

ADDERBURY PARISH COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON FRIDAY 19 MAY 2017 AT 7.30PM

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

ALSO IN ATTENDANCE: Geoff Hall (Clerk and Responsible Financial Officer and providing cover for Theresa Goss) and seven members of the public.

APOLOGIES: Parish Councillor Steven Cox submitted his apologies because he was away and these were accepted and the absence authorised. Apologies were also accepted from Theresa Goss, the APC Clerk.

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

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

The Chairman welcomed members of the public to the meeting.

175/16 DECLARATIONS OF INTEREST

Councillor Colin Astley declared an interest in Minute number 176/16 & 178/16 because he had been in contact two or three times with Mr Nigel Davies, who had made the application for the Judicial Review.

Councillor Colin Astley left the meeting at this point and did not return.

176/16 JUDICIAL REVIEW - LAND NORTH OF MILTON ROAD, ADDERBURY, BANBURY HM LAND REGISTRATION NO. ON314336

Resolved that:

- i) it be noted that, Mr Nigel Davies (the Claimant) has submitted an application for Judicial Review in relation to the land North of Milton Road, Adderbury, Banbury HM Land Registration No. ON314336; Proposed by Chairman; seconded Councillor Shallis; In favour 9; Councillor Gill abstained.
- ii) it be noted that, Mr Nigel Davies' (the Claimant) application for urgent consideration of the application (within 7 days) has been refused because the court feels it necessary to have the Parish Council's (the Defendant) response before the case can be justly determined; Proposed by Chairman; seconded Councillor Griffiths; In favour 9; Councillor Gill abstained
- iii) it be noted that, the application for Judicial Review submitted by Mr Nigel Davies (the Claimant) was submitted on 8 May 2017 to the High Court of Justice, Queen's Bench Division, Administrative Court and the sealed copy and supporting papers were submitted to Councillor Chris Shallis on behalf of the Parish Council, on Thursday 11 May 2017 – Councillor Shallis confirmed that he had received the sealed copy and supporting papers; Proposed by Chairman; seconded by Councillor Shallis; In favour 5 – Chairman, Councillors Griffiths, Lyons, Shallis and Mitchell; Against 3 – Councillors Asbury, Jelfs and Clark; Abstained 2 – Councillors Rye and Gill.
- iv) it be noted that, the Parish Council has 21 days from 8 May 2017 to respond to the claim, by submitting an Acknowledgment of Service with summary grounds; the deadline being 29 May 2017. Proposed by Chairman; seconded Councillor Shallis – In favour 6, Against Nil; Abstentions 4

It was agreed that, as Councillors felt that most of the remaining items needed more detailed discussion and the person bringing the JR claim against the APC was in the audience the Council would move to the private section at this point.

177/16 EXCLUSION OF THE PUBLIC AND PRESS

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 178/16 on the grounds that it could involve the likely

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disclosure of private and confidential information which was not in the public domain. Proposed by Chairman; seconded Councillor Shallis; In favour 9; Abstained – Councillor Gill.

178/16 JUDICIAL REVIEW - LAND NORTH OF MILTON ROAD, ADDERBURY, BANBURY HM LAND REGISTRATION NO. ON314336

The Chairman handed out to all Councillors individually and the Clerk, a copy of a letter from Spratt Endicott, Solicitors, 'Potential Application for a Judicial Review by Nigel Davies', dated 18th May 2017 and supporting papers. All Councillors studied the letter to enable debate at meeting to move forward.

