJ Harper - Labour and machinery to cut down the poplar trees	£20,100.00
Pete Eden Fencing Ltd - Fencing at the lakes	£842.40
Centrestone - Repairs to wall at meeting house	£450.00

- iii) Internal Audit Report 2013/2014 - Prior to the meeting, the Internal Auditor's report had been circulated to the Parish Council. No issues had been raised.

Resolved that the report be noted.

27/14 PARISH COUNCIL MATTERS

- v) The Adderbury Plan (TAP) – Councillor Tony Gill reported that there was no update on TAP, but there had been a Sustainability Appraisal Report meeting on 21 May 2014. Work would commence again on TAP once clarity had been received on the position of the Local Plan, following the suspension of the Inquiry on its second day. It had been indicated that the Inquiry would commence again in December and the Local Plan would be approved by March 2015. The SHMAA was also still open to consultation.

The current estimate was that CDC's housing supply within the Local Plan was approximately 3 and a half years.

Resolved that the report be noted.

- vi) Parish Council Surgery – Councillor Matthew Burnell reported that he had attended the last surgery but no members of the public had arrived.

Resolved that the report be noted.

- vii) Assets Register and Risk Assessment 2014/2014 – Prior to the meeting, the Assets Register and Risk Assessment had been circulated to the Parish Council.

With regard to the Assets Register, there was a query about the valuations of the new items which had been included. The Clerk agreed to seek further clarification from the Internal Auditor and/or OALC.

With regard to the Risk Assessment, the members asked for this to be deferred to the next meeting so they had more time to identify which items they were responsible for.

Resolved that

- 1) the report be noted;
 - 2) the Assets Register be approved, subject to clarification about the valuations of the new items; and **Action TG**
 - 3) Risk Assessment be deferred to the next meeting. **Action TG**
- viii) Survey about Section 106 Monies – The Chairman reported that the Section 106 Wish List had been drafted and circulated to the Parish Council prior to the

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meeting. The members were happy with the list, with the inclusion of outdoor adult gym equipment.

Councillor Tony Gill felt that a survey should be sent to the whole of the village asking residents how they would like the Section 106 money to be spent. The Chairman highlighted that there had been a number of questionnaires sent out recently which may result in some apathy by the residents. This may also raise the hopes of the community, when the Parish Council was not certain of the exact amount involved and how they might be linked to the developments.

Resolved that:

- 1) the report be noted;
 - 2) outdoor adult gym equipment be included in the wish list;
 - 3) the wish list be published in an article in Contact magazine and residents be asked for their comments on the list; and **Action TG**
 - 4) within the article, an explanation be given that the amounts of Section 106 funds may be limited and strictly controlled and it also be highlighted that the Parish Council will use the suggestions to help it prioritise the items on the list. **Action TG**
- ix) Land on Milton Road – The Chairman reported that Archstone Land Limited had produced a plan showing possible uses of the land on Milton Road, such as cricket field or a football pitch.

The Parish Council was grateful for the help from Archstone on this matter, however, members felt that the community should be invited to make their comments on the possible uses for the land, and no decision should be made yet.

It was highlighted that this land provided an access to the proposed new cemetery and had the benefit of a car park too.

Councillor Colin Astley highlighted the need to establish whether the land identified for the proposed cemetery extension had any bedrock in it, prior to any transfer going ahead and that a survey should be undertaken.

The Parish Council discussed the flooding issues at the Lucy Plackett Playing Field and it was highlighted that this was a flood plain. If the area was ever to be raised to ensure that it did not flood, then it could potentially lead to more flooding of the houses around the field.

Resolved that:

- 1) the report be noted;
- 2) quotes for the cost of a survey of the proposed new cemetery land be investigated; **Action TG**
- 3) an article be included in Contact asking the residents their suggestions for uses of the land on Milton Road; and **Action TG**
- 4) Councillors Matthew Burnell and Colin Astley to look into the issue of flooding at the Lucy Plackett Playing Field. **Action CA & MB**

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28/14 VILLAGE MATTERS

- i) Adderbury Library – Councillor Stuart Phipps reported that there were two fundraising events being held in July 2014. On 18 July there was the ‘Posh Frocks’ event and on 24 July there was a book sale. It was also highlighted that Sue would be retiring from the Library on Friday 27 June 2014.

Resolved that the report be noted.

- ii) Play Area Inspections – Councillor David Griffiths reported that the play area at The Rise was fine. The grass had now been reinstated by Southern Gas and he would monitor the area to ensure it had been completed properly.

Councillor Ann Lyons reported that the play area at the Lucy Plackett Playing Field was fine too.

It was reported that signs at both of the play areas needed to be updated and highlighted that the equipment was for under 12's only.

Resolved that:

- 1) the report be noted; and
- 2) the signage at both play areas be updated. **Action TG**

- iii) Grass Cutting – The Chairman reported that there had been a request from a resident that the grass in Rawlins Close, be cut on two occasions per month, rather than just one cut per month, which was the current situation.

The Councillors felt that the grass in Rawlins Close was fine and that there was no need for an extra cut per month.

Councillor Sue Jelfs reported that in the Lucy Plackett Play Area the grass was sometimes left with tufts still in place and that the blades on the mowers needed to be lowered.

Councillor Jelfs also reported that the grass verges needed to be cut more frequently at the beginning of the season and less frequently towards the end of the season.

The Chairman reminded the Parish Council that the current grass cutting contracts were due for renewal in April 2015 and these issues would have to be addressed at that point.

The Chairman suggested that members should look at the grass cutting in other villages and then advise the Clerk where the good examples were, so that she could then contact the appropriate Parish Councils to obtain the details of their contractor and establish how often their grass was cut.

Resolved that:

- 1) the report be noted;

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- 2) the number of cuts in Rawlins not be increased; and
 - 3) Councillors to advise the Clerk if they see any examples of good grass cutting in other villages. **Action ALL**
- iv) Speed Survey Twyford Road – Prior to the meeting, the results of the speed survey carried out by Oxfordshire County Council had been circulated to the Parish Council.

There was a summary sheet of the results, but the Parish Council felt that this information needed to be drawn out more fully, to enable the results to be understood and it had only been received a few days prior to the meeting. Therefore it was agreed that this would be discussed again at the next meeting.

The members also asked if the data could identify the types of vehicles which used Twyford Road.

Resolved that:

- 1) the report be noted;
 - 2) Oxfordshire County Council be asked if the types of vehicles using Twyford Road can be identified; and **Action TG**
 - 3) Councillor Martin Rye to summarise the results and submit them to the next meeting of the Parish Council. **Action MR & TG**
- v) Memorial Plaques – Councillor David Griffiths reported that the memorial plaque for John Harper which was on a bench in the Lucy Plackett Playing Field had faded and the writing could hardly be seen.

Resolved that:

- 1) the report be noted; and
 - 2) Councillor David Griffiths to contact Edge Signs to discuss a replacement of the plaque. **Action DG**
- vi) Wall at the Friends Meeting House – The Chairman reported that this item had been placed on the agenda because she initially had concerns about the work to the wall. However, now the repairs were completed and after consultation with other Councillors there was now no issue with the work.

Resolved that the report be noted.

- vii) Rural Exception Site – Prior to the meeting, a summary of the comments collated by GreenSquare, which had been received at the consultation event held on 27 February 2014, had been circulated to the Parish Council. Copies were also distributed to the members of the public who were in the public gallery.

Resolved that the report be noted and there be no further discussion by the Parish Council as the project was now closed.

- viii) Thames Water – The Chairman asked that due to the lateness of the hour, whether this item could be deferred to the next meeting.

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

29/14 CORRESPONDENCE – The Clerk reported on a letter from the County Council about their ‘lights off’ campaign, being held on 4 August 2014 to commemorate the start of World War 1.

Resolved that the report be noted.

30/14 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 31/14, 32/14 and 33/14 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

31/14 WORKS TO THE RISE AND LPPF PLAY AREAS – The Chairman reported that the Parish Council was still not in receipt of three quotes for the works to the play areas.

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

32/14 FRIENDS MEETING HOUSE – The Chairman reported on the progress with the request for a meeting with the Friends and how the Parish Council could possibly proceed with the items listed in the Terminal Schedule of Dilapidations.

Resolved that the report be noted.

33/14 SECTION 106 AGREEMENTS – The Chairman reported on the Section 106 agreement with Archstone Land Limited with regard to the proposed cemetery extension and the enabling planning application.

Resolved that:

- 1) the report be noted;
- 2) Archstone Land Ltd be advised that the Parish Council wishes to complete a survey of the proposed new cemetery land; and
- 3) Archstone Land Ltd be asked whether there will be a restrictive covenant on the site to ensure that the land is not used to build any further dwellings. **Action TG**

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

THE LUCY JANE PLACKETT CHARITY

34/14 LUCY JANE PLACKETT CHARITY - There were no items to consider.

Resolved that the report be noted.

35/14 MEETING DATES - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

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- 22 July 2014
- 9 September 2014
- 21 October 2014
- 25 November 2014

36/14 ITEMS FOR THE NEXT AGENDA

- 1) Thames Water
- 2) Works to The Rise and Lucy Plackett Playing Field play areas.
- 3) Risk Assessment
- 4) Speed Survey on Twyford Road

(The meeting closed at 10.35pm)

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MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 22 JULY 2014 AT 7.30PM

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

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

APOLOGIES: Apologies for absence were received from Councillors Matthew Burnell and Stuart Phipps and these were accepted.

37/14 DECLARATION OF INTERESTS - The following interests were declared:

All Councillors – As trustees of the Lucy Plackett Playing Field.

Councillor Martin Rye declared an interested in minute number 42/14 (i) because his wife was the applicant for a planning application.

Councillor Ann Lyons and Patricia Leeman declared an interest in minute number 42/14(i) because there was a planning application in Dog Close, and they were also residents of Dog Close.

Resolved that the interests be noted.

38/14 MINUTES - The minutes of the meeting held on 24 June 2014 were taken as read, duly adopted and signed by the Chairman, with the following inclusion:

Minute Number – 20/14 - Section 106 Monies for Education and The County Council's Strategy for Christopher Rawlins Primary School

'If the School was to expand, an option to be investigated, would include for the School to have an additional floor. There was no longer a statutory requirement for land around schools'

Resolved that the minutes be approved with this amendment.

39/14 MATTERS ARISING FROM THE MINUTES OF 24 JUNE 2014 - There were no matters arising from the minutes.

Councillor David Griffiths reported that he had spoken to Edge Signs and they would be replacing John Harper's memorial plaque, free of charge.

Resolved that the report be noted.

40/14 OPEN FORUM – Chris Shallis introduced himself as the new land lord of The Bell. He reported that the pub was busy in the evenings but much quieter at lunchtimes, as he did not have any passing trade.

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He advised that both the Red Lion and the Coach and Horses had signs on The Green advertising their pubs, and Mr Shallis asked whether the Parish Council would have any objection to him having a sign too.

He had already spoken to The Adderbury Green Association and they did not have any objection. He had also offered to make a donation to the Association too.

The Chairman reported that the Coach and Horses had been asked by the Parish Council not to display signs on The Green as signs advertising a business, must be within a reasonable distance from the premises itself. The Adderbury Green Association also did not have the power to permit signage on The Green. The Red Lion's signs are not on the Green.

The Chairman advised Mr Shallis that if he wished to have a sign on The Green, he would need to contact Cherwell District Council's (CDC) planning department to discuss planning permission. The Parish Council would then consider the application when it was sent out for consultation.

Mr Nigel Wood addressed the Parish Council and asked for clarification about why the item on Section 106 agreements was to be discussed without the public and press being present. The Parish Council noted the request.

Mr Wood also asked if the Parish Council would be contacting Oxfordshire County Council (OCC) about the traffic on Twyford Road to find out why a traffic impact assessment had not been carried out. The Chairman advised that the Parish Council had done all it could to assist with this matter and that Mr Wood needed to follow it up with the County Council and if necessary, Thames Valley Police.

Mr Wood asked whether there had been an assessment of the recently installed refuge on Oxford Road. He claimed there had already been two serious accidents on the crossing and in his opinion, there would be more. The Chairman advised that the Parish Council had not been made aware of any issues with the refuge and that Mr Wood needed to follow this up with the County Council and if necessary, Thames Valley Police.

Mr Wood also asked for a list of the grass cutting schedules. The Parish Council noted the request.

Mr Chris Wardley addressed the meeting and reported that he was pleased to note that the Parish Council had taken the initiative and was supporting an expansion of Christopher Rawlins Primary School. However, he would like assurance from Cherwell District Council that they had the land needed for the required housing numbers and asked for clarification with regard to how many more houses would be coming to Adderbury. The Chairman advised that there were no figures available with regard to housing numbers until CDC had amended its Local Plan, which would be examined at the end of the year.

Mr Wardley also asked if the Parish Council would be taking forward any initiatives with regard to the badly managed road works and crossing at Longford Park.

The Chairman advised Mr Wardley that the Longford Park development had been approved by Cherwell District Council and the road works and traffic management had been part of the planning permission which had been granted. The County Council had

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made their comments on traffic management, when it had been consulted on the application and these had been taken into account when CDC had approved the application. The Parish Council did not have any powers to influence the project at this stage. However, the Chairman had been in contact with other parishes in South Northants and they would be working together with the county authorities to discuss traffic management issues across the border of the two counties and how developments would affect surrounding villages.

Councillor Tony Gill highlighted that as part of the Adderbury Neighbourhood Plan, the Sustainability report would look at schools and transport.

Resolved that the reports be noted.

- 41/14 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – District Councillor Nigel Randall reported that CDC's Local Plan would be available for consultation in August 2014 and officers were looking at the figures for the big estates, which had not yet been approved. Some villages may need to take a small increase, however as far as he was aware, this did not apply to Adderbury.

With regard to large planning applications, the County Council was always consulted with regard to highways and schools. Their comments were then fed into the planning process when CDC's Planning Committee considered an application. With regard to Longford Park, no issues were highlighted by the County Council with regard to highways.

With regard to traffic issues in Adderbury, CDC's Planning Committee had been assured by the County Council that the infrastructure could cope, and so too could the schools. Councillor Randall was also pleased that the Parish Council was supporting and pushing for an expansion of the School.

He highlighted that traffic and schools were the main issues for the Planning Committee when it was considering an application, but the members had to be guided by the professional opinions of the experts from the County Council.

Councillor Randall also reported that CDC was introducing a Credit Union for its residents and they would be able to use it for savings and loans.

Councillor Randall was thanked for his report.

County Councillor Arash Fatemian reported that OCC's Looked After Children's Services had been inspected and had been rated as very good.

With regard to Longford Park, Councillor Fatemian reported that the crossing had to be installed once 200 houses had been built and this was all part of the planning permission which had been granted. However the issue seemed to be that when the permission was granted sometime ago, OCC highways officers had not anticipated the levels of traffic which would be using Oxford Road, now that work had commenced.

He also reported on a new bus service which would go from Adderbury to Deddington.

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Councillor Fatemian reported that he would look at the issues with regard to the refuge on Oxford Road and report back. **Action AF**

The Chairman thanked Councillor Fatemian for his report.

RESOLVED that the report be noted.

42/14 PLANNING

i) Planning Applications

Resolved that it be noted that no observations had been made by the Parish Council in respect of the following applications, and these be approved:

- | | |
|-------------|--|
| 14/00805/LB | Mr and Mrs James Owen
Little Manor, Manor Road Adderbury
Internal alterations to block up doorway and form new opening at ground floor level |
| 14/00874/F | Mr R Gibbs
2 Deene Close, Adderbury
Single storey front elevation |
| 14/00955/F | Mrs Tracy Stanton
12 Oxford Road Adderbury
Two storey extension to side. |

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

- | | |
|--------------|---|
| 14/00182/TCA | Mrs C Jones
Court End House, Manor Road, Adderbury
Various tree works |
|--------------|---|

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

- | | |
|------------|---|
| 14/00837/F | Mr Stapleton
The Old White Hart Tanners Lane Adderbury
Construction of a detached car port with storage above |
|------------|---|

Resolved that, it be noted that, the Parish Council was considering the following planning applications:

- | | |
|--------------|---|
| 14/00184/TCA | Mrs D Plant
3 Church Close, Adderbury
Various tree works |
| 14/00878/F | Mr Colin Galloway
Riverside 17 Dog Close Adderbury
Conservatory to rear |
| 14/00919/F | Mr James Levett |

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7 Margaret Road Twyford
Retrospective application garage extension - Re-submission
of 14/00105/F

- 14/00985/TPO Mrs C Jones
Court End House, Manor Road, Adderbury
Various tree works
- 14/00963/F Mrs Sue Davies
15 Dog Close Adderbury
Construction of a stone gate pillar to fix a gate and to
narrow opening to street
- 14/00964/F Mrs A Rye
Adderbury Day Nursery, The Hub, Twyford Mill, Oxford
Road, Adderbury
Change of use from office space to children's day nursery
(D1) to extend existing day nursery space
- 14/00973/F Mr & Mrs A Barnes
30 Margaret Road, Twyford
Single storey side and rear extension - resubmission of
14/00433/F

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

Resolved that the report be noted.

- iii) Gracewell Care Homes – The Chairman reported to the Parish Council that an email had been received from Dominic Lawson suggesting ways in which the £50,000 from Gracewell Care Homes could be spent in the village.

The Parish Council had been advised by CDC that it was perfectly acceptable for the Parish Council to accept this money for the benefit of the village. The Chairman also reminded members that the Parish Council did not support the application for the care home and had submitted an objection when it had been consulted.

The Chairman suggested that the Section 106 Working Group could look at this in more detail and report back to the Parish Council in due course.

Resolved that:

- a) the report be noted; and
b) the Section 106 Working Group and Councillor Tony Gill to investigate ways in which this contribution could be spent in the village. **Action**
TG

43/14 FINANCE

ADDERBURY PARISH COUNCIL

- iii) Bank Reconciliations - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 22 July 2014 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.

- 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 July 2014	£791.42
T Goss – Expenses for July 2014	£42.93
T Goss – Salary for August 2014	£791.42
Design Grow – Lakes Maintenance for June 2014	£50.00
Green Scythe Ltd – Grass Cutting at the LPPF	£352.80
Oxfordshire County Council – Traffic Speed Survey	£120.00
Purple Storm Graphic Designs – Web site hosting	£50.00
R. Bickley – Village Maintenance	£1033.72
Rascal Horticultural – Allotment and Cemetery Maintenance	
Adderbury PCC Church House	£105.00

Grants 2014/2015	Amount
Adderbury Gardening Club	£200
1 st Adderbury Rainbows	£200
Adderbury Evergreens	£200
1 st Adderbury Brownies	£200
Christopher Rawlins Primary School	£200
Adderbury Literary Festival	£200
St Mary's Church	£200
Adderbury and District WI	£200
Adderbury Theatre Workshop	£200
1 st Adderbury Scout Group	£200
Adderbury Football Club	£200
Adderbury History Association	£200
Party in the Park	£200

44/14 PARISH COUNCIL MATTERS

- x) Adderbury Neighbour Plan (ANP) – Councillor Tony Gill reported that the ANP was waiting for the Sustainability Plan to catch up. There had been a meeting the previous evening and various members of the team were looking at numerous areas including economic, social and environmental. They would also be evaluating sites which could be considered for building.

The team had completed a SWOT analysis and Councillor Gill was expecting some feedback in the next couple of days. Policies were also being developed based on the SWOT analysis and this would then all link into the policies within the Local Plan and comply with the Local Plan's objectives.

ADDERBURY PARISH COUNCIL

There had been a recent case where Tattershall and Winslow Parish Councils had completed their Neighbourhood Plans prior to the Local Plan being in place and the High Court action had come out in favour of the Neighbourhood Plan. Therefore, the Parish Council could press ahead with its Plan prior to CDC's Local Plan being approved. However, this may cause some difficulties if CDC's strategic objectives or policies changed.

Resolved that the report be noted.