Resolved that:

- v) the Parish Council contests the claim for a Judicial Review submitted to High Court of Justice, Queen's Bench Division, Administrative Court by Mr Nigel Davies, in relation to Land North of Milton Road, Adderbury, Banbury (HM Land Registration No. ON314336) and submits an Acknowledgment of Service with summary grounds before 29 May 2017; Proposed by Chairman; seconded Councillor Shallis; in favour 6 – Chairman, Shallis, Griffiths, Mitchell, Lyons and Rye; Against 4 – Councillors Asbury, Clarke, Gill and Jelfs.
- vi) the services of Spratt Endicott be engaged to contest the Judicial Review and all matters relating to it, up to costs of £3500 (an agreed set amount), be approved; If necessary, any costs in excess of (the set amount) £3500 are to be approved by full Parish Council before proceeding further. Proposed Chairman; seconded Councillor Griffiths; In favour 6 – Chairman, Councillors Griffiths, Mitchell, Lyons, Rye and Shallis; Against 4 – Councillors Asbury, Clarke, Gill and Jelfs
- vii) authority be delegated to the Proper Officer of the Council, in consultation with the Chairman to make any decisions relating to this matter which in her opinion, are urgent and immediate action is required; Proposed by Chairman; seconded Councillor Mitchell; in favour 6 - Chairman, Councillors Mitchell, Griffiths, Shallis, Lyons and Rye; Against – Councillor Gill; Abstentions – Councillors Asbury, Clarke and Jelfs.
- viii) the reasons for contesting the claim, as stated in the draft Acknowledgment of Service with summary grounds, be approved; Proposed by Chairman; seconded Councillor Griffiths; in favour 6 – Chairman, Councillors Griffiths, Mitchell, Shallis, Lyons and Rye; Against 4 – Councillors Asbury, Gill, Clarke and Jelfs

The Chairman asked for the Public to be invited back into the meeting and they returned at this point.

- ix) authority be delegated to the Proper Officer of the Council, in consultation with the Chairman to finalise the Acknowledgment of Service with summary grounds in liaison with the appointed solicitor and submit it before 29 May 2017. Proposed by Chairman; seconded Councillor Griffiths; in favour 6 – Chairman, Councillors Griffiths, Mitchell, Shallis, Lyons and Rye; Against 4 – Councillors Asbury, Gill, Clarke and Jelfs.

For the benefit of the public the Chairman then advised that in summary the decision of the Parish Council is to contest the Judicial Review and allocate some funds to this objective.

(Meeting closed 9.32pm)

Chairman – 30 May 2017

ADDERBURY PARISH COUNCIL
MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET,
ADDERBURY ON TUESDAY 30 MAY 2017 AT 7.30PM

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

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

APOLOGIES: Parish Councillor Ann Lyons submitted her apologies because she was on holiday and these were accepted and the absence authorised. District Councillors Christine Heath and Mike Bishop also submitted their apologies.

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

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

The Chairman welcomed members of the public to the meeting.

1/17 APPOINTMENT OF CHAIRMAN FOR 2017/2018 – The Chairman asked for nominations of the position of Chairman for 2017/2018.

Councillor Keith Mitchell nominated Councillor Diane Bratt as Chairman for the Parish Council. This proposal was seconded by Councillor David Griffiths.

Councillor Colin Astley read out a statement and was willing to stand as Chairman for 2017/2018. Councillor Tony Gill proposed Councillor Colin Astley as Chairman for 2017/2018 and this was seconded by Councillor Penny Clarke

Those in favour of Councillor Colin Astley – Five (5)

Those in favour of Councillor Diane Bratt – Five (5)

The Chairman used her casting vote to appoint herself as Chairman under Section 5 of the Standing orders.

Resolved that Councillor Diane Bratt be appointed as Chairman for 2017/2018.

Councillor Asbury arrived after the appointment of the Chairman, but before the appointment of the Vice-Chairman.

2/17 APPOINTMENT OF VICE-CHAIRMAN FOR 2017/2018 – The Chairman asked for nominations of the position of Vice-Chairman for 2017/2018.

Resolved that Councillor David Griffiths be appointed as Vice-Chairman for 2017/2018.