- xi) Parish Council Surgery – Councillors Patricia Leeman and Ann Lyons attended the last surgery and advised that the following items had been reported:
1. The gate to the Lucy Plackett Playing Field was broken. The Chairman agreed to look at this and meet Dave Chandler on site to arrange for it to be fixed.
 2. Could the gate at the Lucy Plackett Playing Field be left open at all times during the summer, as people were parking on the roads round the Field and blocking driveways. The Chairman advised that the Parish Council had taken a decision some years ago, to only open the gate when the building was in use, as there had been some incidents of anti-social behavior owing to people being able to access the site at all times.
 3. There was a pothole by the gate to the Lucy Plackett Playing Field. The Chairman advised that the repairs were in the process of being arranged.
 4. Children had been climbing on the roof of the Football Club and a resident had asked if she could have a contact number should it happen again. The Clerk advised that she had contacted Matthew Wise for his telephone number and would chase him up again.
 5. The bridge over Sor Brook, at the entrance to Dog Close was damaged and was in need of repair. The Chairman reported that OCC had been out that day to put a temporary barrier up and would be repairing the bridge in due course.
 6. The picket fence outside of The Mill was broken and needed to be mended. Councillor David Griffiths agreed to go and see the owners and ask them to complete the repairs.
 7. Bushes/tree overhanging into the Lucy Plackett Playing Field needed to be cut back. The Chairman reported that the bushes were coming from a property in Round Close Road.

The Chairman reported that she had looked at the trees which had been reported as overhanging the footpath in the Lucy Plackett Playing Field, but she did not feel that they needed cutting back. However, as other members felt that work was needed, all Councillors were asked to have a look at this and report back.

Resolved that:

ADDERBURY PARISH COUNCIL

- 1) the report be noted;
 - 2) contact be made with Dave Chandler for the repair to the pothole and the gate at the Lucy Plackett Playing Field; **Action TG**
 - 3) contact be made with Matthew Wise again for his contact details to address any issues with children climbing on the roof of the Football Club House; **Action TG**
 - 4) all Councillors to check the trees overhanging the footpath in the Lucy Plackett Playing Field and to advise the Clerk if they needed cutting back; **Action ALL**
 - 5) the Clerk to chase up a response to the request from the Lucy Plackett Activity Centre Management Committee about whether the gate was always open when users were in the building; **Action TG**
 - 6) Councillor Patricia Leeman to feedback to the resident who had reported the issues at the surgery, and also advise her of the contact number for a representative from the Football Club; **Action PL**
 - 7) the Clerk to write to the owner of the property in Round Close Road with the overhanging trees and ask them to cut the trees back; and **Action TG**
 - 8) Councillor David Griffiths to visit the owner of The Mill to ask that the picket fence be repaired. **Action DG**
- xii) Standing Orders and Financial Regulations – Prior to the meeting, the Clerk had circulated the proposed new Standing Orders and Financial Regulations.

The members felt that they needed to spend more time looking at the documents before they were approved and they should be deferred to the next meeting.

Councillors Patricia Leeman, Tony Gill, Ann Lyons agreed to look at the Standing Orders and Financial Regulations with the Chairman, prior to the next meeting.

Resolved that:

- 1) Standing Orders and Financial Regulations be deferred to the next meeting; and **Action TG, DB, PL, AL and TGill.**
 - 2) a quarterly financial report be submitted to the Parish Council, detailing the current expenditure against the budget. **Action TG**
- xiii) Risk Assessment 2014/2015– Prior to the meeting, the Risk Assessment had been circulated to the Parish Council.

Resolved that the Risk Assessment for 2014/2015 be approved.

- xiv) Friends Meeting House – The Parish Council considered a request from the History Association to hold an open day at the Friends Meeting House on 4 October 2014.

Resolved that:

- 1) the request be approved in principle, however more details about the event be requested from the organisers; and **Action TG**

ADDERBURY PARISH COUNCIL

- 2) there be restrictions on the numbers who are permitted to go onto the balcony and also no portable heaters should be used in the building.

Action DB/TG

- xv) Parish Council Articles in Contact – The Chairman reported that the Clerk had submitted to Contact, an article for inclusion in the magazine which gave details of each Councillor, their photograph and contact details. Unfortunately, the article could not be included in the actual Contact magazine, but the Editors could publish it as a pull-out at a cost of £140.

The Parish Council did not wish to spend £140 on a pull-out and asked the Clerk to forward the contact list of Councillors to the Editors and ask for that to be included in Contact instead.

Resolved that the report be noted and the contact list of Councillors be forwarded to the Editors for inclusion in the next edition of Contact magazine. **Action TG**

45/14 VILLAGE MATTERS

- ix) Adderbury Library – As Councillor Stuart Phipps was not present there was not a report on Adderbury Library. However, Councillor David Griffiths reported that a 'Cider with Rosie' event would be taking place on 30 August 2014.

The Chairman reported that the posh frocks FOCAL event which she had attended had been very good and well attended.

Councillor Ann Lyons reported that Sue's retirement day had gone well. A number of people had turned out to see her and she'd had a very good last day.

Resolved that the report be noted.

- x) Play Area Inspections – Councillor David Griffiths reported that The Rise was fine, but three fence posts were loose. The play area was being well used during the nice weather.

Councillor Ann Lyons reported that the Lucy Plackett Play Area was fine and was also being well used in the nice weather. She also reported that on Saturday there had been a party in the Playing Field and fireworks had been let off.

The Parish Council had not given permission for an event last weekend and members suggested that it might have been the Year 6 leaver from Christopher Rawlins who were having a party.

Councillor Paul Godwin was asked to follow this up with the School.

Resolved that the report be noted and Councillor Paul Godwin to contact the School about the issues which occurred in the Lucy Plackett Playing Field.

Action PG

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- xi) Grass Cutting – Councillor Sue Jelfs reported that the grass cutting in the village was better now, than it had been and the Lucy Plackett Playing Field was fine too. However, the grass in the Lucy Plackett Play Area needed to be slightly shorter.

The Chairman asked Councillors to bear these issues in mind when the contract was renewed next year.

The Clerk confirmed that she had asked Kings Sutton Parish Council for the name of their contractor but had not yet had a response.

Resolved that:

- 4) the report be noted; and
 - 5) Kings Sutton Parish Council and Finmere Parish Council be contacted to find out which contractors they used for their grass cutting. **Action TG**
- xii) Speed Survey Twyford Road – Prior to the meeting, Councillor Martin Rye had circulated a chart which showed the speed of vehicles at all times of the day and night. This data was based on the information collated by the County Council from its speed survey, which had been conducted at the request of the Parish Council.

Twyford Road was a 30mph speed limit, but almost every vehicle was travelling at around 40mph. The Parish Council felt that this was not acceptable and should be brought to the attention of Thames Valley Police.

The County Council also needed to be asked what its officers would be doing about the speeding issue on Twyford Road and whether they could do a survey based on the types of vehicles which were using the road.

The Parish Council would also like an update on the Bridges Survey which was being conducted on Twyford Road by the County Council. County Councillor Arash Fatemian agreed to take up this matter with the County officers too, along with the traffic issues at Longford Park.

Resolved that:

- 1) the report be noted;
 - 2) Councillor Martin Rye be thanked for his work on the traffic survey data;
 - 3) Thames Valley Police be asked to monitor the speeds of vehicles on Twyford Road; **Action TG**
 - 4) the County Council be contacted for a progress report on the bridges survey; **Action TG**
 - 5) the County Council be asked what it now proposes to do with the information from the speed survey; and **Action TG**
 - 6) the County Council be asked to undertake a survey based on the types of vehicles which are using Twyford Road, detailing the number of vehicles and at what time of day they are using it. **Action TG**
- xiii) Thames Water – Councillor Paul Godwin reported that there were a number of areas in the village where the drains had to be cleared on a regular basis

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because they were blocked. Part of the problem was that people were putting the wrong types of material into their drains and resident may need to be reminded what they could do to alleviate the problem themselves.

Members reported that works to the drainage system had been carried out in the village, but it was unclear who had completed the work and what had been done.

Resolved that:

- 1) Thames Water and the County Council be contacted to establish what works had been carried out to the drainage system in the village; **Action TG**
- 2) residents be reminded of what they can do to alleviate the problem of blocked drains and this advice be included on the village and Parish Council web sites and Facebook page; and **Action TG**
- 3) Thames Water be contacted and asked what works they intend to complete in the village in the near future and how the system will cope with the new developments in the village. **Action TG**

46/14 CORRESPONDENCE – There were no items of correspondence.

Resolved that the report be noted.

47/14 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 48/14, 49/14 and 50/14 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

48/14 WORKS TO THE PLAY AREAS IN THE RISE AND LUCY PLACKET PLAYING FIELD – The Chairman reported that two quotes had been received for the works to the play areas at The Rise and the Lucy Plackett Playing Field. One was from Pete Miles, who lived locally and the other was from Reids Playground Maintenance. The Clerk had tried to obtain a third quote but had not been successful.

Resolved that the quote from Reids Playground Maintenance be accepted and Mr Miles be thanked for submitting his quote. **Action TG**

49/14 FRIENDS MEETING HOUSE – The Chairman reported on the options available to progress the Terminal Schedule of Dilapidations, which had been forwarded to the Parish Council by the Friends.

Resolved that the report be noted and the Chairman be authorised to progress this matter. **Action DB**

50/14 SECTION 106 AGREEMENTS – This item had been discussed earlier in the meeting.

Resolved that the report be noted.

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

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THE LUCY JANE PLACKETT CHARITY

51/14 LUCY JANE PLACKETT CHARITY - There were no items to consider.

Resolved that the report be noted.

52/14 MEETING DATES - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 9 September 2014
- 21 October 2014
- 25 November 2014

52/14 ITEMS FOR THE NEXT AGENDA

1. Standing Orders and Financial Regulations
2. Running Club – Request to use the Lucy Plackett Playing Field on 11 July 2015.
3. Gracewell Care Homes – Offer of £50,000 for the benefit of the village

(The meeting closed at 9.40pm)

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MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 9 SEPTEMBER 2014 AT 7.30PM

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

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

APOLOGIES: Apologies for absence were received from Councillors Matthew Burnell and these were accepted. Apologies for absence were also received from Trish Fennell and District Councillor Nigel Randall.

53/14 DECLARATION OF INTERESTS - The following interests were declared:

All Councillors – As trustees of the Lucy Plackett Playing Field.

Minute Number 58/14 (ii) – Planning Results – Councillor Martin Rye declared an interest because his wife was the applicant for a planning application which had been determined by Cherwell District Council.

Minute Number 60/14 (iv) – Allotment Rents 2015/2016 – Councillor Paul Godwin declared an interest because he as a tenant at the Walled Garden Allotments.

Minute Number 66/14 – Allotment Hedge – Councillor Diane Bratt declared an interest under the Code of Conduct because her nephew had submitted a quote for this work.

Resolved that the interests be noted.

54/14 MINUTES - The minutes of the meeting held on 22 July 2014 were taken as read, duly adopted and signed by the Chairman.

Minute Number 38/14 - Section 106 Monies for Education and The County Council's Strategy for Christopher Rawlins Primary School

Councillor Colin Astley asked for an amendment to the minutes of the meeting held on 24 June 2014, which were amended at the meeting on 22 July 2014. The Clerk explained that the minutes of the meeting held on 24 June 2014 had been signed by the Chairman as a correct record and could not be amended further.

However, the Parish Council agreed that the following sentence be deleted 'as the amount of land around the School, may restrict the types of expansion which could be considered' and paragraph be amended to read:

'If the School was to expand, an option to be investigated, would include for the School to have an additional floor. There was no longer a statutory requirement for land around schools'

Resolved that the minutes be approved with this amendment, which would be included in the minutes of the meeting held on 22 July 2014, but would not be amended in the minutes

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of the meeting held on 24 June 2014, as these had already been agreed as a correct record. **Action TG**

- 55/14 MATTERS ARISING FROM THE MINUTES OF 22 JULY 2014** - There were no matters arising from the minutes.

Resolved that the report be noted.

- 56/14 OPEN FORUM** – Mr Wood addressed the Parish Council with regard to Section 106 monies, grass cutting and Twyford Road bridge.

The Chairman advised Mr Wood that as previously stated, the County Council was working on the issues at Cherwell Valley Silos and with the Twyford Road bridge.

Grass cutting would be discussed later in the meeting.

Resolved that the reports be noted.

- 57/14 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – Prior to the meeting reports, from District Councillor Nigel Randall and County Councillor Arash Fatemian had been circulated to the Parish Council.

Councillor Tony Gill asked Councillor Fatemian about the conservation area around Oxford City and whether there would be development on the green belt around the city, which might then alleviate some of the issues with housing numbers in the Cherwell area.

Councillor Fatemian reported that there was currently an on-going review of the green belt in Oxfordshire however he was not aware of the details because it was not within the remit of the County Council.

With regard to District Councillor Nigel Randall's report, the disappointment across villages in North Oxfordshire with regard to developments was highlighted and it was reported that Bloxham Parish Council had written to the County Council asking for a meeting to discuss the transport issues.

Councillor Colin Astley reported that he had spoken to two other Parish Councils who had already submitted their Neighbourhood Plans, ahead of the submission of their District Councils Local Plans. He reported that they had been able to do so because they had received support from their local planning authority, but similar support was not forthcoming from Cherwell District Council.

RESOLVED that the report be noted.

- 58/14 PLANNING**

- i) Planning Applications – Prior to the meeting, the details of the planning applications which had been considered by the Parish Council, since the last meeting, had been circulated.

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The Chairman highlighted to the Parish Council the decision by the planning inspector to grant planning permission to Cala Homes on land north of Adderbury Court, Oxford Road, Adderbury. The Parish Council felt that this decision had been made due to a lack of direction from Cherwell District Council and there was no consistency with their policies.

The inspector acknowledged that this development was detrimental to the location of the area, but this was outweighed by the need for housing and the lack of a five year land supply within the Local Plan.

The Parish Council discussed the possible Section 106 agreements for this development and it was suggested that a meeting should be arranged with Bob Duxbury at Cherwell District Council to discuss this further.

It was also suggested that Cala Homes could be contacted at a later date and asked for suggested uses of the land, if they are willing to contribute to such uses.

Resolved that a meeting be arranged with Bob Duxbury to discuss the Section 106 agreements and if he can advise on uses for the land. **Action TG**

Resolved that it be noted that no observations had been made by the Parish Council in respect of the following applications, and these be approved:

- | | |
|--------------|--|
| 14/00919/F | Mr James Levett
7 Margaret Road Twyford
Retrospective application garage extension - Re-submission of 14/00105/F |
| 14/00985/TPO | Mrs C Jones
Court End House, Manor Road, Adderbury
Various tree works |
| 14/00963/F | Mrs Sue Davies
15 Dog Close Adderbury
Construction of a stone gate pillar to fix a gate and to narrow opening to street |
| 14/00964/F | Mrs A Rye
Adderbury Day Nursery, The Hub, Twyford Mill, Oxford Road, Adderbury
Change of use from office space to children's day nursery (D1) to extend existing day nursery space |
| 14/00973/F | Mr & Mrs A Barnes
30 Margaret Road, Twyford
Single storey side and rear extension - resubmission of 14/00433/F |
| 14/01197/F | Mr and Mrs M Hawkins
The Old Wharf Aynho Road Adderbury
Proposed garage block, integral garage conversion and associated works. |

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- 14/00236/TCA Mrs S Fearne
Heriot House, 8 Dog Close, Adderbury
T1 x Norway Maple various works
- 14/01156/F Mr and Mrs Lawrence Millier
The Old School House High Street Adderbury
Single storey rear extension
- 14/01085/F Darke and West
25 Round Close Road Adderbury
Two storey side extension
- 14/01090/F Mr Peter Miles
Sundown House Twyford Gardens Twyford
Conversion of loft and insertion of two velux balcony
rooflights
- 14/01171/F Mr and Mrs N Parsons
The Cottage Sydenham Close Adderbury
Single storey rear extension
- 14/01143/F Banbury Golf Club
Banbury Golf Club Aynho Road Adderbury
Replacement storage building and wash down and welfare
facility and associated access roads, service yard
- 14/00248/TCA Mr J Morgan
The Old Barn, High Street, Adderbury
T1 x Ash - fell T2 T3 x Leylandii – fell
- 14/01295/F Mr & Mrs Jones
Court End House, Manor Road, Adderbury
Conversion of outbuildings to create ancillary residential
accommodation
- 14/00265/TCA Mr J Owen
Little Manor Manor Road Adderbury
Various tree works
- 14/01167/LB Mr P Gough
2 Manor Road, Adderbury
Replacement sash window
- 14/01318/LB Mr David Hughes
Beehive Cottage High Street Adderbury
Install within chimney stack a rigid twin wall ridged flue
liner, remove existing TV aerial, repair the stack and raise
its height
- 14/01229/LB Mr C Cudahy
Westway House, Hornhill Road, Adderbury
Conservatory to rear, minor internal alterations and new
roof lights

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14/01298/F Mr A Smith
Arboretum, Horn Hill Road, Adderbury
Retrospective – Greenhouse

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

14/00878/F Mr Colin Galloway
Riverside 17 Dog Close Adderbury
Conservatory to rear

14/00184/TCA Mrs D Plant
3 Church Close, Adderbury
Various tree works

14/01162/F &
14/01163/LB Mr and Mrs MacFarlane
The Grange Manor High Street Adderbury
New driveway entrance.

Resolved that, it be noted that, no objections had been made by the Parish Council in respect of any applications.

Resolved that, it be noted that, the Parish Council was considering the following planning applications:

14/00270/TCA Mr J Clarke
Adderbury House, Lake Walk, Adderbury
Various tree works

14/01281/F Adderbury Estates
Adderbury House, Lake Walk, Adderbury
Erection of single storey timber framed garden room

14/01293/LB Greene King PLC
The Red Lion, The Green, Adderbury

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

Resolved that the report be noted.

- iii) Cherwell District Council's Local Plan – Councillor Colin Astley report that he had received a paper copy of the amendments to the Local Plan. Once he had looked at the document, he would circulate his comments on the amendments, to the Parish Council. The deadline was 6 October 2014.

Resolved that the report be noted and comments on the Local Plan be submitted to all Parish Councillors via email, for approval, prior to submission to Cherwell District Council. **Action CA**

59/14 FINANCE

ADDERBURY PARISH COUNCIL

- iv) Bank Reconciliations - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 9 September 2014 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.

- 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 September 2014	£791.42
T Goss – Expenses for September 2014	£28.07
OALC – Training course fees	£42.00
Design Grow – Lakes Maintenance for July 2014	£50.00
Design Grow – Lakes Maintenance for August 2014	£50.00
BDO LLP - External Audit Fees 2013/2014	£360.00
Green Scythe Ltd – Grass Cutting at the LPPF	£219.00
Broker Network Ltd – Parish Council Insurance	£957.85
D. Chandler – Repair Allotment Tap and Pot Hole at the LPPF	£200.00
Viking – Stationery Order	£45.86
R. Bickley – Village Maintenance	£1033.72
Rascal Horticultural – Allotment and Cemetery Maintenance	£333.87

- iii) Internal Auditor 2014/2015 – The Clerk reported that the letter of engagement from Phil Hood at Arrow Accounting had been received for completion of the internal audit for 2015/2016.

Resolved that Phil Hood from Arrow Accounting be appointed as the Internal Auditor for 2015/2016. **Action TG**

- iv) External Auditors' Report 2013/2014 – Prior to the meeting, the Clerk had circulated to the Parish Council, a copy of the report from BDO LLP, the external auditors, for 2013/2014. There were no issues to be addressed.

Resolved that the report be noted.

60/14 PARISH COUNCIL MATTERS

- xvi) Adderbury Neighbour Plan (ANP) – Councillor Tony Gill reported that the Sustainability Report was still being worked on. The Chairman asked if there should be a deadline for the completion of the report. Councillor Gill reported that the team would set its own deadline but the aim was to complete it in the next few months. More help was needed on the site evaluation and the architectural issues.

Councillor Colin Astley reported that within their Neighbourhood Plans, other Parish Councils had included a settlement boundary around their village. The Chairman asked if that would be allowable under the NPPF but he said he would pursue this and obtain some advice on it.

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Councillor Gill reported that Cherwell District Council's advice had been not to submit the ANP prior to the submission and completion of the Local Plan, however, CDC Officers had taken a different view with regard to Hook Norton because their plan had been submitted. He stated that he would also be monitoring the green belt around Oxford city as it may mean the Cherwell area would not have to build as many houses.

Resolved that the report be noted.

- xvii) Parish Council Surgery – Councillor David Griffiths reported that he had attended the last session and only one member of the public had been in to see him.

There had been two issues to follow-up. The first was with regard to the parking area at the allotments. The parking area needed some gravel adding to it as there was a deep drop where the car park edge met the kerb.

The other issue was with regard to sycamore trees on Long Wall Close. They were overgrown and needed cutting back. The Chairman reported that the County Council had been advised of this and she thought the land may belong to the home owners themselves. The matter was now with the County Council, therefore the Parish Council would wait for the outcome. The Chairman agreed to ring the resident and discuss this matter.

Resolved that:

- 1) the report be noted;
 - 2) the Chairman to contact the resident who attended the Parish Council Surgery; and **Action DB**
 - 3) the issues at allotment parking area be addressed; **Action PG/DG**
- xviii) Standing Orders and Financial Regulations – Prior to the meeting, the Clerk had circulated the proposed new Standing Orders and Financial Regulations. However, as more changes were needed to the Standing Orders following the changes in legislation with regard to recording of meetings, it was suggested that this item be deferred to the next meeting.

The Chairman advised that she would be attending the OALC course on recording of meetings on 2 October 2014 and she asked other members to join her if they wished.

Resolved that:

- 1) this item be deferred to the next meeting of the Parish Council; and **Action TG**
 - 2) Councillors Stuart Phipps and Patricia Leeman to attend the training session on 2 October 2014. **Action TG**
- xix) Walled Garden Allotments Rent 2015/2016 – The Parish Council discussed the rents for the allotments for 2015/2016.

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Resolved that the rent for 2015/2016 be £26.00. **Action TG**

- xx) Transport Representative's Meeting (TRM) – Prior to the meeting, a report from Councillor Paul Godwin on the TRM meeting held on 20 August 2014.

Councillor Godwin highlighted the main issue which was buses being diverted around Adderbury if they were unable to drive through the village. If this occurred there was no mechanism for drivers to advise their control centre, nor passengers waiting for the buses. Therefore, passengers would be left waiting at the bus stops unaware that the buses would not be arriving.

An article would be included in the October edition of Contact so that residents of the village would be aware of this possible situation. The article also encouraged people to use the bus services, especially on a Sunday and the first and last services on each week day.

The Chairman thanked Councillor Godwin for his report.

Resolved that:

- 1) the report be noted; and
- 2) a letter be sent to Stagecoach and Allan Field at the County Council highlighting this issue and asking them to address it. **Action TG**

61/14 VILLAGE MATTERS

- xiv) Adderbury Library – Councillor Stuart Phipps reported that wifi would be installed in the library next week and it would cover the whole of the building.

Councillor David Griffiths reported that the 'Cider with Rosy' event had raised approximately £1700 for FOCAL and on 15 November 2014, there would be a quiz at The Bell.

Resolved that the report be noted.

- xv) Play Area Inspections – Councillor David Griffiths reported that the work which had been completed to the play area in The Rise was very good. There was some litter around the play area but this was due to the litter bin not being emptied.

Councillor Ann Lyons reported that there were no issues at the Lucy Plackett Playing Field.

Following reports at the last Parish Council meeting about a party in the Lucy Plackett Playing Field, Councillor Paul Godwin had looked into the matter and reported that it had nothing to do with the Primary School and the party had been privately arranged.

Resolved that the report be noted and Cherwell District Council be asked to empty the litter bin in The Rise. **Action TG**

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- xvi) Vehicle Class Survey & Community Speed Watch Scheme – The Chairman advised the Parish Council that a vehicle class survey on Twyford Road would cost £200 plus VAT and would be undertaken by the County Council, on behalf of the Parish Council.

The Chairman also advised that the village PCSO, Angela Alford, would be happy to complete a Community Speed Watch initiative on Twyford Road, if residents were willing to assist Thames Valley Police with this.

Councillor David Griffiths volunteered to help with the Community Speed Watch Scheme and so too did Mr Nigel Wood, local resident of Lester Close, Twyford.

Resolved that:

- 1) the report be noted;
 - 2) the Vehicle Class Survey on Twyford Road be progressed: and **Action TG/MR**
 - 3) Councillor David Griffiths and Mr Nigel Wood to liaise with PCSO Angela Alford to progress the Community Speed Watch Scheme. **Action DG/TG**
- xvii) Grass Cutting – Councillor Sue Jelfs reported that she thought the standard of grass cutting in the village and in the Lucy Plackett Playing Field had dropped recently. She thought there had been a number of instances where the cutting had not been satisfactory, however, as these had not been reported to the Clerk at the time it had occurred, it was difficult to address them now.

The Clerk was asked to find out the dates of the next cuts in the playing field, play area and in the village and also advise the contractor about the Parish Councils' concerns.

Mr Wood also requested a copy of the grass cutting schedules.

It was also reported to the Parish Council that the following issues needed to be forwarded to the County Council:

- i. The Duchess bridge in Adderbury was still very untidy and work was needed to make this area presentable. This had been reported previously; and
- ii. On Oxford Road, running north from the bowling club in Adderbury towards Banbury (on the left-hand side), the land owner had cut the hedges but the debris had fallen into the ditch. Therefore the ditch needed clearing before there was any heavy rainfall which may add to the flooding issues in the area. The Chairman added that the ditch this side of Summers Close also needed clearing.

Resolved that:

- 6) the report be noted;
- 7) a copy of the grass cutting schedules be forwarded to Mr Wood; **Action TG**
- 8) Bodicote Parish Council be asked which grass cutting contractor they use; and **Action TG**

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- 9) the grass cutting contractors be advised about the Parish Councils' concerns over the standard of cutting and obtain the dates for the next cuts; and **Action TG**
- 10) the County Council be advised of the issues on Duchess Bridge and Oxford Road. **Action TG**
- xviii) Memorial Bench – The Chairman reported that the family of the late Ivor Burgess had requested permission to site a memorial bench for Mr Burgess in the Cemetery.

The Chairman reported that there was no suitable site close to Mr Burgess' grave. His grave was in the middle of a row and there were other plots directly to the side, front and back of his grave, some of which were currently unused, but would be purchased at some point in the future.

The Parish Council was sympathetic to the request from the Burgess family, but permission could not be granted for the siting of a bench on an unused plot.

It was suggested that the family could site a new bench with a plaque at an agreed position elsewhere in the cemetery or in the village or could add a plaque to an existing bench.

Resolved that the report be noted and the Burgess family be responded to accordingly. **Action TG**

- xix) Street Naming – The Chairman reported that Cherwell District Council had asked the Parish Council to suggest street names for the development on Aynho Road.

Resolved that the following street names be forwarded to Cherwell District Council:

- John Harper Road - John Harper has now passed away but he was a Parish and District Councillor and did a lot of the work in the community.
- Tarvers Way - The site forms part of the access to Tarvers Lock on the canal.
- Fleet Farm Close - The site of the development was originally part of Fleet Farm, until 1982.

Action TG

- 62/14 CORRESPONDENCE** – There was one item of correspondence circulated to the Parish Council, which was the CPRE magazine, Countryside Voice.

The Chairman also reported that an anonymous letter had been received relating to the event in the village on 6 September 2014, arranged by the Coach and Horses. The Chairman advised that the Parish Council could not respond to anonymous letters and any correspondence should state the name and address of the person writing the letter.

Resolved that the report be noted.

63/14 PUBLIC AND PRESS

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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 64/14, 65/14, 66/14 and 67/14 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

- 64/14 FRIENDS MEETING HOUSE** – The Chairman reported on the meeting between Andrew Fairburn from White Commercial, who was acting for the Parish Council, and Philip Cooper who was acting for the Friends, with regard to the Friends Meeting House lease and dilapidations report.

Philip Cooper had advised the Clerk that he was meeting with the Friends on 16 September 2014 and he would report back after that meeting.

Resolved that the report be noted.

- 65/14 SECTION 106 AGREEMENTS** – The Chairman advised the Parish Council about an email which had been received from Jeff Colgrave, requesting permission from the Parish Council for Ball Colgrave to access the land on Milton Road which will be transferred to the Parish Council as part of the Aynho Road development.

In his email, Mr Colgrave also advised the Parish Council that he and his family had hoped that the land on Milton Road would be used as a sport facility.

The Parish Council asked the Clerk to write back to Mr Colgrave thanking him for his correspondence. Mr Colgrave should be advised that the Parish Council could not make any decisions with regard to the access or uses of the land until it had been transferred into the ownership of the Parish Council and residents had responded with their views on the use of the land.

Resolved that the report be noted and Mr Colgrave be responded to as stated above.
Action TG

- 66/14 ALLOTMENT HEDGE** – Three quotes had been obtained for works to the hedge at the allotment.

Resolved that the quote from Tree Tops be accepted. **Action TG**

(Councillor David Griffiths chaired the meeting for this item).

- 67/14 PLAY EQUIPMENT** – The Chairman reported that quotes for extra work at the play area had been requested from Mr P Miles and Reids Playground Maintenance but they had not yet been received.

The Chairman also asked that when the invoice from Reids Playground Maintenance had been received permission be given to the Clerk to raise a cheque for payment of the work which had already been completed.

Resolved that this item be deferred to the next meeting of the Parish Council and the Clerk be authorised to pay the invoice from Reids Playground Maintenance upon receipt. **Action TG**

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

THE LUCY JANE PLACKETT CHARITY

68/14 NEW GATE/MAINTENANCE OF GATE AT THE LUCY PLACKETT PLAYING FIELD

– The Chairman asked for this item to be deferred to the next meeting of the Parish Council as no quotes had yet been received.

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

69/14 MEETING DATES - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 21 October 2014
- 25 November 2014
- 13 January 2015
- 17 February 2015
- 31 March 2015
- 16 April 2015 (Annual Parish Meeting)
- 28 April 2015

70/14 ITEMS FOR THE NEXT AGENDA

1. Community Right to Bid – Land in Round Close Road, site of Catholic Chapel and Allotments
2. Standing Orders and Financial Regulations
3. Friends Meeting House

(The meeting closed at 10.00pm)

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MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 21 OCTOBER 2014 AT 7.30PM

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

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

APOLOGIES: County Councillor Arash Fatemian. The Chairman also advised that Matthew Burnell had resigned from the Parish Council due to his family commitments. The Chairman had written to Matthew on behalf of the Parish Council, thanking him for his work as a Councillor.

71/14 DECLARATION OF INTERESTS - The following interests were declared:

All Councillors – As trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

72/14 MINUTES - The minutes of the meeting held on 9 September 2014 were taken as read, duly adopted and signed by the Chairman, with the following amendment;

60/14 (i) - Parish Council Matters - Adderbury Neighbour Plan (ANP) – The word 'couple of' be amended to 'few'

Resolved that the minutes be approved.

73/14 MATTERS ARISING FROM THE MINUTES OF 9 SEPTEMBER 2014 - There were no matters arising from the minutes.

Resolved that the report be noted.

74/14 OPEN FORUM – Mr Nigel Wood addressed the Parish Council with regard to Section 106 agreements and his perception that these were a matter of secrecy. He also highlighted that meetings of the Parish Council could now be recorded.

Resolved that the report be noted.

75/14 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Prior to the meeting a report from County Councillor Arash Fatemian had been circulated to the Parish Council.

District Councillor Nigel Randall addressed the meeting and thanked the Parish Council for the new 30mph limit on Berry Hill Road, which residents were very pleased about.

Councillor Randall then advised the Parish Council that the amendments to the Local Plan had been approved by Cherwell District Council (CDC) on Monday night, and although many Councillors felt that the Plan could be better, it had to be approved in order to protect the District. Cherwell District Council's Planning Committee could now refer to the Local Plan when planning applications were being considered.

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The amendments to the Local Plan were detailed on CDC's web site, as was the information on the categorisations of the villages.

Councillor Randall advised that the Inspector could now accept all, or part of the Plan, and it was at his/her discretion. It was also a living document and would be continually updated.

Councillor Tony Gill asked for clarification on how the targets had been set for the housing numbers in the Plan. Councillor Randall advised this was from the SHMMA, but did not include housing numbers for Oxford.

RESOLVED that the report be noted.

76/14 PLANNING

- ii) Planning Applications – Prior to the meeting, the details of the planning applications which had been considered by the Parish Council, since the last meeting, had been circulated.

Resolved that it be noted that no observations had been made by the Parish Council in respect of the following applications, and these be approved:

14/00270/TCA	Mr J Clarke Adderbury House, Lake Walk, Adderbury Various tree works
14/01281/F	Adderbury Estates Adderbury House, Lake Walk, Adderbury Erection of single storey timber framed garden room
14/01293/LB	Greene King PLC The Red Lion, The Green, Adderbury
14/01457/LB	Mr D Hughes Beehive Cottage High Street Adderbury Minor revision to internal layout for approved application 11/01166/LB to keep original kitchen position and install utility/shower room instead of new kitchen in garage area

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

14/01442/F	Mrs M Grace Cobb Cottage, 5 Mill Lane, Adderbury Demolition of existing sun room and wc extensions; replacement with two storey extension
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Resolved that, it be noted that, no objections had been made by the Parish Council in respect of any applications.

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Resolved that, it be noted that, the Parish Council was considering the following planning applications:

14/01541/REM Mr Ben Clarke
OS Parcel 4100 Adjoining and South of Milton Road
Adderbury
Reserved Matters to Outline Application 13/00456/OUT -
Erection of 65 dwellings with associated access, open
space and structural landscaping

14/01548/F Mr & Mrs M Hawkins
Part OS Parcel 9077 South of Old Wharf Adjoining and
North of Aynho Road, Adderbury
Proposed barn/stables

14/00096/NMA Urban Wind Ltd
Land South East Of Quarry Farm Oxford Road Adderbury
Non Material Amendment to 13/01814/F - To incorporate
increased turbine blade diameter.

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

Resolved that the report be noted.

- iii) Cherwell District Council's Local Plan – Prior to the meeting, the Parish Council's comments on the Local Plan had been circulated. S had been reported by Councillor Randall, the Local Plan had now been approved by CDC.

Resolved that the report be noted.

- iv) 14/01541/REM & 14/01673/REM - Reserved Matters to Outline Application 13/00456/OUT – The Parish Council considered an application for reserved matters for the erection of 65 dwellings with associated access, open space and structural landscaping - OS Parcel 4100 Adjoining and South of Milton Road Adderbury.

Resolved that the Parish Council makes the following comments on the planning application: **Action TG**

1. Affordable housing be spread out across the site to avoid the creation of a separate entity on the development;
2. Increase of landscaping on the eastern edge of the development on the border with Norris Close/St Mary's Road to create a buffer and softer edge to the development. This would mitigate the effects on the residents of Norris Close and St Mary's Road;
3. Low level lighting on the development to reduce impact on residents of Norris Close and St Mary's Road;

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4. Mixture of stone and brick properties to create a more rural feel to the development; and
 5. Stone properties be located on the Milton Road frontage so the development will blend in with the conservation area and also with the new development on North Milton Road, which has been required to have stone houses.
- v) 14/00096/NMA, Urban Wind Ltd – The Parish Council discussed the application for a non material amendment to 13/01814/F, to incorporate increased turbine blade diameter.

The Parish Council also discussed whether representations should be made to Cherwell District Council (CDC) with regard to the decision making process which had been followed.

The Chairman had received advice that because this application was validated by CDC after the new legislation was passed on 17 December 2013, the application should have gone through a pre-application consultation process. This had advice had been forwarded from Central Government.

Resolved that:

- 1) the Parish Council objects to application 14/00096/NMA because of the potential increase in noise & disturbance to surrounding properties, due to the larger blades; and **Action TG**
- 2) the Chief Executive at Cherwell District Council be contacted and advised that the correct procedure was not followed by planning officers when this application was originally submitted and ask how she will be addressing the matter. **Action TG**

77/14 FINANCE

- v) Bank Reconciliations - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 21 October 2014 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

The Chairman reported that Deddington Parish Council had reported on a savings account which Halifax was offering at 4.1% interest. Members felt that this should be looked into.

Resolved that

- 1) the bank reconciliations for the Barclays, Santander, Natwest and Cambridge Building Society be noted; and
 - 2) the Clerk to investigate the savings account/bond at the Halifax. **Action TG**
- ii) Accounts - The Clerk submitted to the Parish Council, the accounts to be paid.

Resolved that the following accounts be approved for payment:

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T Goss – Salary for October 2014	£791.42
T Goss – Expenses for October 2014	£49.86
T Goss – Petty Cash	£50.00
Reids Playground Maintenance	£ 5786.40
Cherwell District Council – Emptying Dog Bins for summer period	£871.73
Green Scythe Ltd – Grass cutting in the LPPF for August 2014	133.80
OALC – Training fees	£84.00
Nomix Enviro – The Lakes	£189.60
Complete Weed Control – Weed treatment in the gutters	£516.00
Design Grow – Lakes Maintenance for Sept 2014	£50.00
Green Scythe Ltd – Grass Cutting at the LPPF in September 2014	£219.00
CPRE – Annual Subscription	£36.00
Banbury and Evesham Area Quaker Meeting – FMH Rent for 2014	£20.00
R. Bickley – Village Maintenance	£1368.39
Rascal Horticultural – Allotment and Cemetery Maintenance	£286.17
Andrew Barnes – Lakes expenses	£112.26

- iii) Budget 2015/2016 Wish-List – The Chairman reminded the Parish Council that the budget and precept for 2015/2016 would soon have to be agreed. If members had any items they wished to be considered for inclusion in the budget, they should email these to the Clerk.

Resolved that the report be noted and items for the 2015/2016 budget be emailed to the Clerk. **Action ALL**

- iv) Section 106 Monies – The Chairman reported to the Parish Council, information relating to Section 106 agreements and how these legal agreements were drawn up between the planning authority (Cherwell District Council) and the developers. The Chairman reported on the availability of Section 106 for recreational/outdoor/sports purposes, the constraints and restrictions and how the Parish Council accesses those funds. The Parish Council had also received from the County Council, a list of the monies which they held for education, transport, highways and other areas.

With regard to recreation, the following funds were being held by Cherwell District Council:

- £32,768 available for maintenance of the open space at the WABAG site
- £378 balance of the LAP revenue contribution from the Greenhill House development
- £46,436 capital contribution from the WABAG site towards the cost of play provision in the area
- £133 capital contribution from the WABAG site towards the cost of outdoor sports facilities in the area
- £53,968 capital contribution from the Aynho Road development WABAG site towards the cost of outdoor sports facilities in the area

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- £6,042 balance of the LAP capital contribution from the Greenhill House development (which was limited to expenditure in the Lucy Plackett Playing Field)

There were also possible further maintenance monies which would be released once the capital had been spent, and the Parish Council was waiting for clarification of these figures.

The Chairman also highlighted that when the Section 106 agreements were drawn up, the Parish Council previously did not have any input. However, planning officers at CDC would be discussing this matter shortly, but in the mean time, the Parish Council had compiled a 'wish-list' of suggestions which would be submitted to the developers before the agreements were signed.

The Chairman also reported on a meeting with Sovereign Play Equipment. They were a contractor who sold new play equipment and the Chairman had had discussions with them about new equipment for The Rise and the Lucy Plackett Playing Field. The company would be coming back with some ideas and quotes and these would be submitted to the Parish Council at a future meeting.

District Councillor Nigel Randall also reported that Section 106 agreements were a legally binding document and developers were making them far more specific and usually the money they agreed to give, as part of an agreement, had to specifically benefit residents on the new developments.

The Chairman also reported on the article in Contact asking residents to make their suggestions on how Section 106 money could be spent in the village. These would be fed into the Parish Council's Section 106 Working Group to consider.

The Chairman reported on the suggestion by Karen Howe at the County Council, that funds allocated to libraries, might be directed specifically to Adderbury Library, if there was a list of items which money could be spent on. Councillor Stuart Phipps reported that FOCAL had met and had compiled a short list for submission to OCC. The Chairman asked the Parish Council to consider other ideas for how money could be spent at Adderbury Library and forward these to the Clerk. They would then be forwarded on to Karen Howe.

Resolved that the report be noted and ideas for expenditure at Adderbury Library be forward to the Clerk by Tuesday 28 October 2014. **Action ALL**

- v) New Homes Bonus 2014/2015 – The Parish Council discussed the percentage of funds to be allocated to each of the two projects; Improvements to the path at Adderbury Lakes and works to the Friends Meeting House.

Resolved that the New Homes Bonus for 2014/2015 of £7618 be split equally between Adderbury Lakes and the Friends Meeting House.

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78/14 PARISH COUNCIL MATTERS

- xxi) Adderbury Neighbourhood Plan (ANP) – Councillor Tony Gill reported that the Sustainability report was still being progressed and a further meeting was being held next week. Once the Report was completed, work on the ANP would then continue.

The Chairman advised that at the ACAG AGM, it had been raised that the village did not know what was currently happening with the ANP. Councillor Gill reported that an article would be in the next edition of Contact.

Resolved that the report be noted.