Proposed by Councillor Keith Mitchell

Seconded by Councillor Chris Shallis

3/17 DECLARATIONS OF INTEREST: All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

4/17 MINUTES - The minutes of the meeting held on 25 April 2017 and 19 May 2017 were taken as read, duly adopted and signed by the Chairman, with the following amendment:

Minute Number 163/16 Matters Arising – Councillor Colin Astley asked for the response from the Parish Council to 17/00269/CLUE Pine Trees Berry Hill Road Adderbury, to be circulated to the Parish Council. The Chairman reminded the Councillors that Cherwell District Council had advised the Parish Council that the response was confidential. **Action TG**

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Councillor Colin Astley asked for this minute to include the following sentence at the end of the paragraph 'but could be shared with the rest of the Parish Council'.

Resolved that the minutes of the meeting held on 25 April 2017 be approved, with the above amendment.

Proposed by Councillor Keith Mitchell
Seconded by Councillor Steven Cox

Resolved that the minutes of the meeting held on 19 May 2017 be approved.

Proposed by Councillor Keith Mitchell
Seconded by Councillor David Griffiths

5/17 MATTERS ARISING FROM THE MINUTES OF 25 APRIL 2017 AND – There were no matters arising.

6/17 OPEN FORUM – Three members of the public addressed the Parish Council.

Mr S Betts reported on the recent Parish Poll. He thanked voters and expressed his delight at the high turnout. He also made reference to the 'yes' and 'no' campaign supporters and comments were made about the behaviour of those on both sides.

Andy Green also reported on the Parish Poll and as a result of the 'yes' vote, it could no longer be said that there was no support in the village for sports provision. A group of villagers who did not previously know each other, would be staying together to support the project on the Milton Road land and had completed work to move the project forward.

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

The Chairman thanked the members of the public for addressing the Parish Council.

7/17 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There were no report from the District Councillors. County Councillor Arash Fatemian had circulated by email to the Parish Council prior to the meeting.

Resolved that the report be noted.

8/17 PLAY EQUIPMENT PROJECT – Councillor Sue Jelfs gave an update on the progress with the play equipment project.

Resolved that those items included in the plan produced by Proludic will form the basis of quotes from other companies. **Action SJ**

Proposed by Councillor Martin Rye
Seconded by Councillor Colin Astley

9/17 PLANNING

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

Resolved that, it be noted and approved that, no observations had been made by the Parish Council in respect of the following planning applications/works to trees:

17/00716/F	Mr Raj Deb Feet Farm Barns Aynho Road Adderbury RETROSPECTIVE - Variation of condition 2 of 12/01359/F - To allow for the new position of the flues
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17/00133/TCA	Adderbury Parish Council
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Adderbury Lakes Adderbury

T1-T4 - Sycamore - Fell T5 - Sycamore - Pollard to 5 ft T6 - Prunus – Fell

- 17/00135/TCA Mrs Rebecca Nelson
10 Sydenham Close Adderbury
T1-Ash-Fell
- 17/00639/TPO Mrs Shelagh Van Zwanenberg
The Ridings 1 Lambourne Way Adderbury Banbury
T2-Holly- Reduction in height by up to 1.5 metres. (BLUE) - Subject to TPO
8/2004
- 17/00129/TCA Mr Tim Harrington
3 Lambourne House Lambourne Way Adderbury
T1 - Yew - Crown reduction by up to 2 metres. (Red), T2 - Sycamore - Target
prune 4-6 scaffold limbs overhanging garden by 4 metres back to stem.
(Yellow) (Tree in neighbouring garden to the east), T3 - Holly - Fell. (Green)
(Tree in neighbours garden to the east)
- 17/00140/TCA Mr Wardley
The Mount High Street Adderbury
T1 x Holly - Reduce height by 2.5m and trim sides
- 17/00834/LB Mr Raj Deb
Fleet Farm Barns Aynho Road Adderbury
Altered flue positions for woodburners from previous approved positions as
application 12/01360/LB

Resolved that, it be noted and approved that, observations had been made by the Parish Council in respect of the following planning applications/works to trees:
None