- xxii) Parish Council Surgery – Councillor Paul Godwin reported that no members of the public had attended the last surgery.

The Chairman and Councillor Colin Astley would be at the next session.

Resolved that the report be noted.

- xxiii) Recording of Meetings – The Chairman reported that she and Councillor Patricia Leeman had attended a seminar on the changes in legislation relating to the recording of meetings, which had been run by the Oxfordshire Association of Local Councils (OALC).

This legislation had come into force on 6 August 2014 and members of the public now had a legal right to record meetings without the consent of the Parish Council. The Chairman could only ask for the recording to stop if he/she felt it was causing a disturbance' When recordings were being made, consideration had to be taken into account of any children which were present and vulnerable adults.

OALC felt that it would be helpful if members of the public advised the Parish Council when a recording was being made, so that the members could facilitate the process.

The OALC legal advice was that the Parish Council did not have to record the meetings itself, but it was advisable to do so, because the Parish Council would then have its own record of the proceedings. However, the signed minutes were still the legally binding record of the meetings.

The recording could then be loaded onto the Parish Council web site for members of the public to listen to, if they wished.

The Chairman and Councillor Stuart Phipps had attended a meeting of Deddington Parish Council to see how they had set up their audio recording of the meetings.

The Chairman read out to the Parish Council, a notice which had been suggested by OALC to be displayed at the meetings, advising of the recordings being made.

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Resolved that:

- 1) the report be noted;
 - 2) Councillor Stuart Phipps be authorised to investigate the audio recording of future Parish Council meetings; and **Action SP**
 - 3) the notice be approved.
 - 4) Members of the public wishing to record meetings be asked to give prior notice beforehand.
- xxiv) Standing Orders, Financial Regulations and Code of Conduct – Prior to the meeting, the Clerk had circulated the proposed new Standing Orders and Financial Regulations and also the Code of Conduct.

Members felt that they had not had enough time to consider the Standing Orders and Financial Regulations and that both documents should be approved at the next meeting.

Councillor Ann Lyons highlighted to Councillors that guidance from the Standards Board for England, stated that if any Councillor was a member of a lobby group, this should be stated on the Register of Interests form.

This was being brought to the attention of the Parish Council because some members of the Parish Council were also active members of Adderbury Conservation Advisory Group (ACAG) and their Register of Interest form as shown on the Cherwell District Council web site, did not state this information.

It was noted that part of ACAG's constitution was that all residents living in the village were eligible to be members of ACAG. However, some members of the Parish Council felt that if they wanted to be a member of ACAG then they would individually ask to join, there could not be an automatic appointment just because they were residents.

Councillor Colin Astley reported that when he became a Parish Councillor, he had registered his membership/support for ACAG and had attached a copy of its Constitution.

The Chairman asked for the Standards Board guidance to be forwarded to all members of the Parish Council and for members to be mindful of the Code of Conduct which all members of the Parish Council had signed, upon election or appointment.

Resolved that:

- 1) the Standing Orders and Financial Regulations be deferred to the next meeting; and **Action TG**
 - 2) the Standards Board guidance be forwarded to all members of the Parish Council. **Action TG**
- xxv) Public and Press – The Chairman reported that at some meetings the Parish Council approved a resolution to exclude the public and press from the meeting, under the Public Bodies (Admission to Meetings) Act 1960.

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The usual reasons for excluding the public and press was to allow the Parish Council to discuss in private, issues such as staffing matters and commercially sensitive information with regard to lease negotiations or consideration of quotes or tenders.

The Chairman had sought information from the National Association of Local Councils and they had confirmed that all matters which the Parish Council had previously considered in confidential session, were entirely legal and correct.

Resolved that the report be noted.

- xxvi) Annual Parish Meeting (APM) – The Chairman reported that the APM was being held on 16 April 2015 and asked for suggestions for a speaker.

It was suggested that Barbara Chilman from the County Council could be invited to speak at the meeting, Anita Higham, the Canal and Rivers Trust or representatives from organisations in the village.

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

- xxvii) Land on Milton Road, Adderbury – The Chairman reported that there had been 21 suggestions for uses of the land on Milton Road and there had been a variety of responses, such as a wild flower meadow, sports facilities and it be used to grow crops.

The Parish Council had hoped for larger and broader responses and asked that the article be included again in the next edition of Contact.

Resolved that the report be noted and an article requesting further suggestions be included in the next edition of Contact. **Action TG**

- xxviii) Grass Cutting – Councillor Sue Jelfs asked the Clerk to obtain information from other Parish Councils about their grass cutting contracts because the current Parish Council contracts would be going out to tender again shortly, with a start date of 1 April 2015.

It was also highlighted that the Adderbury Green Association (AGA) had indicated that they might take out their own contract for the grass cutting on The Green from April 2015.

Resolved that:

- 1) the report be noted;
- 2) Councillors Sue Jelfs and David Griffiths to work on the grass cutting contracts to start from 1 April 2015; **Action SJ/DG**
- 3) Adderbury Green Association be contacted about the grass cutting on The Green from April 2015; and **Action TG**
- 4) Bodicote and Kings Sutton Parish Councils be asked for details of their grass cutting contracts. **Action TG**

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- xxix) Walled Garden Allotments – The Parish Council considered a request from the tenant of plot number 5, for the erection of a shed.

Resolved that Councillor Paul Godwin be authorised to liaise with the tenant and approve the erection of the shed if he felt it could be sited appropriately under the rules for the allotments. **Action PG**

79/14 VILLAGE MATTERS

- xx) Adderbury Library – Councillor Stuart Phipps reported that the Annual General Meeting had been held and the new Vice-Chairman was John Osbourne. Some fundraising events were being held shortly; a pub quiz on 15 November 2014 and a festive morning on 6 December 2014.

Resolved that the report be noted.

- xxi) Play Area Inspections – Councillor David Griffiths reported that there were no issues at The Rise. The Chairman advised that the fence would soon be repaired by Pete Miles.

Councillor Ann Lyons reported that there were no issues at the Lucy Plackett Playing Field.

Resolved that the report be noted.

- xxii) Adderbury Youth Club – The Chairman reported that the Parish Council had been approached by Ben Malcher from the County Council about setting up the Youth Club again.

The Parish Council felt that it was currently doing lots of other things in the village and there was not the capacity for a Councillor to take this on.

However, it was suggested that a request could be circulated in the village asking for volunteers to come forward and run the Youth Club.

Resolved that:

- 1) the report be noted; and
- 2) a request be made to the village to start up the Youth Club again. **Action TG**

- xxiii) Highway Issues in Adderbury – The Chairman reported that the Vehicle Activated Signs had been installed, however, one sign on Aynho Road was facing the wrong way. Highways had been alerted and would be rectifying the mistake.

The Clerk would continue to chase up the other speed reduction measures proposed for the village.

Resolved that the report be noted.

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- xxiv) St. George's Chapel, Adderbury - Councillor Tony Gill reported that St George's Chapel and the surrounding allotments were up for sale for six months, at a price of £150,000 for community use.

It was suggested that it might be a good building for the Scouts, Guides, Brownies etc for them to use for their meetings.

Resolved that:

- 1) the report be noted;
- 2) this be discussed again at the next meeting; **Action TG**
- 3) the Scouts, Cubs, Guides, Brownies and Rainbows be contacted to establish their interest in acquiring this building; and **Action TG**
- 4) the agent, Hamptons, be contacted to obtain more details on the property.
Action TG

- xxv) Thames Water – The Chairman reported that she had been in contact with Thames Water about the issues in the village and also the overflowing drains by the Lakes which allowed sewerage to run into water course. The Chairman is currently trying to arrange a meeting with an engineer on site to discuss this matter further.

The Chairman also reported that Thames Water had suggested the possibility of a representative attending a future Parish Council meeting to answer questions and explain issues in the Parish. Members thought this a good idea.

Resolved that

- 1) the report be noted; and
- 2) contact be made with Thames Water with regard to attending a future meeting. **Action TG/DB**

- 80/14 CORRESPONDENCE** – The Clerk circulated the Oxfordshire Rural Community Council (ORCC) Annual Report and the Chairman circulated the Sovereign Play Equipment brochure.

The Chairman also reported that a letter of complaint had been received from a local resident about the noise from the Party in the Park. It was suggested that the organisers be asked to turn their speakers around so they face the embankment to deaden the sound and also turn the volume down.

It was also reported that there had been noise issues from Bo Beep Farm, due to some of the events they had been holding recently.

The Chairman suggested that as Mr Burrows had left the meeting, his letter be deferred to the next meeting of the Parish Council.

Resolved that:

- 1) the report be noted;

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- 2) the organisers of the Party in the Park be asked to reposition their speakers and turn down the volume; **Action TG**
- 3) Cherwell District Council be advised of the noise nuisance coming from Bo Beep Farm; and **Action TG**
- 4) the letter from Mr Burrows be discussed at the next meeting. **Action TG**

81/14 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 82/14 & 85/14 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

- 82/14 FRIENDS MEETING HOUSE** – The Chairman reported the outcome of the meeting between the Friends and the Historical Chapels Trust was still being awaited, therefore, no update was currently available.

Resolved that the report be noted and Philip Cooper be contacted and asked for an update on the progress with in arranging a meeting about the lease negotiations.
Action TG

- 83/14 QUOTES FOR WORKS AT THE LAKES** – The Chairman reported that quotes had been obtained for hedge laying at the Lakes and the contract had been awarded to Russell Ashby.

Resolved that the report be noted.

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

THE LUCY JANE PLACKETT CHARITY

- 84/14 ADDERBURY RUNNING CLUB** – The Chairman reported that there had been a requested from Adderbury Running Club to use the playing field on Sunday 12 July 2015.

Resolved that permission be granted. **Action TG**

- 85/14 MEETING DATES** - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 25 November 2014
- 20 January 2015
- 17 February 2015
- 31 March 2015
- 16 April 2015 (Annual Parish Meeting)
- 28 April 2015

86/14 ITEMS FOR THE NEXT AGENDA

1. Budget 2015/2016
2. Annual Parish Meeting 2015

ADDERBURY PARISH COUNCIL

3. St. George's Chapel, Adderbury
4. Friends Meeting House

(The meeting closed at 10.15pm)

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 25 NOVEMBER 2014 AT 7.30PM

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

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

APOLOGIES: District Councillors Nigel Randall

87/14 DECLARATION OF INTERESTS - The following interests were declared:

All Councillors – As trustees of the Lucy Plackett Playing Field.

Minute Number 92/14 (i) – Planning Applications – Councillor Diane Bratt declared an interest under the Code of Conduct because she was the applicant for planning application number 14/00393/TCA.

Resolved that the interests be noted.

88/14 MINUTES - The minutes of the meeting held on 21 October 2014 were taken as read, duly adopted and signed by the Chairman, with the following amendments;

Minute 78/14 (iii) – Recording of Meetings

The following sentence ‘The Chairman could only ask for the recording to stop if it was causing a disturbance’ be amended to read ‘The Chairman could ask for the recording to stop if he/she felt it was causing a disturbance’

Minute 78/14 (iii) – Standing Orders, Financial Regulations and Code of Conduct

The following sentence be included:

Councillor Colin Astley reported that when he became a Parish Councillor, he had registered his membership/support for ACAG and had attached a copy of its Constitution.

Resolved that the minutes be approved with the amendments. **Action TG**

89/14 MATTERS ARISING FROM THE MINUTES OF 21 OCTOBER 2014

Minute Number 78/14 (iii) – Standing Orders, Financial Regulations and Code of Conduct

Councillor Ann Lyons made the following statement:

‘I would like to apologise to the Parish Council for inadvertently using out of date information at the previous meeting. This was a genuine mistake.

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However I still feel that the issue of belonging to lobby or pressure groups should be declared at meetings, even if the current ruling does not state that you have to. To me this would be seen by the public as being honest and transparent in our dealings with them.'

The Parish Council then had a discussion about the publication of draft minutes and it was agreed to discuss this more fully at the next meeting. In the meantime, the Clerk was asked to produce a summary of the decisions made at the meeting and load this onto the web site rather than the draft minutes.

Resolved that:

- 1) the report be noted;
- 2) the publication of draft minutes be discussed at the next meeting; and **Action TG**
- 3) the Clerk to produce a summary of the decisions made at the meeting and this be loaded onto the web site instead of the draft minutes. **Action TG**

90/14 OPEN FORUM – Mr Wood addressed the meeting with regard to noise issues with the trucks and lorries going to and from the Cherwell Valley Silos site. Mr Wood had obtained a report from the World Health Organisation (WHO) which stated that the noise levels which he was experiencing was over and above that which the WHO recommended should be heard at night. Mr Wood asked the Parish Council to contact the County Councils and District Councils in Northants and Oxfordshire to address this issue. The Chairman asked Mr Wood to provide written details to the Clerk of the issues he had raised at the meeting and then the Clerk would email the four local authorities on this matter.

Mr Mark Hewish addressed the Parish Council and thanked the members for the speed reduction measures which have been installed around the village. Speeding was still an issue and he looked forward to the other measures being installed shortly. He also reported that the VAS on Berry Hill Road was not working.

Mr Andrew Barnes addressed the Parish Council with regard to the flooding issues on Oxford Road. The Clerk was asked to contact the County Council and ask for the gullies, pipes and ditches to be cleared on Oxford Road.

Councillor Paul Godwin reported that the village PCSO had spoken to him about whether the Parish Council would consider supporting the possibility of white lines being drawn on the road outside Tythe Barn. This would assist the buses driving through the village, as there were often a number of parked cars which made it difficult. The Chairman asked Councillor Godwin to contact the PCSO and ask that this request be made to the Parish Council in writing. It would then be discussed at the next meeting in January 2015.

Resolved that:

- 1) the reports be noted;
- 2) contact be made with the District and County Councils about the noise levels residents of Twyford Road are experiencing, once Mr Wood had emailed the Clerk with the details had reported at the meeting; **Action TG**
- 3) the County Council be asked to clear the gullies, pipes and ditches in Oxford Road to address the flooding issues; **Action TG**
- 4) the broken VAS on Berry Hill Road be reported that the County Council; **Action TG**

ADDERBURY PARISH COUNCIL

- 5) Councillor Godwin to contact the PCSO and ask for their request about the white lines outside of Tythe Barn be made in writing to the Parish Council; and **Action PG**
- 6) once the request had been received from the PCSO, it be discussed at the next Parish Council meeting. **Action TG**

91/14 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There were no reports from County Councillor Arash Fatemian or District Councillor Nigel Randall.

RESOLVED that the report be noted.

92/14 PLANNING

- iii) Planning Applications – Prior to the meeting, the details of the planning applications which had been considered by the Parish Council, since the last meeting, had been circulated.

Resolved that it be noted that no observations had been made by the Parish Council in respect of the following applications, and these be approved:

14/01548/F	Mr & Mrs M Hawkins Part OS Parcel 9077 South of Old Wharf Adjoining and North of Aynho Road, Adderbury Proposed barn/stables
14/00367/TCA	Mr M Chandler Stags Leap, Sir Georges Lane, Adderbury T1 x Acer - fell, T2 x maple field - fell, T3 x ash - prune away from building to give 2m clearance, T4 x field maple – fell
14/00348/TCA	Mrs Walker Chemin De Fer, Horn Hill Road, Adderbury T1 x conifer - fell, T2 T3 x unidentified broadleaf - reduce height by 2m and sides by 1m
14/01765/LB	Mr Jon Kidd 1 Lambourne House Lambourne Way Adderbury Internal alterations

Resolved that, it be noted that, observations had been made by the Parish Council in respect of the following application, and these be approved:

14/01541/REM	Mr Ben Clarke OS Parcel 4100 Adjoining and South of Milton Road Adderbury Reserved Matters to Outline Application 13/00456/OUT - Erection of 65 dwellings with associated access, open space and structural landscaping
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Resolved that, it be noted that, objections had been made by the Parish Council in respect of the following application:

14/00096/NMA	Urban Wind Ltd
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ADDERBURY PARISH COUNCIL

Land South East Of Quarry Farm Oxford Road
Adderbury
Non Material Amendment to 13/01814/F - To incorporate
increased turbine blade diameter

Resolved that, it be noted that, the Parish Council was considering the following
planning applications:

- | | |
|--------------|---|
| 14/00378/TCA | Mrs M Paterson
Honestone House, Parsons Street, Adderbury
T1 x Beech - reduce height by 5m, shape and crown
raise by 5% H1 x conifer hedge - remove 1 x large stem
from top |
| 14/01723/F | Mr A Goodway and Ms B Wise
16 Twyford Gardens, Twyford, Banbury
Two storey side extension |
| 14/00393/TCA | Mrs D Bratt
Fleet Farm House, Aynho Road, Adderbury
T1 x holly - remove and T2 x willow – remove |
| 14/01808/LB | Ms Leigh Gerdes
The Old House Tanners Lane Adderbury
Satellite dish to rear elevation |

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

Resolved that the report be noted.

- iii) 14/01743/F, Barton Willmore, OS Parcel 8300 East Of Deene Close Aynho
Road Adderbury – The Parish Council considered an application for the
demolition of existing agricultural building and development of 14 dwellings
with highways, public open space, landscaping and infrastructure.

Resolved that the Parish Council to object to the overdevelopment of this site.
Action DG & TG

93/14 FINANCE

- vi) Bank Reconciliations - Prior to the meeting, the Clerk had circulated the bank
reconciliations as at 25 November 2014 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.

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

Resolved that the following accounts be approved for payment:

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T Goss – Salary for November 2014	£791.42
T Goss – Expenses for November 2014	£43.49
T Goss – Salary for December 2014	£791.42
HMRC – Payment for November & December 2014	£65.56
Diane Bratt – Mileage to OALC training	£31.50
Design Grow – Lakes Maintenance for Oct 2014	£50.00
Rascal Horticultural – Allotment and Cemetery Maintenance	£116.59
Thames Water – Rates for Allotment	£19.69

- iii) Budget 2015/2016 Wish-List – The Chairman asked the Parish Council to suggest any items they would like to be included in the budget for 2015/2016. These would be considered by the Finance Working Group when it met in December.

It was reported that a bench in the Lucy Plackett Playing Field had been damaged and might need to be replaced, as so too did the bollards on the Dog Close side of the playing field.

It was also suggested that there could be an additional street lamp by the Pump House garage along Water Lane and New Road.

Resolved that:

- 1) the following items be considered for inclusion in the budget for 2015/2016:
 - Trees/bushes for The Rise
 - Biodiversity project in the village, eg on the PC's land at Adderbury Court
 - Grass cutting
 - Maintenance of grass at the Lucy Plackett Playing Field
 - Benches in the Lucy Plackett Playing Field and Cemetery
 - Wooden bollards in the Lucy Plackett Playing Field (on the Dog Close side)
 - Friends Meeting House
 - Litter bin by Christopher Rawlins Primary School
 - Additional dog bin
 - Projects at the Lakes
 - 2) Investigations be made into whether or not an insurance claim could be made for the damaged bench;
 - 3) Oxfordshire County Council be contacted about the additional street lamp by the Pump House garage; and **Action TG**
 - 4) Investigations be made into the replacement of the wooden bollards in Dog Close. **Action DB/TG**
- iv) Grass Cutting – It was reported to the Parish Council that the grass cutting grant in 2015/2016 from the County Council would be reduced by 50%. This year the Parish Council had received £5000, therefore in 2015/2016 the Parish Council would be receiving £2500. If the Parish Council chose not to cut the grass verges in the village on behalf of the County Council and not receive the grant, then the County Council would only cut the verges on two occasions during the year. This was not acceptable to the Parish Council and members felt that the Parish

ADDERBURY PARISH COUNCIL

Council should accept the reduced grant and it would have to make up the short fall.

Councillor Sue Jelfs submitted to the Parish Council, draft contracts for the grass cutting for the village areas, highways verges, the Lucy Plackett Playing Field, the allotments and the cemetery.

Resolved that:

- 5) the report be noted;
 - 6) the Parish Council agrees to accept the grass cutting grant for 2015/2016 and continues to cut the County Councils' highway verges in the village; and
Action TG
 - 7) the grass cutting contracts be approved and sent out to contractors requesting quotes for a one year contract, to start at the end of March 2015.
Action TG
- v) Section 106 Monies/Community Infrastructure Levy (CIL) – The Chairman suggested that the Section 106 monies be referred to the Section 106 Working Group for further discussion. It was suggested that other items for the section 106 wish list could include concrete table tennis tables in both of the play areas, concrete chess sets, a skateboard park and a BMX ramp.