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

- 17/00588/F Mr M Gough
Land West Of Horn Hill Road Adderbury
Residential development of a single dwelling with associated landscaping and
additional community land associated with the Friends Meeting House
- 17/00316/F CALA Management Ltd
Land South of Blackwood Place and Molyneux Drive and North West Of
Cotefield Farm Oxford Road Bodicote
Application for engineering operations to include the creation of pond through
associated bunding to serve consented residential development (ref.
11/00617/OUT, 12/01802/REM)
Councillor Diane Bratt had declared an interest on this item and left the room.
Councillor David Griffiths took the Chair for this item only.
- 17/00485/F Mr Tim Catling
St Georges Catholic Church Round Close Road Adderbury
Demolition of existing chapel and erection of 2 dwellings
- 17/00794/F Headteacher & Governors
Christopher Rawlins Church of England Voluntary Aided Primary School
Aynho Road Adderbury
Removal of condition 4 (layby details) of 16/00601/F - Condition 4 relates to
the previously proposed alterations to the existing layby in front of the school.
These alterations to the layby are no longer necessary, and have been
removed from the proposed scheme.

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17/00766/F Banks Design Architects
Land adjacent to Orchard House Sir Georges Lane Adderbury
Erection of one detached dwelling with access

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

- 17/00777/REM Patron Adderbury Retirement Living S.A.R.L
Gracewell of Adderbury Gardner Way Adderbury
Reserved Matters to 13/01672/HYBRID - Layout, scale, appearance, access and landscaping of the site
- 17/00170/DISC Mr & Mrs Jacob and Harriet Potts
Ivy House Church Lane Adderbury
Discharge of Conditions 3 (roof sample) 4 (brick sample) 5 (professional record) 6 (design details) 7 (door details) 8 (plan) of 16/01860/LB
- 17/00164/DISC Mr & Mrs Jacob and Harriet Potts
Ivy House Church Lane Adderbury
Discharge of Conditions 3 (roof sample) 4 (brick sample) 5 (design details) 6 (fixings) and 9 (scheme of location for nesting provisions) of 16/01859/F
- 17/01058/F Mrs A O'Hanlon
Studley Twyford Grove Twyford
Single storey rear extension, re-render of entire dwelling, replacement of first floor flat roof with a pitched roof & removal of existing outbuilding.

Proposed by Councillor David Griffiths
Seconded by Councillor Chris Shallis

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

Resolved that the report be noted.

Proposed by Councillor David Griffiths
Seconded by Councillor Chris Shallis

- iii) 17/00813/F - Nicholas King Homes, Land North of Milton Road Adderbury – The Parish Council considered an application for the erection of five private market sale dwellings on land previously allocated for possible community use.

Resolved that planning application 17/00813/F be supported and the Parish Council requests that all the houses are built in stone with slate roofs, which is in-keeping with the Conservation Area because it is adjacent to it. The Parish Council also requests that there is a footpath access into the adjacent community site to the west.

The Parish Council requests that the funds which are generated from the application, will be allocated towards the funding of the proposed Parish Council's community and leisure facilities in accordance with the emerging Adderbury Neighbourhood Plan Policy AD18 (now at Submission stage).

The Parish Council also requests that any Section 106 agreement should include the provision of services to the Parish Council's community land which adjoins this site to the west, as agreed previously with the developer. **Action TG**

Proposed by Councillor Diane Bratt
Seconded by Councillor Keith Mitchell

- iv) 17/00802/F - Hamberley Development Ltd – The Parish Council considered an application for land to rear of Gracewell Care Home, Gardner Way, Adderbury for the construction of a 36 bedroom specialist nursing facility (associated with dementia care and neurological rehabilitation) (Use Class C2) with associated access, parking, landscaping and tree planting.

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Resolved that planning application 17/00802/F be supported and the Parish Council is pleased that the applicant has proposed planting to help screening from the countryside and public view from PRoWs to the west, as well as low level lighting. The Parish Council supports the comments of the CDC landscape officer on the current planting and actions which need to be taken to protect and improve on this planting.