There was also discussion about the inclusion of Section 106 monies in the Neighbourhood Plan and whether or not the inclusion of the figures would be helpful.

With regard to the CIL, Cherwell District Council (CDC) did not have a CIL charging schedule in place and officers would commence the preparation of the CIL in January 2015. CDC intended to consult on a CIL preliminary charging schedule in July/August 2015, consult on a draft charging schedule between November 2015 and January 2016 and adopt a CIL charging schedule, following public examination, in September 2016.

Resolved that:

- 1) the report be noted; and
- 2) a meeting of the Section 106 Working Group be arranged shortly. **Action TG/DB**

94/14 PARISH COUNCIL MATTERS

- xxx) Adderbury Neighbourhood Plan (ANP) – Councillor Tony Gill gave an overview with regard to the ANP and why it was being developed, who was working on it and the monitoring process after its completion.

Policy development was in its final stages and these policies would tie in with the strategic objectives of the Local Plan. The Sustainability Appraisal would hopefully be completed by Christmas and the draft ANP would be completed by mid-January 2015. The Sustainability Appraisal could then be finished and the consultation would start in February 2015.

ADDERBURY PARISH COUNCIL

Resolved that the report be noted.

- xxxi) Parish Council Surgery – The Chairman reported that she had attended the last session with Councillor Colin Astley and no members of the public had attended.

Resolved that:

- 1) the report be noted; and
- 2) monitoring of numbers at future surgeries be undertaken to assess whether the surgeries should continue.

- xxxii) Adderbury and Milton Feoffee Trustees - The Chairman reported that Robert Stilgoe had resigned from the Feoffee's and a replacement PC representative was required.

Resolved that Councillor Patricia Leeman be appointed as the Parish Council's representative on the Feoffee. **Action TG**

- xxxiii) Standing Orders, Financial Regulations and Code of Conduct – Prior to the meeting, the Clerk had circulated the proposed new Standing Orders, Financial Regulations and also a new Code of Conduct for members to adopt.

Resolved that:

- 1) the Standing Orders be approved;
- 2) the Financial Regulations be approved; and
- 3) the Code of Conduct be approved. **Action TG**

- xxxiv) Annual Parish Meeting (APM) – The Chairman reported that the APM was being held on 16 April 2015 and members were asked for suggestions for a speaker.

It was suggested that Barbara Chillman from Oxfordshire County Council (OCC) be asked to speak at the meeting with regard to how OCC envisaged the increase in population would be managed across the county in primary and secondary schools for future years and what OCC's policy was for maintaining village schools.

Resolved that Barbara Chillman be asked to speak at the APM on 16 April 2015.
Action TG

95/14 VILLAGE MATTERS

- xxvi) Adderbury Library – Councillor Stuart Phipps reported that the quiz night at The Bell had gone very well and there would be a festive morning at the Library on Saturday 6 December 2014.

Resolved that the report be noted.

- xxvii) Play Area Inspections – Councillor David Griffiths reported that The Rise was fine.

ADDERBURY PARISH COUNCIL

Councillor Ann Lyons reported that there were no issues at the Lucy Plackett Playing Field.

Resolved that the report be noted.

xxviii) St. George's Chapel, Adderbury – Prior to the meeting, the Clerk had circulated to the Parish Council, the responses from the Guides, Brownies, Rainbows, Cubs and Scouts with regard to the Chapel being purchased for community use.

The Parish Council felt that more organisations should be asked for their comments on the possible purchase of the building and whether it would meet their needs. A note should be added to Contact, the Banbury Guardian and the web sites.

Councillor Tony Gill agreed to investigate the Community Right to Bid with Cherwell District Council and how the building could be progressed as a community project.

Resolved that:

- 1) the report be noted;
- 2) a note be added to Contact, the Banbury Guardian and the web sites asking for organisations to contact the Parish Council if they are interested in using the Chapel for their meetings; and **Action TG**
- 3) Councillor Tony Gill to investigate the Community Right to Bid with Cherwell District Council and whether the building could be progressed as a community project. **Action TGILL**

xxix) Dog Bin – The Chairman reported that a request had been made to the Parish Council to provide a new dog bin in north Twyford. The Parish Council was advised that a new bin had been requested sometime ago, but no suitable location could be agreed with the residents.

Resolved that:

- 1) the report be noted; and
- 2) all Councillors to identify suitable sites for the dog bin and this be discussed again at the next meeting. **Action TG**

96/14 CORRESPONDENCE – The Clerk had copies of the CPRE's Countryside Voice for the Councillors to circulate.

Prior to the meeting a letter from Mr P Burrows had been circulated to the Parish Council. It was a letter which had been sent to a select few of the Parish Councillors. The Parish Council felt that there no need to have any further discussion on this.

Councillor Colin Astley brought to the attention of the Parish Council, an event which was being run by Rural Oxfordshire Action Rally (ROAR) on 7 December 2014 in Witney. ROAR was asking for the Parish Councils' support to fight against inappropriate and excessive development in Oxfordshire.

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Resolved that:

- 1) the report be noted; and
- 2) the Parish Council supports the ROAR event and Councillor Colin Astley to attend as the Parish Council's representative.

97/14 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 98/14 & 99/14 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

98/14 FRIENDS MEETING HOUSE – The Chairman updated the Parish Council on the lease negotiations with The Friends. It was also suggested that the FMH Working Group should meet shortly.

Resolved that:

- 1) the report be noted; and
- 2) a meeting of the FMH Working Group be arranged. **Action DB/TG**

99/14 QUOTES FOR WORKS TO PLAY AREAS – The Chairman reported that one quote had been received for new equipment in the play areas. More quotes were required so this item would need to be deferred to a future meeting.

It was agreed that the suggestions from this company should be passed around the Section 106 Working Group members for all to view before their next meeting

Resolved that:

- 1) the report be noted;
- 2) a meeting of the Section 106 Working Group be arranged shortly. **Action DB/TG**

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

THE LUCY JANE PLACKETT CHARITY

100/14 REQUEST FOR USE OF THE PLAYING FIELD – The Parish Council considered a request from the Park in the Park for use of the playing field on Saturday 20 June 2015.

Resolved that permission be granted. **Action TG**

101/14 MEETING DATES - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 20 January 2015
- 17 February 2015
- 31 March 2015
- 16 April 2015 (Annual Parish Meeting)
- 28 April 2015

ADDERBURY PARISH COUNCIL

102/14 ITEMS FOR THE NEXT AGENDA

- Friends Meeting House
- St George's Chapel
- Dog bin in Twyford
- Quotes for works to play areas
- White lines on the road outside of Tythe Barn
- Recording of meetings
- Draft minutes
- Grass cutting contracts

(The meeting closed at 10.00pm)

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 20 JANUARY 2015 AT 7.30PM

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

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

APOLOGIES: Parish Councillors Paul Godwin and Patricia Leeman submitted their apologies and these were accepted. District Councillor Nigel Randall and Trish Fennell also submitted their apologies.

103/14 DECLARATION OF INTERESTS - The following interests were declared:

All Councillors – As trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

104/14 RECORDING OF MEETINGS – The Chairman asked the Parish Councillors if they wished to record future meetings of the Parish Council. All members were happy to do so for a trial period.

Councillor Stuart Phipps reported that he was trying to obtain some proper equipment to complete audio and visual recordings.

Resolved that Parish Council meetings be recorded, for a trial period of six months.
Action SP

105/14 THAMES WATER – The Chairman reported that the Thames Water representative was unable to attend the meeting and had instead been invited to attend in February or March 2015. If members had any further issues which they would like to be brought to the attention of Thames Water, these should be emailed to the Clerk.

Resolved that the report be noted.

106/14 MINUTES - The minutes of the meeting held on 25 November 2014 were taken as read, duly adopted and signed by the Chairman.

The Parish Council discussed the publication of draft minutes and members felt that the Parish Council should continue to publish a summary of the decisions after the meetings, and minutes would only be made available to the public, once they had been approved by the Parish Council at the following meeting.

Resolved that the minutes be approved and the Parish Council continues to publish a summary of decisions and that minutes only be made available to the public once they have been approved at the following meeting. **Action TG**

ADDERBURY PARISH COUNCIL

107/14 MATTERS ARISING FROM THE MINUTES OF 25 NOVEMBER 2015 – There were no matters arising.

Resolved that the report be noted.

108/14 OPEN FORUM – Clive Eels from Round Close Road addressed the Parish Council and asked if there could be more traffic calming measures in the village. He specifically asked whether a pinch point could be installed around the area of the pump house where it was a particular problem with speeding vehicles.

The Chairman advised that traffic calming as a whole, including this specific issue, had been looked at by the Parish Council and the County Council. However, as the highway authority, the County Council had advised that there could not be a pinch point in that area of the village. They had extended the junction at the end of Dog Close, by remarking it and the highway officers had hoped this would help the situation.

Mr Eels also felt that more 30mph signs were needed on Berry Hill Road and on the other main roads through the village. The Chairman reported that the County Council had advised that 30mph reminder signs were not usually installed once you entered the 30mph zone.

Mr Eels also reported that the maintenance work was needed on the banks of the brook, just below the church yard. The Chairman advised that this was the responsibility of the Environment Agency and they checked it regularly for maintenance issues.

Mr Nigel Wood addressed the Parish Council with regard to the proposed Gladman development on Banbury Road, Adderbury. He suggested that to fight this developer, the Parish needed to do something differently. He had forwarded to the Clerk, a copy of the comments which Gladman submitted to Cherwell District Council as part of the Local Plan consultation exercise. He asked that all Councillors read the document.

The Chairman thanked Mr Wood and Mr Eels for their comments.

Resolved that the report be noted.

109/14 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There was no report from County Councillor Arash Fatemian. A report had been received from District Councillor Nigel Randall.

RESOLVED that the report be noted.

110/14 PLANNING

iv) Planning Applications – Prior to the meeting, the details of the planning applications which had been considered by the Parish Council, since the last meeting, had been circulated.

Resolved that it be noted that no observations had been made by the Parish Council in respect of the following applications, and these be approved:

14/00378/TCA Mrs M Paterson

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Honestone House, Parsons Street, Adderbury
T1 x Beech - reduce height by 5m, shape and crown raise by
5% H1 x conifer hedge - remove 1 x large stem from top

- 14/01723/F Mr A Goodway and Ms B Wise
16 Twyford Gardens, Twyford, Banbury
Two storey side extension
- 14/00393/TCA Mrs D Bratt
Fleet Farm House, Aynho Road, Adderbury
T1 x holly - remove and T2 x willow – remove
- 14/01808/LB Ms Leigh Gerdes
The Old House Tanners Lane Adderbury
Satellite dish to rear elevation
- 14/00395/TCA Mrs S Van-Zwanenberg
1 Lambourne Way, Adderbury
T1 x beech - reduce height by 20% and thin 5% T2 x beech -
reduce by 20% and thin 20%
- 14/00405/TCA Mrs N Wilson
Tinkle Cottage, The Green, Adderbury
T1 x Cherry remove T2 x unidentified broadleaf remove
- 14/01964/F Mr & Mrs J and E Brown
56 Rochester Way, Twyford
Two storey side extension; single storey rear extensions;
front porch
- 14/01956/F Mrs I Castle
Larksfield, Berry Hill Road, Adderbury
Demolition of single storey front extension. Conversion of
garage to family room. Single storey front and side
extension. Extension to vehicular parking area with change
of surface material.
- 14/00430/TCA Mrs T Goss
Adderbury Lake and Gardens Lake Walk, Adderbury
T1 T2 T4 x sycamore - fell, T3 x ash – fell
- 14/02044/F Mr Keith Mitchell
Nell Bridge House Aynho Road Adderbury
Conversion of existing barn into residential accommodation

Resolved that, it be noted that, observations had been made by the Parish Council in respect of the following application, and these be approved:
None

Resolved that, it be noted that, objections had been made by the Parish Council in respect of the following application:

- 14/01743/F Barton Willmore
OS Parcel 8300 East of Deene Close Aynho Road Adderbury

ADDERBURY PARISH COUNCIL

Demolition of existing agricultural building and development of 14 dwellings with highways, public open space, landscaping and infrastructure

14/01929/F

Mr John Walker
Land to Rear of 2-3 The Crescent Twyford
Two new dwellings

14/01454/F

Mr P Hujan
Manor End House Manor Road Adderbury
Change of use of land from agricultural to a mixed use of agriculture and equine, erection of stabling and installation of manege for personal use.

Resolved that, it be noted that, the Parish Council was considering the following planning applications:

14/01996/F

Mr Phillip Webb
Linton Twyford Avenue Twyford
Two storey side extension

14/02078/LB

Hook Norton Brewery Co Ltd
The Bell Inn, High Street, Adderbury

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

Resolved that the report be noted.

- iii) Gladman Planning Proposal – The Chairman reported to the Parish Council that Gladman would be submitting to Cherwell District Council, a proposal for development on Banbury Road, Adderbury.

Despite a request from the Parish Council, Gladman would not be holding a public consultation event and would instead be writing to residents in the area. It had also been confirmed by Cherwell District Council that Gladman were not legally bound to hold a public consultation event.

The Chairman also confirmed that Gladman had not approached the Parish Council with regard to speaking to the members prior to the submission of a planning application.

The Parish Councillors were unclear which residents had been consulted and asked the Clerk to obtain clarification from Gladman.

Resolved that the report be noted and clarification from Gladman be sought as to which residents had been consulted on this proposed application.

Action TG

111/14 FINANCE

ADDERBURY PARISH COUNCIL

- vii) Bank Reconciliations - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 20 January 2015 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.

- 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 January 2015	£842.77
T Goss – Expenses for January 2015	£79.41
Design Grow – Lakes Maintenance for Nov 2014	£50.00
Design Grow – Lakes Maintenance for Dec 2014	£50.00
Adderbury PCC Church House – Room Hire	£60.00
Viking – Stationery Order	£43.15
Bloxham Mill – Room Hire	£36.00
Acreman’s Arboriculture Ltd – Works at The Lakes	£1410.00
R.Bickley – Winter maintenance	£456.00
Green Scythe Ltd – Grass cutting the LPPF in October 2014	£219.00
Native Forestry – Trees and shrubs for Adderbury Lakes	£109.50

- iii) Budget 2015/2016 – Prior to the meeting, the budget for 2015/2016 had been circulated to the Parish Council. The budget had been prepared by the Clerk and subsequently discussed by the Parish Council’s Finance Working Group in December 2014. It was recommended by the Working Group that the precept for 2015/2016 be set at £40,773.

Resolved that the budget for 2015/2016 be approved and the precept be set at £40,733. **Action TG**

- iv) New Homes Bonus 2015/2016 – The Chairman reported to the Parish Council that the New Homes Bonus for 2015/2016 for Adderbury would be £7100. Cherwell District Council had asked the Parish Council to advise which community projects the money would be spent on.

Therefore the Chairman asked the Councillors to report back to the next meeting, their suggestions on how the NHB could be spent.

The Councillors also asked for clarification as to how the NHB was calculated and the Clerk was asked to follow this up with Cherwell District Council.

Resolved that this item be deferred to the next meeting of the Parish Council and the clarification be sought from Cherwell District Council, with regard to the calculations for the NHB. **Action TG**

112/14 PARISH COUNCIL MATTERS

- xxxv) Adderbury Neighbourhood Plan (ANP) – Councillor Tony Gill reported that the draft ANP and Sustainability Appraisal Report (SAR) had both still not been

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completed. The SAR should be completed by the weekend and would be ready for circulation by Monday or Tuesday next week.

The Chairman reported that the ANP should be approved by the Parish Council prior to consultation, but due to the tight deadlines, if members were happy, it would be approved via email. If there was not agreement on the Plan via email, then a special meeting of the Parish Council would be called for Thursday 29 January 2015 at 7.30pm.

Councillor Gill advised that the village would be made aware of the consultation process via an article in Contact, a notice on Facebook, a leaflet drop and an open day. It would also be promoted at the Parish Council surgery on 7 February 2015. Copies of the Plan would be sent out to key stakeholders by email.

Resolved that the report be noted and should there not be a majority in favour of the draft ANP when it is circulated by email, a special meeting be held on 29 January 2015 at 7.30pm. **Action TG/TGILL**

xxxvi) Parish Council Surgery – Councillor Sue Jelfs reported that she had attended the last Parish Council Surgery. There were a number of queries from residents which included the yew tree on Hornhill Road, flooding on Oxford Road, the development on Manor Road, the Section 106 money from the Gracewell development, the future of the Catholic Church, the gateways at the entrance to the village and the Gladman development on Banbury Road.

It was also highlighted about the poor parking around Dog Close and Round Close Road.

Resolved that the report be noted and the parking around the junctions of Dog Close and Round Close Road be monitored. **Action ALL**

xxxvii) Parish Council Vacancy – The Clerk reported that there had not been any applications for the vacancy on the Parish Council and it would therefore, need to be re-advertised.

Resolved that the report be noted and the position be re-advertised. **Action TG**

113/14 VILLAGE MATTERS

xxx) Adderbury Library – Councillor Stuart Phipps reported that on 26 February 2015, at the Church House, there would be a virtual tour of Waddesdon Manor.

Also, the first phase of the installation of superfast broadband in the village had been completed.

Resolved that the report be noted.

xxxi) Play Area Inspections – Councillor David Griffiths reported that The Rise was fine.

Councillor Ann Lyons reported that there were no issues at the Lucy Plackett Playing Field.

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Resolved that the report be noted.

xxxii) St. George's Chapel, Adderbury – Councillor Tony Gill reported that he had looked at the property and spoken to various members of the community and he did not think this was a viable venture. There was not much interest from the village and no pressure from any village organisations to purchase the property for their use, so he felt that the project should not be progressed.

Resolved that the report be noted and this project not be progressed any further.

xxxiii) Dog Bin – The Chairman reminded the Parish Council that a request had been received for a dog bin in Tywford and at the last meeting, members had been asked to identify suitable sites.

Resolved that a green dog bin be installed in Margaret Rd on the right-hand side of the road sign for Rawlins Close. **Action TG**

xxxiv) Parish Polls – The Chairman reported that the Department for Communities and Local Government (DCLG) was currently consulting on changes to Parish Polls.

The Parish Council felt that the changes were a good idea and agreed with the changes which were being proposed.

Resolved that a response be submitted to the DCLG supporting the changes to Parish Polls. **Action TG/DB**

114/14 CORRESPONDENCE – There were no items of correspondence to be circulated.

The Chairman reported on a email which had been received from Mr D Bradshaw requesting a VAS on Twyford Road. The Clerk had contacted the County Council and there no funds currently available for another VAS. Mr N Wood suggested that residents could pay for a VAS themselves to be installed on Twyford Road. The Chairman asked the Clerk to contact the County Council and find out if this was possible.

Resolved that the report be noted and advice from the County Council be sought with regard to residents funding a VAS on Twyford Road. **Action TG**

115/14 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 115/14, 116/14 & 117/14 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

116/14 GRASS CUTTING CONTRACTS – Prior to the meeting, the Clerk had circulated the quotes which had been received for the grass cutting for 2015/2016 relating to the village areas, highway verges, allotments, cemetery and Lucy Plackett Playing Field.

Resolved that:

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- 1) the contracts be awarded as follows:
 - o Village areas and highways verges – Thomas Fox Landscapes
 - o Allotments and Cemetery – Rascal Horticultural
 - o Lucy Plackett Playing Field, play area and surrounding areas – Green Scythe Ltd
- 2) the other contractors be thanked for their quotes; and
- 3) Mr R Bickley be thanked for all his work cutting the grass for the last few years.

Action TG

117/14 FRIENDS MEETING HOUSE – The Chairman updated the Parish Council on the lease negotiations with The Friends and also a number of other issues which had arisen at the meeting house.

Resolved that the report be noted and a letter be sent to the Friends covering the issues which had been raised. **Action DB/TG**

118/14 CLERKS' PAY AND CONDITIONS – Prior to the meeting, the revised salary scales for 2014-2016 produced by the National Joint Council for Local Government had been circulated to the Parish Council.

Resolved that the report be approved.

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

THE LUCY JANE PLACKETT CHARITY

119/14 BENCH IN THE LUCY PLACKETT PLAYING FIELD – The Chairman reported to the Parish Council that the insurance had paid out £700 for the broken bench in the playing field and asked members if they wished to replace it with a bench from the same company. As their quote was over £1000, Councillor Martin Rye volunteered to look into benches from other companies and report back to the next meeting.

Resolved that this be deferred to the next meeting and Councillor Martin Rye to look at other benches which are available. **Action TG/MR**

120/14 FOOTBALL CLUB LEASE – The Chairman reported that the lease with the football was due for renewal. A copy of the lease had been circulated to the Parish Council prior to the meeting.

Resolved that the lease be renewed with the Football Club for another 5 years. **Action TG**

121/14 MEETING DATES - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 17 February 2015
- 31 March 2015
- 16 April 2015 (Annual Parish Meeting)

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- 28 April 2015

122/14 ITEMS FOR THE NEXT AGENDA

- New Homes Bonus
- Village shop
- Friends Meeting House
- Bench in the LPPF

(The meeting closed at 10.00pm)

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 17 FEBRUARY 2015 AT 7.30PM

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

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

APOLOGIES: Parish Councillors Patricia Leeman and Stuart Phipps submitted their apologies and these were accepted. .

123/14 DECLARATION OF INTERESTS - The following interests were declared:

All Councillors – As trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

124/14 MINUTES - The minutes of the meeting held on 20 January 2015 were taken as read, duly adopted and signed by the Chairman.

Resolved that the minutes be approved.

125/14 MATTERS ARISING FROM THE MINUTES OF 20 JANUARY 2015 – There were no matters arising.

However, the Clerk reported that the County Council had given the costings for a new VAS on Twyford Road and these would be passed to Mr Nigel Wood, following his suggestion at the last meeting that residents may pay for the VAS themselves. There was no funding available from the County Council.

Thames Water had also been in contact that day and would contact the Clerk again shortly, about a meeting with the Parish Council.

Resolved that the report be noted.

126/14 OPEN FORUM – There were no members of the public present.

Resolved that the report be noted.

127/14 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – District Councillor Nigel Randall had submitted a report prior to the meeting.

There was a verbal report from County Councillor Arash Fatemian and he updated the Parish Council on the County Council's recent approval of the budget for 2015/2016 and the possible restructuring. The County Council would also not be replacing its Chief Executive.

The Councillors were thanked for their reports.

RESOLVED that the report be noted.

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128/14 PLANNING

- v) Planning Applications – Prior to the meeting, the details of the planning applications which had been considered by the Parish Council, since the last meeting, had been circulated.

Resolved that it be noted that no observations had been made by the Parish Council in respect of the following applications, and these be approved:

- 14/01996/F Mr Phillip Webb
Linton Twyford Avenue Twyford
Two storey side extension
- 14/02078/LB Hook Norton Brewery Co Ltd
The Bell Inn, High Street, Adderbury
Retrospective - alteration to existing extraction ductwork to the rear elevation
- 14/02125/LB Mr & Mrs P Flemming
Pebsham Cottage, Aynho Road, Adderbury
First floor extension to side and replace timber store with a permanent lean to extension to side
- 15/00033/F Mr & Mrs Slade
24 Walton Avenue Twyford
Pitched roof to existing garages and kitchen block; new rear door and minor internal modifications

Resolved that, it be noted that, observations had been made by the Parish Council in respect of the following application, and these be approved:
None

Resolved that, it be noted that, objections had been made by the Parish Council in respect of the following application:
None

Resolved that, it be noted that, the Parish Council was considering the following planning applications:

- 15/00016/LB Mr Ian Asbury
North Bank Cross Hill Road Adderbury
Replacement/renewal of existing second floor front/north facing roof light with Velux conservation roof light window
- 15/00062/LB Mr Lawrence Miller
The Old School House High Street Adderbury
Revision to approved 14/01157/LB - Change material of the windows and doors to powder coated aluminum rather than painted timber.
- TPO No.2 The Maltings, 10 Adderbury Court, Adderbury
2015 TPO on beech tree

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15/00079/F Mr John Walker
Hoad Hill Farm Oxford Road Adderbury
Conversion of garage to annex accommodation to include first floor area

15/00150/F Mr and Mrs Andrew Blackwell
2 Twyford Gardens Twyford
Two storey extension to rear

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

Resolved that the report be noted.

- iii) Meeting with Rosconn Group – Members of the Strategic Planning Working Group were reminded about the meeting with Rosconn on Wednesday 18 February 2015 at 7.30pm with regard to a proposed development on south Milton Road.

Resolved that the report be noted.

129/14 FINANCE

- viii) Bank Reconciliations - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 17 February 2015 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.

- 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 February 2015	£807.09
Design Grow – Lakes Maintenance for Jan 2015	£50.00
OPFA – Annual Subscription	£50.00
Glasdon UK – Bench for the Lakes	£446.40
T Goss – Petty cash top-up	£40.00
Kings Sutton Garden Services – Hedge works at the allotments	£45.00
DW Ashby – Hedge laying at Adderbury Lakes	£407.20
Viking – Stationery order	£64.99

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

Grundon Waste Management – Third party contribution for the TOE2 grant application at the Lakes	£587.48
Native Forestry – Trees & shrubs for the Lakes	£60.00

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- iii) New Homes Bonus 2015/2016 – The Chairman reported to the Parish Council that the New Homes Bonus for 2015/2016 for Adderbury would be £7100.

It was suggested by Councillor Tony Gill that some of the New Homes Bonus could be set aside for projects which emerged from the Neighbourhood Plan. However, as the Plan was not yet finished and Cherwell District Council needed to be advised shortly on the specific projects which the New Homes Bonus would be spent on, members felt that funds couldn't be allocated to the ANP at this time. Once the Plan had been through referendum and had been approved, funds for ANP projects would be discussed again.

However, the Chairman did agree to speak to Kevin Larnar at Cherwell District Council about this for future reference.

The Chairman suggested that as the wall at The Pound needed to be repaired and some funds could go to that project. There were also repairs to the Friends Meeting House and works could be completed at the Ice House in Adderbury Lakes.

Resolved that:

- 1) the report be noted;
 - 2) the New Homes Bonus for 2015/2016 be allocated to:
 - the repairs to the wall at The Pound
 - the Friends Meeting House
 - the Ice House at Adderbury Lakes
 - biodiversity project in the village; and **Action TG**
 - 3) the Chairman to contact Kevin Larnar for advice about allocating funds to future projects emerging from the Neighbourhood Plan. **Action DB**
- iv) Cemetery Fees 2015/2016 – Prior to the meeting, the Parish Council's cemetery fees had been circulated to the Councillors. They had also received a copy of the fees for Bodicote and Deddington to form a comparison.

Resolved that the cemetery fees for 2015/2016 be increased by 5%, from 1 April 2015. **Action TG**

130/14 PARISH COUNCIL MATTERS

- i) Resignations and Parish Council Vacancy – The Chairman reported that Paul Godwin had resigned from the Parish Council, which meant there were now two vacancies. These would both be advertised in the March edition of Contact and applications for co-option would be considered at the next meeting of the Parish Council.

The Clerk was asked to thank Paul Godwin, on behalf of the Parish Council, for all his work as a Councillor.

Resolved that:

- 1) the report be noted; and

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- 2) a letter of thanks be sent to Paul Godwin for all his work on the Parish Council. **Action TG**
- ii) Adderbury Neighbourhood Plan (ANP) – Councillor Tony Gill reported that the Sustainability Appraisal Report (SAR) and the ANP were not yet complete.

The SAR was approximately 230 pages long, therefore there would be a 3 page executive summary at the start. Councillor Gill advised that the SAR would be ready by the end of the week and the ANP would be completed by Sunday 22 February 2015.

Once the ANP was complete it would be sent out to all Councillors. Any questions on the ANP should be answered within the SAR.

The ANP would be checked by Rikki Therival and would be out for consultation on 2 March 2015. Councillors Gill and Astley felt that Rikki Therival should be asked to check the SAR as they had worked with her previously and they had used her suggested approach to writing the SAR.

Councillor Gill reported that Karen Moore had given a quote of £500 a day for working on the ANP. It would take her a day and a half to go through the whole of the ANP. Karen would be viewing and commenting on the Plan as she had previously been an Inspector. Karen would comment on the final plan, prior to submission to Cherwell District Council.

As there were the necessary funds in the budget, the Parish Council was happy for Rikki Therival and Karen Moore to be appointed to carry out the necessary work on the ANP and the SAR.

Councillor Gill also reported that venues in the village would need to be booked for the consultation with the village, as well as the printing off flyers. It was estimated that these costs could be up to £1000.

Councillor Gill reported that due to the size of the ANP, it may be too big to be emailed to the Councillors. Councillor Martin Rye agreed to download the ANP onto a disc for those Councillors who wished to have a copy. The ANP would also be available on the Parish Council web site and on the ANP web site.

Ideally the Parish Council meeting of 31 March 2015 would approve for delivery, the ANP and the SAR.

Resolved that:

- 1) the report be noted;
- 2) Karen Moore be appointed to review the ANP; **Action TGill**
- 3) Riki Therival be appointed to review the SAR; **Action TGill**
- 4) costs of up to £1000 be approved for venue hire and printing; and **Action TGill**
- 5) Councillor Martin Rye to copy the ANP onto a disc for those Councillors who wished to have a copy. **Action MR**

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- iii) Parish Council Surgery – The Chairman reported that one issue had been raised at the last surgery and this was a request to have the gateways at the entrances to the village, painted white.

Resolved that:

- 1) the report be noted; and
- 2) the County Council be asked to arrange for the gateways to be painted.
Action TG

- iv) Clerks' Equipment – The Chairman reported that the Clerk had requested that the Parish Council purchased a new laptop for her to use. There were a number of issues with the current laptop, which was around 6 years old.

Resolved that a new laptop and software be purchased for the Clerk. **Action TG**

- v) Web site – As Councillor Stuart Phipps was not present, 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

131/14 VILLAGE MATTERS

- xxxv) Adderbury Library – As Councillor Stuart Phipps was not present, there was no report on Adderbury Library.

Resolved that the report be noted.

- xxxvi) Play Area Inspections – Councillor David Griffiths reported that The Rise was fine.

Councillor Ann Lyons reported that there were no issues at the Lucy Plackett Playing Field.

Councillor Martin Rye reported that he had looked into possible replacement benches for the damaged bench in the Lucy Plackett Playing Field and would now obtain some quotes ready for the next meeting.

Councillor Gill also suggested that he could contact Pete Smith from Smiths of Bloxham with regard to repairing the bench.

Resolved that:

- 1) the report be noted;
- 2) Pete Smith be contacted with regard to repairing the bench; and **Action TGill**
- 3) quotes for a new replacement bench be submitted to the next meeting.
Action MR/TG

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xxxvii) Adderbury Stores – It was reported that Adderbury Stores had closed again. The Parish Council was sorry to hear of the closure and felt it was a great shame for the community.

Resolved that the report be noted.

132/14 CORRESPONDENCE – There were no items of correspondence to be circulated.

Resolved that the report be noted.

133/14 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 134/14, 135/14, 136/14 & 137/14 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

134/14 FRIENDS MEETING HOUSE – Prior to the meeting, a letter from the Friends had been circulated to the Parish Council. The Friends indicated that they would now be willing to enter into negotiations to end the lease.

Resolved that the report be noted and advice be sought from the Parish Council's solicitor and agent. **Action DB**

135/14 LAKES MAINTENANCE CONTRACT – The Chairman reported that one tender had been received which was from Design Grow, for the maintenance works at Adderbury Lakes for 2015/2016.

Resolved that the tender from Design Grow be accepted, subject to approval from the Lakes Committee. **Action DB**

136/14 THE POUND – Prior to the meeting, a copy of the licence had been circulated to the Parish Council.

The Chairman also reported that with regard to the maintenance works to the wall around The Pound, the tenant, Mr Verdon, would be asked to contribute to the costs.

The Chairman suggested that The Pound should be considered for listing as a local heritage asset and the Clerk was asked to obtain further information on this.

Resolved that:

- 1) the licence for The Pound be renewed for another five years, back dated to March 2014; and **Action TG**
- 2) investigations be made into listing The Pound as a Local Heritage Asset. **Action TG**

137/14 GRASS CUTTING CONTRACTS – The Chairman advised the Parish Council that now the new contract for the grass cutting for 2015 had been awarded, it needed to be agreed how much of a contribution the Parish Council would like from the Adderbury

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Green Association for cutting the grass on The Green. The Green was due to be cut 16 times during the 2015/2016 season.

Resolved that the Adderbury Green Association be asked to contribute 50% of each cut. **Action TG**

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

THE LUCY JANE PLACKETT CHARITY

138/14 REQUEST FOR USE OF THE PLAYING FIELD – The Parish Council considered a request from the PTFA and the Church for use of the playing field on 13 June 2015 from 9am to 5pm.

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

139/14 WORK TO THE PLAYING FIELD – Prior to the meeting, the Parish Council had received two quotes from Adderbury Park Football Club with regard to works to the playing field. These were overseeding, selective weed spraying, aerating the pitch and heavy flat rolling.

The Parish Council was happy for these works to go ahead, but would like the selective weed spraying to also cover other parts of the field, not just the football pitch. Members also asked for the Football Club to liaise with the Chairman and Councillor Sue Jelfs prior to the work being started in order to agree the extra areas which would be treated on behalf of the Parish Council.

If the Football Club wished the Parish Council to contribute to the works, they needed to submit this request to the next meeting of the Parish Council.

Resolved that the works be approved, subject to consultation with the Chairman and Councillor Sue Jelfs. **Action TG**

140/14 MEETING DATES - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 31 March 2015
- 16 April 2015 (Annual Parish Meeting – Methodist Hall, Adderbury)
- 28 April 2015
- 19 May 2015
- 30 June 2015
- 21 July 2015
- No meeting in August 2015
- 15 September 2015
- 20 October 2015
- 24 November 2015
- No meeting in December 2015

141/14 ITEMS FOR THE NEXT AGENDA

- Day of Dance
- Bench for the Lucy Plackett Playing Field

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- Contribution to works to the Lucy Plackett Playing Field

(The meeting closed at 9.30pm)

ADDERBURY PARISH COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING HELD AT THE METHODIST HALL, ADDERBURY ON THURSDAY 12 MARCH 2015 AT 7.30PM

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

APOLOGIES: Parish Councillor Sue Jelfs submitted her apologies and these were accepted.

142/14 DECLARATION OF INTERESTS – There were no declarations of interest.

Resolved that the interests be noted.

143/14 ADDERBURY NEIGHBOURHOOD PLAN (ANP)

i) Amendments to the Draft Adderbury Neighbourhood Plan;

Councillor Tony Gill stated that comments from the Chairman and Councillors Ann Lyons and Sue Jelfs with regard to pre-submission had been noted, but not from Councillor Patricia Leeman.

Councillors Ann Lyons stated that the Parish Council did not own the Football Club building and therefore had no legal right to demolish it, as stated in the leaflet distributed to the village.

Councillor Colin Astley reported that the Parish Council had taken legal advice about the ownership of the Football Club. The Chairman reported that she did not remember it being legal advice, although there had been some discussion some while ago.

Resolved that the report be noted.

ii) The Procedure for any Future Changes to the Plan;

Councillor Tony Gill confirmed that the pre-submission consultation period for the ANP was 6 weeks, taking it up to 20 April 2015. This was just a little longer than the statutory minimum. Everything was to be logged, and comments would go back to the ANP team, and the Plan would be changed in accordance with the Regulations.

If it was felt that if there was no evidence, then comments would not be accepted and the changes would not be made. However, all comments would be recorded in two lists; those which lead to a change in ANP (with accepted evidence) and those which did not have such evidence and were not accepted.

Councillor Gill was asked who decided whether changes would be made. He responded that it was the responsibility of the SAR team, which included members of the Parish Council and members of the community. Councillor Colin Astley stated that the Environmental Agency had already responded.

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The Chairman advised that the Parish Council had to agree to the ANP before it was submitted to Cherwell District Council (CDC). That meant the Councillors seeing the document when it had been amended following the public consultation, and allowing the Parish Council, as a body, to suggest changes at that stage.

Councillor Astley stated that under Regulation 14 that there was no need for Parish Council to be consulted.

The Chairman agreed that this was correct, but these regulations applied to the Statutory Planning process and did not cover the requirement for Parish Council, as the Qualifying Authority, to agree. CDC had confirmed that unless the ANP was agreed by the Parish Council, under the Parish Council's Constitution, it could not go forward to CDC.

Councillor Gill reported that terms of reference for the ANP team should have been laid down at the start of the process, to which the Chairman agreed. It was highlighted that no powers had been delegated as this was always intended as a working group and not a sub-committee. Therefore the power to submit the final ANP remained with the Parish Council, which required the Parish Council to agree the ANP prior to submission to CDC.

The ANP group was a working group and Councillor Gill (as Chairman of the working group) had been asked to report at each Parish Council meeting on progress of the plan, showing that the ANP was a Parish Council document.

The Chairman also highlighted that the Parish Council needed time to examine the final Neighbourhood Plan and that it would not just be "rubber stamped". The Chairman also requested that time be allowed for this consideration by the Parish Council, in the final stages of the NP preparation.

It was also highlighted that the Parish Council had been forced on two occasions to call an extra-ordinary meeting, due to lack of communication and lack of time for proper discussion.

Parish Councillors were also requested to make comments on the Plan as individual residents during the six week consultation period.

The Chairman felt that the Parish Council should meet again before the Plan was sent to CDC, in order to allow a proper discussion and debate to take place.

At this point any changes that the Parish Council felt were needed could be made, and the Parish Council could then agree or disagree with the Plan.

Councillor Gill reported that any changes to the ANP following the closure of the public consultation on 20 April 2015 would be made by 22 April 2015. Therefore although the next Parish Council meeting after that would be 28 April 2015, he felt that there should still be no changes made after 22 April 2015.

Councillor Patricia Leeman asked why there was a problem with having another meeting before the Plan was submitted, because Local Government should be

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open and transparent. There was a perceived problem of the Parish Council being “railroaded” into agreement without a proper discussion.

There was some discussion over legal advice which Councillors Gill and Astley had acquired with regard to the final agreement of the ANP. The Chairman reminded Councillors that the first port of call for legal advice was CDC.

Councillor Astley reminded the Parish Council that they had appointed an Inspector to do a “dry run”. He felt this could be fitted into the time frame the Parish Council had been discussing.

There were some questions about the final referendum and Councillor Gill stated that it would be run by CDC, in a similar way to an election.

Resolved that:

- 1) during the six week consultation period, Councillor Gill will:
 - update the plan as changes were made;
 - highlight the changes in different colours;
 - send these changes regularly to the Parish Council during the consultation period, so Councillors can see what is being changed and ask questions; and
 - answer promptly, any questions which Councillors had relating to the ANP;
 - 2) from 22 April 2015, Councillor Gill will provide the Parish Council with access to the finished document and Councillors would be able to respond to the ANP team with any doubts, issues, queries. Councillor Gill will respond promptly to any doubts, issues and queries which are raised;
 - 3) the final version of the ANP be on agenda for approval at the April meeting of the Parish Council. This gives at least 6 days for Councillors to consider their final opinion etc and to send points back to Councillor Gill and the ANP team for consideration and possible change, ready for discussion on 28 April 2015;
 - 4) it be noted that, it is the Parish Council, as the Qualifying Authority, who approves and delivers the ANP to CDC; and
 - 5) at the Parish Council meeting on 31 March 2015, there be a motion to discuss any matters/issues within the ANP which Councillors would like the Parish Council to consider for amendment. The purpose of this is to allow Councillors to fully discuss and if necessary, vote on, changes they wish the ANP team to make. Such issues must be based on evidence from the SAR and the TAP reports.
- iii) The Draft Adderbury Neighbourhood Plan

Resolved that the draft Adderbury Neighbourhood Plan be approved as the pre-submission NP.

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144/14 MEETING DATES - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 31 March 2015
- 16 April 2015 (Annual Parish Meeting – Methodist Hall, Adderbury)
- 28 April 2015
- 19 May 2015
- 30 June 2015
- 21 July 2015
- No meeting in August 2015
- 15 September 2015
- 20 October 2015
- 24 November 2015
- No meeting in December 2015

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MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 31 MARCH 2015 AT 7.30PM

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

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

APOLOGIES: Parish Councillors Ann Lyons and Stuart Phipps submitted their apologies and these were accepted. .

142/14 DECLARATION OF INTERESTS - The following interests were declared:

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

The Chairman reminded members that they should complete and return to the Clerk, their Register of Interest forms, so that they could be submitted to Cherwell District Council.

Councillors Colin Astley and Tony Gill advised the Parish Council that they did not intend to complete another Register of Interests form as they had already completed two forms since 2012.