The Parish Council is also pleased with the design of the building but requests that if there are any extra features such as verandas which can be seen from public viewpoints to the west and north, that these are to be painted black (or similar dark colour) or left as natural wood, because the colour white, is too bright and not in-keeping with the area, and will be a distraction from the public view (as those on the existing new building currently do). **Action TG**

Proposed by Councillor Ian Asbury
Seconded by Councillor Martin Rye

10/17 FINANCE

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

Resolved that the following accounts be approved for payment:

Payee	Amount
T Goss – May 2017 salary	£981.41
T Goss – Expenses for May 2017	£80.14
OCC Pension Fund – Clerks pension for May 2017	£314.87
Green Scythe Ltd – Grass Cutting at the LPPF for April 2017	£415.20
Thomas Fox Landscaping and Maintenance – Grass Cutting for April 2017	£750.00
Thomas Fox Landscaping and Maintenance – Grass Cutting for May 2017	£750.00
S Cochrane – Cleaning bus shelters	£120.00
Design Grow – Lakes Maintenance for April	£60.00
Arrow Accounting – Internal Audit for 2016/2017	£256.76
Mrs R Bailey – Expenses for Lakes Working Parties	£50.10
Rascal Horticultural Services – Works at the Allotments and Cemetery	£220.00
Society for Local Council Clerks (SLCC) – Annual subscription	£177.00
T Goss – Petty cash top-up	£50.00
Mr D Chandler – Repair noticeboard outside Parish Institute	£70.00

Proposed by Councillor Steven Cox
Seconded by Councillor Keith Mitchell

- ii) Bank Reconciliations and Breakdown of Parish Council Funds - Prior to the meeting, the Clerk had circulated the bank reconciliation and breakdown of Parish Council funds as at 30 May 2017 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

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

Proposed by Councillor Keith Mitchell
Seconded by Councillor Chris Shallis

- iii) Accounts 2016/2017

- a) Annual Return for the year ended 31 March 2017

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**

Proposed by Councillor David Griffiths
Seconded by Councillor Chris Shallis

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- b) End of Year Accounts as at 31 March 2017

The Parish Council considered the Receipts & Payments Account as at 31 March 2017.

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

Proposed by Councillor Keith Mitchell
Seconded by Councillor Colin Astley

- iv) Internal Audit 2016/2017 - Prior to the meeting, the Clerk had circulated to the Parish Council, the Internal Audit report, the Statement of Internal Controls and the review the Effectiveness of the Internal Audit.

There was one remark by the internal auditor relating to the financial regulations and that they should be reviewed and approved in every financial year and they had not been during 2016/2017.

Resolved that:

- 1) the Internal Audit report for 2016/2017 be noted;
- 2) the Statement of Internal Controls be approved; and
- 3) the review of the Effectiveness of the Internal Audit be approved.

Proposed by Councillor Keith Mitchell
Seconded by Councillor Steven Cox

11/17 PARISH COUNCIL MATTERS

- i) Working Groups Memberships/Outside Bodies – Prior to the meeting, the list of memberships and outside bodies had been circulated to the Parish Council.

Resolved that:

- 1) the Committee Memberships/Outside Bodies for 2017/2018 be approved, as detailed in Appendix A to the minutes; **Action TG**
- 2) the terms of reference for the Leisure Facilities Working Group be submitted to the next meeting of the Parish Council; and
- 3) authority be delegated to Councillors David Griffiths and Martin Rye to contact the tenants at the Walled Garden Allotments to discuss re-establishing the Allotment Working Group. **Action MR/DG**

- ii) Staffing Committee – Prior to the meeting, the minutes of the Staffing Committee held on 16 May 2017 had been circulated to the Parish Council.

Resolved that:

- 1) the minutes be noted; **Action TG**
- 2) the Dispute Resolution Process be adopted;
- 3) the Dispute Resolution Process be forwarded to Hoey Ainscough to be considered as part of their governance review; **Action TG**
- 4) the Persistent Complainants Process be agreed in principle and an adapted version be submitted to the next meeting of the Staffing Committee for consideration; and
- 5) the Persistent Complainants Process be forwarded to Hoey Ainscough to be considered as part of their governance review. **Action TG**

Proposed by Councillor David Griffiths
Seconded by Councillor Keith Mitchell

- iii) Parish Council Surgeries – Councillor Keith Mitchell reported that two people had attended to talk about the Parish Council land on Milton Road.