Councillor Astley would be asking Kevin Lane if he could specify how the law had changed and then he would re-consider his decision to complete the register of Interest form.

The Clerk advised that because the Parish Council had adopted a new Code of Conduct, she had been liaising with Kevin Lane, Monitoring Officer at Cherwell District Council (CDC) with regard to the amended form which members must complete.

Resolved that:

- 1) the interests be noted; and
- 2) Kevin Lane be asked to confirm that all Councillors are required to complete the amended Register of Interests form; and **Action TG**
- 3) if Mr Lane confirms (2) above, all members should complete their Register of Interest form as soon as possible. **Action ALL**

143/14 MINUTES - The minutes of the meeting held on 17 February 2015 were taken as read, duly adopted and signed by the Chairman with the following amendment;

Minute Number 130/14 ii Parish Council Matters/Adderbury Neighbourhood Plan (ANP) - At the end of the last paragraph, the following be included:

‘ideally the Parish Council meeting of 31 March 2015 would approve for delivery, the ANP and the SAR.’

Councillor Gill reported that he believed there were a number of inaccuracies on the minutes of the meeting held on 12 March 2015, although he did not explain what he believed them to be. However, after a discussion, the minutes were duly adopted and signed by the Chairman.

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Resolved that:

- 1) the minutes of the meeting held on 17 February 2015 be approved with the above amendment; and
- 2) the minutes of the meeting held on 12 March 2015 be approved.

Councillors Tony Gill and Colin Astley asked for a recorded vote with regard to the approval of the minutes of the meeting held on 12 March 2015. The vote was recorded as follows:

Those in favour:	Councillors Diane Bratt, David Griffiths, Patricia Leeman and Martin Rye (4)
Those against:	Councillor Colin Astley and Tony Gill (2)
Abstentions:	Councillor Sue Jelfs (1)

144/14 MATTERS ARISING FROM THE MINUTES OF 17 FEBRUARY & 12 MARCH 2015 –

There were no matters arising from the minutes of the meeting held on 17 February 2015.

With regard to the minutes of the meeting on 12 March 2015, Councillor Colin Astley stated that under Regulation 14, there was no reference to the Parish Council approving the Adderbury Neighbourhood Plan (ANP) after the final consultation process had been completed. The Chairman pointed out that this fell under the Parish Council's Constitution which was what CDC had advised.

The Chairman reported that she had asked for evidence of the legal advice which Councillors Tony Gill and Colin Astley had received with regard to this matter. However, it had not been produced and on that basis, the legal advice from Cherwell District Council (CDC) should be followed. That advice was that the final version of the ANP should be approved by the Parish Council.

Councillor Gill stated that he could not accept the advice from Cherwell District Council because he felt that the ANP was a community owned document and the Parish Council should not change the document prior to final submission.

With regard to the terms of reference for the ANP, the Chairman reported that in the minutes of the Parish Council meeting held in May 2012, the Strategic Planning Working Group (SPWG) had been set up, and it included work on the ANP and it was a distinct Working Group with no powers delegated to it. In June 2012, Mike Dolamore reported on the first SPWG meeting and set down the four aims of the SPWG and the ANP had evolved from that.

Councillor Tony Gill felt that the ANP had been handed over to the community, however, the Chairman advised that it had never been handed over to the community by the Parish Council, because the Parish Council was the qualifying authority.

In Councillor Gill's opinion, the Parish Council was responsible for delivering the Adderbury Neighbourhood Plan, not approving it.

Resolved that the report be noted.

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- 145/14 OPEN FORUM** – Mr Wood circulated a document stating his views with regard to Section 106 money, Twyford Road noise issues and the state of the bridge over the M40. He also reported on what he believed to be developers' responsibilities.

Nick Fennell addressed the Parish Council about the ANP timetable and there was still time to put all issues on the table and debate them on 17 April 2015. Mr Fennell encouraged the Parish Council to adhere to the timetable which had been agreed, which would enable to ANP to be submitted on time.

Resolved that the report be noted.

- 146/14 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – District Councillor Nigel Randall requested that the Parish Councillors established some harmony to enable them to look at the important issues which affect the Parish.

Councillor Nigel Randall reported on the planning issues at CDC, which included taking on more responsibility for affordable housing in the Cherwell area and other community projects, such as the Red Lion in Bloxham.

The CDC Planning Committee had a difficult last meeting because Gladmans had submitted two planning applications for the same site in Hook Norton, even though permission had already been refused and the application was at appeal. The Inspectors decision was due today, but instead of waiting, Gladmans had submitted the two applications anyway and it was insulting to the Planning Committee because these were arbitrary applications for speculative developments. However, nothing legally could be done to stop this from happening as each application had to be judged on its individual merits. This was very frustrating and it was not unusual for Gladmans to obtain planning permission for a site and then to sell it on.

If the Parish Council could endorse the ANP within its current timetables, the next application from Gladman for the Banbury Road site, would not now be considered until May 2015. Therefore, the objections to the application would carry greater weight if the ANP was in place. This would be an advantage to Adderbury, however it still might not stop the development.

Nick Fennell also asked for an update on the Local Plan, and Councillor Randall advised that the results would be known in May 2015, after the general election.

Councillor Randall was thanked for his report.

There was no report from County Councillor Arash Fatemian.

RESOLVED that the report be noted.

147/14 PLANNING

- vi) Planning Applications – Prior to the meeting, the details of the planning applications which had been considered by the Parish Council, since the last meeting, had been circulated.

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15/00216/F - Cobb Cottage, 5 Mill Lane, Adderbury – With regard to this application, Councillor Colin Astley had spoken to the applicant and the comments from the Parish Council were an issue for her because her neighbours had made similar changes to their property.

Councillor Astley had advised her to contact Bob Duxbury at CDC and if the application was refused, she did have the right of appeal.

Councillor Nigel Randall reported that he had also spoken to her and to the Planning Officers at CDC and he had explained why it had been refused, which was due to impact on neighbours kitchen. She had been advised that she was unlikely to get approval of an application on this scale, but if it was less ambitious, it would possibly be approved.

Resolved that the report be noted.

Resolved that it be noted that no observations had been made by the Parish Council in respect of the following applications, and these be approved:

- | | |
|---------------|---|
| 15/00016/LB | Mr Ian Asbury
North Bank Cross Hill Road Adderbury
Replacement/renewal of existing second floor front/north facing roof light with Velux conservation roof light window |
| TPO No 2 2015 | The Maltings, 10 Adderbury Court, Adderbury
TPO on beech tree |
| 15/00079/F | Mr John Walker
Hoad Hill Farm Oxford Road Adderbury
Conversion of garage to annex accommodation to include first floor area |
| 15/00150/F | Mr and Mrs Andrew Blackwell
2 Twyford Gardens Twyford
Two storey extension to rear |

Resolved that, it be noted that, observations had been made by the Parish Council in respect of the following application, and these comments be approved:

- | | |
|-------------|---|
| 15/00062/LB | Mr Lawrence Miller
The Old School House High Street Adderbury
Revision to approved 14/01157/LB - Change material of the windows and doors to powder coated aluminum rather than painted timber. |
| 15/00216/F | Mrs M Grace
Cobb Cottage 5 Mill Lane Adderbury
Two storey rear extension |

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

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None

Resolved that, it be noted that, the Parish Council was considering the following planning applications:

- | | |
|-----------------------------|---|
| 15/00203/F
& 15/00204/LB | Mr Philip Malpass
Orchard Barns East End Adderbury
Remove existing UPVC conservatory and erect oak framed orangery |
| 15/00293/F | Heaven & Stubbs
Land Adjacent Fired Earth Twyford Mill Oxford Road
Adderbury
Retention of single storey prefabricated showroom |
| 15/00061/TCA | Mrs S Lea
The Bothy, Sir Georges Lane, Adderbury
T1 x 2 no Cypress - fell. T2 x 2 no Yew – Fell |
| 15/00077/TCA | Mrs Beasley
Oak Tree House, 17 Lake Walk, Adderbury
T1 x Holly remove 2 stems damaging fence |
| 15/00323/F | Mr Marcus Chandler
Stags Leap Sir Georges Lane Adderbury
Entrance porch. Single storey infill extension. Single storey rear extension |
| 15/00384/F | Mr and Mrs G Hovland
41 Rochester Way Twyford
1 No two bedroom bungalow on land adjacent No 41 Rochester Way |

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

Resolved that the report be noted.

- iii) Meeting with Rosconn Group – The meeting with the Roconn Group was held and the SPWG on 18 February 2015, to listen to their proposals for a development on Milton Road. This site was opposite Colgraves. The SPWG did not make any comments to the Group and members had just listened to the proposals.

The Chairman highlighted that the proposed development fell outside of the village boundary, however, they had still asked for a copy of the Parish Council's Section 106 wish list.

Councillor Tony Gill suggested that the Rosconn Group should be directed to the pre-submission ANP on the web site instead of providing the wish-list.

Resolved that:

- 1) the report be noted; and

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- 2) Rosconn be directed to the ANP on the web site. **Action TG**
- iv) Local Plan – Councillor Colin Astley reported that he had addressed the Local Plan Inquiry and highlighted the issue on the gap between Banbury, Bodicote and Adderbury which was being reduced. He had also highlighted to the Inspector, the categorisations of villages and the need to take a holistic view of the categorisations.

The Inspector had thought these issues would be included in Local Plan two and CDC's officers had confirmed that they would maintain the gap between Adderbury and Bodicote/Banbury. The Local Plan report would be published in May 2015 after the general election.

Resolved that the report be noted.

- v) 15/00317/OUT - Gladman Developments, Land to the West of Banbury Road, Twyford - Proposed residential development of up to 98 dwellings, land for potential GP outreach surgery / pharmacy / community use, landscaping, public open space, associated infrastructure and associated works.

Resolved that the Parish Council will object to application 15/00317/OUT.

148/14 FINANCE

- ix) Bank Reconciliations - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 31 March 2015 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.

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

Resolved that the following accounts be approved for payment:

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T Goss – Salary for March 2015	£807.09
Design Grow – Lakes Maintenance for Feb 2015	£50.00
T Goss – Expenses for March 2015	£20.25
HMRC – Quarterly payment	£137.29
DW Russell – Hedge Laying and Associated Works	£1501.53
Tax Assist – Payroll Services 2015/2016	£234.00
OALC – Annual Subscription	£510.60
ORCC – Annual Subscription	£65.00
Mr D Chandler – Install dog bin and repairs at the FMH	£240.00
Levett-Therivel – Review and editing of the sustainability appraisal scoping report for the ANP plan and technical summary	£1440.00
Centrestone – Works to the FMH	£150.00
Thames Water – Supply of water to the allotments	£9.92
Cherwell District Council – Emptying Dog Bins for winter period	£435.86
Banbury Print and Design – ANP Printing	£467.41

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

Arrow Accounting – Audit Fees for 2014/2015	£245.44
T Goss – Laptop and Software	£689.99
Banbury Memorials – Headstone repairs, reimbursed by the family	£222.00
A Watson – Removal of Tree at Adderbury Court	£75.00

Work to the Pathways at the Lakes – The Chairman asked the Parish Council if it would give the Lakes Management Committee the authority to appoint a contractor to complete the works to the pathways at The Lakes. Work needed to start around September/October. Agreed

Resolved that the Lakes Management Committee be given the authority to award the contract for the works to the pathways at the Lakes. **Action DB**

- iii) Members' Allowances Scheme 2015/2016 – Prior to the meeting, the report of Parish Independent Remuneration Panel had been circulated to the Parish Council.

Resolved that:

- a) the report be noted;
- b) no Chairman's or basic allowances will be paid during 2015/2016; and
- c) travel, subsistence, childcare and dependent carers' allowances be paid, in accordance with the scheme.

149/14 PARISH COUNCIL MATTERS

- vi) Adderbury Neighbourhood Plan (ANP)

(a) Matters/issues within the ANP which Councillors would like the Parish Council to consider for amendment.

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Councillor David Griffiths voiced his concern about the Football Club because there was very little mention of it in the ANP. Councillor Tony Gill reported that from the analysis on questionnaire, and there was very little interest from the village in football.

Councillor Griffiths also highlighted the land on Milton Road, (next to the Colgraves) had been gifted to the Parish and the intention for many years, had been that the land would be used for sports and recreation. The Colgraves were long standing members of the community and he felt that the land should be used for football, as they had requested.

The Chairman asked whether the Parish Council should actually be looking at all pieces of land which became available, as potential sites for sport facilities, not just the Lucy Plackett Playing Field, including the land on Milton Road.

The Parish Council could broaden its ideas out and look further afield than the Lucy Plackett Playing Field (LPPF) as that was a limited space. The LPPF and buildings need looking at, but other areas in the village had come forward, such as the land on Milton Road.

Therefore, the Parish Council could identify that land in the Plan as a site for potential sports facilities, should there be sufficient demand. However, Councillor Tony Gill did not think there was enough evidence to suggest it should be a sports facility.

Councillor David Griffiths proposed that the Parish Council should submit a comment on the pre-submission plan, stating that the land on Milton Road be used for sport, leisure and recreation.

The Chairman also felt that Adderbury Lakes was not emphasised enough in terms of support for the Management Committee and in the Lakes for future years. Funds should be earmarked for the future maintenance, management and continued use of the Lakes.

Councillor Patricia Leeman make reference to the suggestion that Walford & Round Opticians workshop should be turn into a tea shop. Councillor Gill advised that this suggestion was only part of the initial thinking process and it was not necessarily an idea which would be taken forward.

The Chairman asked whether listed buildings should be highlighted in the ANP. There were a number of listed buildings in the village and they were assets which should be protected.

Resolved that:

- 6) the report be noted;
- 7) Adderbury Lakes needs to be more predominant in the ANP as it is a Parish Council Asset; and

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- 8) a comment be submitted to the ANP team advising that the Parish Council would like the land on Milton Road to be used for sport, leisure and recreation.

The voting with regard to resolution 3 above, was as follows:

In favour: Councillors Diane Bratt, David Griffiths, Patricia Leeman and Martin Rye (4)
Against: (0)
Abstentions: Councillor Colin Astley, Tony Gill and Sue Jelfs (3).

- b) Update from the ANP Working Group on progress of the pre-submission consultation – The pre-submission six week consultation period started on 9 March 2015 and closed on 20 April 2015. There were ANP & SAR meetings on 17 April 2015 and six of those attending those meetings were Parish Councillors, plus members of the community.

Councillor Gill asked that the Councillors who felt that they would like something included or noticed any errors should advise him by 12 April 2015. No changes have been made as yet and when they were made, they would be shown in green as items to be included, and those in red would be struck out.

By the end of the week, Councillor Gill would be defining the process for managing the pre-submission process. On 22 April 2015, the intention was that all Councillors would receive a copy of the amended ANP and SAR and then they had a week to read it. On 28 April 2015, there would be a meeting of the Parish Council and at that point, the Parish Council would hopefully agree to deliver the Plan to CDC.

The Environment Agency had responded to the ANP, however, CDC and the County Council had not yet responded. Late receipt of their responses could delay the submission of the Plan to CDC.

Karen Moore, Consultant and Planning Inspector, would be receiving the document on 22 April 2015.

Resolved that the report be noted.

- vii) Parish Council Surgery – Councillor David Griffiths reported that two parishioners had attended the last surgery. Geoff Moore from St Mary's Road reported the following:
- St Mary's Road street sign was missing
 - New gateways obscured the view for drivers as they turned out of St Mary's Road
 - Requested that the gateways to be painted white rather than a wood colour
 - Requested more street lighting on junction with Berry Hill Road and St Mary's Road

ADDERBURY PARISH COUNCIL

- The new road, Adderbury Fields (on the new development), was where the footpath ended and should it link up with footpath on St Mary's Road.
- On Duchess Bridge, one of the plywood boards on the footway had lowered and needed to be repaired.

Mark Hewish had also attended the surgery and was still concerned about the speed of traffic on Horn Hill Road. The VAS had not slowed the traffic down. The Chairman advised that the Parish Council had previously been told that pinchpoints would not be appropriate and there was also a lack of funds for these. However, the PC needed to push for more traffic calming through the ANP as VAS clearly not having any impact.

The Parish Council also discussed reducing the speed limit on side roads in the village to 20 mph.

County Councillor Arash Fatemian reported that the County Council had introduced 20 mph zones a few years ago in Oxford. They were trialed but because the Police would not enforce them, the County Council decided not to pursue them any further. However the County Council had recently changed its policy was looking at implementing 20mph zones in Bodicote.

Resolved that:

- 3) the report be noted;
 - 4) footway repairs on Duchess Bridge be reported to the County Council;
Action TG
 - 5) the missing St Mary's Road street sign be reported to Cherwell District Council; **Action TG**
 - 6) the Clerk to chase up the County Council about the painting the gateways white; **Action TG**
 - 7) Councillor Nigel Randall be asked to follow up on the query with regard to the footpaths linking St Mary's Road to the new development; and **Action TG**
 - 8) the Clerk to contact the County Council about repairing the boards on Duchess Bridge; **Action TG**
- viii) Sustainable Communities Act 2007 – Prior to the meeting, the notes of a meeting with other Parish Councils in the area, which had been held on Monday 9 March 2015, had been circulated to the Parish Council.

The meeting had also included a representative from Local Works and most of the discussions had been around using the Act to submit a proposal to the DCLG with regard to local councils having a third party right of appeal.

Further updates would be provided as the matter progressed and this had been requested as an item for the agenda at the Parish Liaison Meeting in June 2015.

Resolved that the report be noted.

- ix) Grass Cutting – Councillor Sue Jelfs reported that all the grass had been cut and it had been completed to a high standard.

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Resolved that the report be noted;

- x) Thames Water – Prior to the meeting, the notes of a meeting the Chairman had attended with Thames Water, had been circulated to the Parish Council.

It was highlighted that pipes were only jetted when there was a problem, however, East End was regularly cleared because there were always problems in that area. The issues arose because the system was run by gravitation in old victorian pipes, and the pump station also takes sewage from a number of places such as Bodicote and Deddington.

At the moment, the pumping station was taking sewage from Longford Park however, this would cease as that development increased.

Thames Water had looked at every issue on the Parish Council's list and reported on each one individually. They also stated they would attend future Parish Council meetings, if necessary.

Resolved that:

- 1) the report be noted;
- 2) Thames Water be asked to attend a PC meeting annually. **Action TG**

150/14 VILLAGE MATTERS

- i) Adderbury Library – As Councillor Stuart Phipps was not present at the meeting, there was no update.

Resolved that the report be noted.

- ii) Play Area Inspections – Councillor David Griffiths reported that The Rise was fine.

There was no report for the Lucy Placket Playing Field.

Resolved that the report be noted.

- iii) Day of Dance – Councillor David Griffiths reported that the Day of Dance was being held on 25 April 2015. He had arranged the signs, the Clerk had arranged the road closure and the bins. The only cost to the Parish Council was for the road closure. There would be a Police presence but no security as it had not been needed in the previous two years.

Councillor Griffiths still needed to sort out transport of the signs, however, the Chairman offered to assist with this, if necessary. He also advised that volunteers were required to monitor the road closure and the Chairman and Councillor Martin Rye agreed to help with this.

The Clerk confirmed that she had written to businesses within the area of the road closure.

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Resolved that the report be noted.

- iv) FEOFFEES – Councillors Sue Jelfs and Patricia Leeman had recently attended two meetings. However, the items which had been discussed at the meetings were confidential.

Resolved that the report be noted.

151/14 CORRESPONDENCE – A copy of Countryside Voice was circulated to the Parish Council.

Resolved that the report be noted.

152/14 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 153/14, 154/14 & 155/14 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

153/14 FRIENDS MEETING HOUSE – The Chairman reported that following the last meeting, a letter had been sent to the Friends, but no response had yet been received.

Resolved that the report be noted.

154/14 MAINTENANCE AT THE LAKES – The Chairman reported that three quotes had now been received for the maintenance contract and Rascals had submitted the most competitive quote.

Resolved that the contract for maintenance at Adderbury Lakes be awarded to Rascal Horticultural. **Action TG**

155/14 CLERK AND RESPONSIBLE FINANCIAL OFFICER – The Parish Council discussed the Clerks' salary for 2015/2016.

Resolved that:

- 1) the Clerks' salary be increased by one incremental point from point 28 to point 29; and **Action TG**
- 2) the Clerk and the Chairman to undertake an annual review of the Clerks' performance. **Action DB**

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

THE LUCY JANE PLACKETT CHARITY

156/14 BENCH IN THE LUCY PLACKETT PLAYING FIELD – Councillor Martin Rye reported he had looked at benches for the Playing Field and circulated some photographs of three different types.

ADDERBURY PARISH COUNCIL

It was suggested that the bench could possibly be repaired and put back in place in the Playing Field.

Resolved that:

- 1) Councillor Tony Gill to forward to the Chairman, details of a contractor who could undertake the repairs; and **Action T Gill**
- 2) if repairs could not be undertaken, the moulded seat be purchased and the different colours options be circulated to the Parish Council, prior to the order being placed.
Action MR

157/14 WORK TO THE PLAYING FIELD – The Chairman reported that Adderbury Park Football had submitted to the Parish Council, the costs for re-seeding and re-spraying the football pitch and the surrounding edges.

The Parish Council was happy for the re-seeding and re-spraying to go ahead subject to a site meeting with the FC to agree on the extra areas outside of the pitch. The Parish Council would contribute to the additional costs for the areas around the football pitch; the Football Club would have to pay for the works to the pitch.

Councillors asked for the Football Club to be made aware of events in the LPPF outside of the football season and that contact be made with the Chairman and Councillor Sue Jelfs before any work was carried out.

The Football Club also asked for permission for a charity match to be held on either 27 or 28 June 2015.

Resolved that:

- 1) the re-spraying and re-seeding work to the field and surrounding edges be approved; **Action TG**
- 2) the Parish Council will contribute the additional costs for the work around the football pitch; **Action TG**
- 3) the Football Club be advised of other events in the LPPF prior to the works be carried out; and **Action TG**
- 4) the request for a charity football match on 27 or 28 June 2015, be approved.
Action TG

158/14 MEETING DATES - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 16 April 2015 (Annual Parish Meeting – Methodist Hall, Adderbury)
- 28 April 2015
- 19 May 2015
- 30 June 2015
- 21 July 2015
- No meeting in August 2015
- 15 September 2015
- 20 October 2015
- 24 November 2015
- No meeting in December 2015

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159/14 ITEMS FOR THE NEXT AGENDA

1. Ownership of the Pavilion at the Lucy Plackett Playing Field.

(The meeting closed at 10.00pm)

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 28 APRIL 2015 AT 7.30PM

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

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

APOLOGIES: County Councillor Arash Fatemian and Trish Fennell submitted their apologies.

The Chairman advised the Parish Council and members of the public that the meeting was being recorded.

160/14 DECLARATION OF INTERESTS - The following interests were declared:

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

The Chairman asked whether all members had now signed and submitted their Register of Interests forms to Kevin Lane, Monitoring Officer at Cherwell District Council.

Councillor Astley reported that he had not completed his form and had recently attended a meeting with the Monitoring Officer, Kevin Lane. He would be advising Councillors Sue Jelfs and Tony Gill in due course about the advice Mr Lane had issued to him during that meeting.

Following that meeting, Mr Lane had confirmed with the Clerk that all members of the Parish Council should complete the amended Register of Interests form, following the adoption of the Parish Council's new Code of Conduct. Mr Lane had also confirmed that he had given this advice to Councillor Astley during that meeting.

The Parish Council noted that Councillors Colin Astley, Tony Gill and Sue Jelfs were in breach of the Code of Conduct because as they had not completed and returned their Register of Interest Forms to the Monitoring Officer at Cherwell District Council and that this was a requirement following the approval of the Parish Council's new Code of Conduct.

Resolved that the interests and three breaches of the Code of Conduct be noted.

161/14 MINUTES - The minutes of the meeting held on 31 March 2015 were taken as read, duly adopted and signed by the Chairman, with the following amendments:

Minutes Number 142/14 – Councillor Colin Astley asked for the following to be included in the minutes:

‘Councillor Astley would be asking Kevin Lane if he could specify how the law had changed and then he would re-consider his decision to complete the register of Interest form.’

Minute Number 143/14 – Minutes – Councillor Tony Gill reported that there were a number of inaccuracies in the minutes of 12 March 2015 and he would like to email these changes to the Clerk.

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The Clerk advised that this was not procedurally correct and he should have advised the Parish Council of his amendments during the meeting on 31 March 2015 when the minutes of 12 March 2015 had been approved.

The Clerk also confirmed that the minutes of a previous meeting should be approved at the following meeting and not deferred to a future meeting. Councillor Gill did not proceed to report his amendments.

The Clerk reminded Councillors Astley and Gill that as they regularly raised issues with the minutes, she had asked all members with any issues with the minutes, to email these to her prior to the meeting. This was an attempt to ensure the Clerk had notice and details of possible requests for change to try and avoid unnecessary delays during the Parish Council meetings.

Minute Number 144/14 – Matters Arising - Councillor Tony Gill asked that the following be included in the minutes:

‘In his opinion, the Parish Council was responsible for delivering the Adderbury Neighbourhood Plan, not approving it’.

Minute 147/14 (vi) - 15/00317/OUT - Gladman Developments, Land to the West of Banbury Road, Twyford – Councillor Colin Astley asked that all of the grounds for objection to be removed as it had not been discussed in that level of detail at the meeting.

Minute Number 155/14 – Clerk and Responsible Financial Officer – Councillor Sue Jelfs asked that the following be included:

‘The Clerk and the Chairman to undertake an annual review of the Clerks’ performance.’

Resolved that the minutes of the meeting held on 31 March 2015 be approved with the amendments as listed above. **Action TG**

162/14 MATTERS ARISING FROM THE MINUTES OF 31 MARCH 2015 – There were no further matters arising from the minutes of the meeting held on 31 March 2015.

Resolved that the report be noted.

16314 OPEN FORUM – Roger Dickinson read out a letter from Martin Jacomb with regard to the ANP which encouraged the Parish Council to approve the Adderbury Neighbourhood Plan.

Roger Dickinson advised the Parish Council that there was a lot of support for the Plan in the village and there should not be any delays in submitting the Plan as this would play into the hands of the developers.

Andrew Barnes congratulated the Parish Council on the Adderbury Neighbourhood Plan (ANP) especially Councillor Tony Gill, who had chaired the Working Group. Mr Barnes highlighted that the Plan must be right when it was submitted to Cherwell District Council (CDC) and should be considered by an expert prior to submission.

Resolved that the report be noted.

ADDERBURY PARISH COUNCIL

164/14 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – District Councillor Nigel Randall reported that he was still following up on the footpath issue at Adderbury Fields. However, it was a matter which was being dealt with by Oxfordshire County Council (OCC) not District Council.

Councillor Randall reported that Bloor Homes had withdrawn their amended planning application for another three homes on the Aynho Road development.

Councillor Randall was aware that the ANP would be discussed later in the meeting but he highlighted that it was a high level document and the Parish Council should keep its discussions at a high level too. It was of vital use to the community and it needed to be considered carefully.

The Chairman thanked Councillor Randall for his report.

A report from County Councillor Arash Fatemain had been circulated to the Parish Council prior to the meeting.

RESOLVED that the report be noted.

165/14 PLANNING

vii) Planning Applications – Prior to the meeting, the details of the planning applications which had been considered by the Parish Council, since the last meeting, had been circulated.

Resolved that it be noted that no observations had been made by the Parish Council in respect of the following applications, and these be approved:

- | | |
|-----------------------------|---|
| 15/00293/F | Heaven & Stubbs
Land Adjacent Fired Earth Twyford Mill Oxford Road Adderbury
Retention of single storey prefabricated showroom |
| 15/00203/F
& 15/00204/LB | Mr Philip Malpass
Orchard Barns East End Adderbury
Remove existing UPVC conservatory and erect oak framed orangery |
| 15/00077/TCA | Mrs Beasley
Oak Tree House, 17 Lake Walk, Adderbury
T1 x Holly remove 2 stems damaging fence |
| 15/00323/F | Mr Marcus Chandler
Stags Leap Sir Georges Lane Adderbury
Entrance porch. Single storey infill extension. Single storey rear extension |
| 15/00384/F | Mr and Mrs G Hovland
41 Rochester Way Twyford
1 No two bedroom bungalow on land adjacent No 41 Rochester Way |

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15/00087/TCA Dr R.J. McLean
Autumn Bank, 14 Round Close Road, Adderbury
T1 x Conifer – Fell

15/00416/LB Mr & Mrs James & Louise Young
St Mary's House Horn Hill Road Adderbury
New railings to wall facing Hornhill Road and new stone garden wall to rear

Resolved that, it be noted that, observations had been made by the Parish Council in respect of the following application, and these comments be approved:
None

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

15/00061/TCA Mrs S Lea
The Bothy, Sir Georges Lane, Adderbury
T1 x 2 no Cypress - fell. T2 x 2 no Yew – Fell

15/00317/OUT Gladman Developments
Land to the West of Banbury Road Twyford
Proposed residential development of up to 98 dwellings, land for potential GP outreach surgery / pharmacy / community use, landscaping, public open space, associated infrastructure and associated works

Resolved that, it be noted that, the Parish Council was considering the following planning applications:

15/00508/F & Mr Steven Satchwell
15/00512/LB Hill House Oxford Road Adderbury
Replacement roof to Orangery

15/00526/F Mr & Mrs C Deplace
5 Green Farm Adderbury
Part single storey and part two storey rear extension

15/00104/TCA Mr T Evans
South Bank Horn Hill Road Adderbury
T1 x yew - fell T2 x Thuja - Fell T3 x Holly – Fell

15/00542/F Mrs Amanda Cox
The Gables Berry Hill Road Adderbury
Retrospective - Erection of lighting to horse exercise area

15/00530/F Fleet Farm Barn Development Ltd
Fleet Farm Barns Aynho Road Adderbury
Variation of Condition 21 of 12/01359/F - garage/garden room building on site to be demolished and debris/materials removed from site before occupation of any of the dwellings

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(The Chairman declared an interest in this item under the Code of Conduct and had taken no part in the emailed discussions on this application)

15/00546/F & Mr Jacob Potts
15/00547/LB Ivy House Church Lane Adderbury
Demolition of existing lean-to structure, erection of single storey extension and alterations to existing kitchen (revised scheme of 14/00123/F) - Alter roof of link between existing building and extension. Alter section of external wall to extension from glass panel to solid wall

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

Resolved that the report be noted.

- iii) 14/01743/F, Barton Willmore (Bloor Homes), OS Parcel 8300 East of Deene Close, Aynho Road Adderbury Oxfordshire – The Parish Council considered an application for the re-plan of approved 60 unit scheme (application 13/01768/F) to provide an additional 4 dwellings (64 in total) with highways, public open space, landscaping and infrastructure.

It had been reported earlier in the meeting by District Councillor Nigel Randall that this application had been withdrawn.

Therefore, the Clerk would confirm this with the Planning Officers, however members felt that it would still be worthwhile confirming the Parish Council's position on this application.

Resolved that the Parish Council objects to the amended to application 14/01743/F on the same grounds which were stated in the objection to the previous application. **Action TG**

166/14 FINANCE

- x) Bank Reconciliations - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 28 April 2015 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.

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

Resolved that the following accounts be approved for payment:

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T Goss – Salary for April 2015	£824.52
T Goss – Expenses for April 2015	£28.80
T Goss – Petty Cash	
S. Cochrane – Clearing gutters at LPAC	£45.00
Thomas Fox Landscaping – Grass cutting in March	£576.00
Design Grow – Lakes Maintenance and clearing brambles at the Ice House	£110.00
Rascal Horticultural Services – Works at Cemetery and Allotments	£477.16
Green Scythe Ltd – Grass Cutting at the LPPF	186.60
Thomas Fox Landscaping – Grass Cutting in April	£576.00
Rascal Horticultural Services – Works at Cemetery and Allotments	£200.00

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

Glasdon UK – Dog Bin	£218.19
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iii) Accounts 2014/2015

a) Annual Return for the year ended 31 March 2015

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 2015

The Parish Council considered the Receipts & Payments Account as at 31 March 2015.

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

iv) Internal Audit Report 2014/2015 - Prior to the meeting, the Internal Auditor's report had been circulated to the Parish Council. There were two recommendations relating to the signing of cheque stubbs and completing an annual review on the effectiveness of internal audit. There was also a comment relating to the level of reserves which the Parish Council had retained.

The Chairman reported that it was hoped that some of the funds in the bank account would be used for purchasing equipment for the play areas, as well as outdoor adult gym equipment, similar to that which had been installed in Bodicote.

Resolved that the report and the recommendations be noted.

167/14 PARISH COUNCIL MATTERS

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- xi) Adderbury Neighbourhood Plan (ANP) – Councillors Tony Gill and Colin Astley updated the Parish Council on the ANP. They gave information on the timescales and process being followed, details on the work which had been undertaken by the SAR and ANP groups and the responses from the consultees.

There was also a discussion about the work of Karen Moore and the costs for the additional services she would provide.

The Chairman expressed her concern that the Plan was now being rushed to enable it to be submitted to Cherwell District Council prior to the consideration of the Gladman application for 98 dwellings on Banbury Road. However Councillors Gill and Astley felt that this was not the case.

A meeting would be held on Friday 8 May 2015 with Cherwell District Council to discuss the ANP.

Resolved that:

- 9) the report be noted;
 - 10) additional funding for Karen Moore at £750 for an extra day and a half, be approved;
 - 11) Councillor David Griffiths to attend the meeting with Cherwell District Council on Friday 8 May 2015;
 - 12) an extraordinary meeting be held on Thursday 14 May 2015 at 7.30pm to consider the revised ANP and SAR for delivery to Cherwell District Council (CDC) on Monday 18 May 2015, providing there is no significant change to the intent or principle of the documents; and
 - 13) Councillor Tony Gill to make all councilors aware when the amended versions of the Plan are available to view and changes would be colour coded.
- xii) Parish Council Surgery – Councillors Patricia Leeman and Tony Gill had attended the last Parish Council surgery. Two issues which had been brought up with them by residents, and they were the state of the Manor Road footpath and the ivy on the side of the Pump House Garage which was partially blocking the footpath.

Both issues had been forwarded by the Clerk to the County Council and their Highways officers had reported back to the Parish Council. They were asking for further clarification on the Manor Road footpath and they felt that the ivy on the Pump Hose Garage was not currently an issue, but it would be monitored.

Resolved that:

- 9) the report be noted;
- 10) the residents be advised of the action taken by the Parish Council. **Action TG**

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- xiii) Parish Council Web Site – Councillor Stuart Phipps reported that he felt that the Parish Council web site needed to be refreshed. The menus were looking crowded and it needed to be updated, however, it would still be on the same platform.

The Parish Council also discussed what type of links should be on the web site. It was agreed that this would be discussed further at the next meeting.

Resolved that:

- 1) the report be noted;
- 2) Councillor Stuart Phipps to work with the Clerk on refreshing the Parish Council web site; and **Action SP/TG**
- 3) this item be discussed again at the next meeting. **Action TG**

168/14 VILLAGE MATTERS

- v) Adderbury Library – Councillor Stuart Phipps reported that the Library now had wifi available and FOCAL was planning a barn dance. The date was yet to be announced but it would be soon. Currently, coffee mornings were held on Tuesdays and Fridays.

Resolved that the report be noted.

- vi) Play Area Inspections – Councillor David Griffiths reported that The Rise was fine. Councillor Ann Lyons reported that the Lucy Placket Playing Field was fine.

Resolved that the report be noted.

- vii) Day of Dance – Councillor David Griffiths reported that the Day of Dance had been held on 25 April 2015. The Chairman thanked David for all his work on the arrangements and everyone else who had helped.

Councillor Griffiths felt that attendance had decreased from last year, but the Police did not report any problems and there would again be no need for additional security next year.

Resolved that the report be noted.

- viii) Flood Plan – Councillor Stuart Phipps reported that he was revising the Plan and now Adderbury Store was open again, he would be asking the owner if he would be willing to be named in the Plan.

Resolved that the report be noted.

- ix) Grass Cutting – Councillor Sue Jelfs asked that all Councillors to monitor the grass cutting across the village. She felt that Green Scythe did not understand that the grass needed to be cut fortnightly at the Lucy Placket Playing Field and it was getting long again.

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The Clerk had already advised Thomas Fox that they had missed areas on Aynho Road and would also now report the missed areas on Berry Hill Road.

The Parish Council also asked for County Councillor Arash Fatemian be for progress with the tidying up of Duchess Bridge.

Resolved that:

- 1) the report be noted; and
 - 2) Green Scythe be contacted about their schedule for cutting. **Action TG**
- x) Traffic Light Sequence Aynho Road/Oxford Road by Christopher Rawlins Primary School – A resident had contacted the Parish Council with regard to the traffic light sequence and the correspondence had been circulated to the Parish Council.

The Councillors were also aware of this issue and felt it should be forwarded to the County Council Highways, as this was their area of responsibility.

Resolved that:

- 1) the report be noted; and
- 2) the issue be reported to the County Council to action. **Action TG**

169/14 CORRESPONDENCE – The item of correspondence which had been circulated to the Parish Council from Martin Jacomb with regard to the Adderbury Neighbourhood Plan had been dealt with earlier in the meeting.

A letter from Val Scarff had been circulated to the Parish Council with regard to the extra-ordinary meeting held on 12 March 2015 and the behavior and attitude of two Parish Councillors towards the Chairman at that meeting.

Resolved that:

- 1) the report be noted;
- 2) Martin Jacomb be thanked for his letter and he be advised that it had been reported to the Parish Council; and **Action TG**
- 3) Val Scarff be thanked for her letter and she be advised that it had been reported to the Parish Council. **Action TG**

170/14 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 171/14 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

171/14 FRIENDS MEETING HOUSE – The Chairman reported that following the last meeting, a letter had been sent to the Friends, but no response had yet been received.

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The Chairman reported that the owner of field next door to the cemetery and would clearing the vegetation and the blockages in their ditches.

The Clerk had also contacted Edd Frost, J&M Humphris and the grave digger used by the Funeral Directors, Alan Cleaver, with regard to the cemetery and they had all confirmed that there was an issue with water in the cemetery and it sometimes affected the burial services.

Councillor Colin Astley advised that he had some guidance from the Environment Agency with regard to burials and he would forward this to the Clerk.

Resolved that:

- 1) the report be noted;
- 2) Councillor Astley to forward the Environment Agency guidance to the Clerk; and
Action CA
- 3) the cemetery be discussed at the next meeting. **Action TG**

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

THE LUCY JANE PLACKETT CHARITY

172/14 OWNERSHIP OF THE PAVILION – The Parish Council was reminded about the legal advice from the National Association of Local Councils (NALC) with regard to the ownership of the Pavilion in the Lucy Plackett Playing Field.

It had confirmed that responsibility for the maintenance of the building lay with the tenant, which was Adderbury Park Football Club. However, at the end of the lease arrangements, the Parish Council would be able to demolish the building, if it wished to do so.

Resolved that the report be noted.

173/14 MINI FOOTBALL MATCH AND BBQ – The Parish Council had received a request from Deddington Under 13's to use the playing field on Thursday 14 May 2015 for a mini football match and a bbq.

Resolved that approval be given, subject to no clashes with Adderbury Park Football Club and the re-seeding of the field. **Action MR/TG**

174/14 SCATTERING OF ASHES – The Parish Council had received a request for permission to scatter the ashes of two former residents, who had lived in Dog Close. The Parish Council agreed to give permission for this, but as the Lucy Plackett Playing Field was a public place, the scattering should be held either in early morning or in the evening when there would not be as many members of the public using the field.

The Clerk was also asked to confirm the exact location to ensure it was being held on land owned by the Charity, otherwise permission would be needed from the appropriate land owner.

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Resolved that approval be given for the scattering of the ashes, subject to confirmation of the exact location of the scattering. **Action TG**

175/14 PLANE CRASH - The Parish Council considered a request for permission for a metal detector to be used to locate items from a plane crash which occurred on the Playing Field many years ago.

Resolved that approval be given for work on the detection of debris from the plane crash, however, there must not be any digging on the site without permission from the Parish Council. **Action TG/CA**

176/14 MEETING DATES - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 19 May 2015
- 23 June 2015
- 21 July 2015
- No meeting in August 2015
- 15 September 2015
- 20 October 2015
- 24 November 2015
- No meeting in December 2015

174/14 ITEMS FOR THE NEXT AGENDA

- Cemetery
- Adderbury Stores sale of flowers
- Brown tourist signs for village pubs and shops
- Parish Council web site
- Friends Meeting House
- Code of Conduct and Register of Interests Forms

(The meeting closed at 9.40pm)