Resolved that the report be noted.

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

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- The Rise; Councillor David Griffiths reported that there had been a report that the safety surfacing had broken in one of the corners and this was currently being investigated. Photographs would be sent to John Hicks who carried out the play area inspections;
- Lucy Plackett Play Area; Councillor Ann Lyons was not present to provide a report on the Lucy Plackett play area, however Mr D Chandler would be asked to look at the broken slat on the gate near Dog Close; **Action TG**
- Adderbury Lakes; The Chairman reported that there were no issues at Adderbury Lakes.

Resolved that the reports be noted.

12/17 VILLAGE MATTERS

- i) Filming in the Village – The Parish Council considered a request from the Adderbury Cine Club to film at the Walled Garden Allotments and at the Lucy Plackett Playing Field

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

- ii) Adderbury Court Amenity Area – The Parish Council considered a request from a resident from Adderbury Court for the amenity area to be designated as an alcohol free zone.

Resolved that this item be deferred to the next meeting of the Parish Council when further information has been obtained from Cherwell District Council. **Action TG**

13/17 **CORRESPONDENCE** – The Clerk circulated the CPRE Countryside Voice to the Parish Council.

14/17 EXCLUSION OF THE PUBLIC AND PRESS

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 15/17, 16/17 and 17/17 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

Proposed by Councillor Diane Bratt
Seconded by Councillor Keith Mitchell

15/17 **PLAY EQUIPMENT PROJECT** – Councillor Sue Jelfs and the Chairman gave an update on the progress of the play equipment project and the quotes which had already been received.

Resolved that:

- 1) Councillors Sue Jelfs, Penny Clarke and Ian Asbury to submit to the next meeting of the Parish Council, details of proposals and quotes from three companies for the Parish Council to consider; **Action SJ/PC/IA**
- 2) Councillor Sue Jelfs to meet with Thomas Darlington at Cherwell District Council to discuss the project; and
- 3) Thomas Darlington at Cherwell District Council be asked about the process relating to the legal agreements and the release of the Section 106 funds. **Action TG**

16/17 **TERMS OF REFERENCE FOR DISCUSSIONS WITH NICHOLAS KING HOMES** – Prior to the meeting, the Clerk had circulated a report from Councillor Tony Gill and the Chairman gave an update on the discussions with Cherwell District Council.

Resolved that two quotes be obtained from independent valuers to establish the value of the community land on the Nicholas King site and the brief for the quotes be prepared by the Chairman and Councillor Ian Asbury. **Action DB/IA**

17/17 **JUDICIAL REVIEWS - LAND NORTH OF MILTON ROAD, ADDEBURY** – The Chairman gave an update on the Judicial reviews which had been submitted to the High Court of Justice, Queen's Bench Division, Administrative Court by Mr Nigel Davies.

Prior to the meeting, the Summary of Grounds for Contesting the Claim had been circulated to the Parish Council.

The second Judicial Review had been submitted to the High Court of Justice, Queen's Bench Division, Administrative Court and had also served on the Parish Council on Thursday 25 May 2017.

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Resolved that:

- 1) the report be noted;
- 2) the Summary of Grounds for Contesting the Claim for the first Judicial Review be noted;
- 3) advice from Spratt Endicott be requested to establish if a request for a 'stay' can be submitted to the Court to enable the second Judicial Review to be delayed until the first Judicial Review has been concluded; and
- 4) authority be delegated to the Proper Officer to liaise with Spratt Endicott to contest the second Judicial Review and the funds be capped at £2000, which is in addition to the £3500 already authorised for the first Judicial Review. **Action TG**

Proposed by Councillor Keith Mitchell
Seconded by Councillor Chris Shallis

The Lucy Jane Plackett Charity

None

18/17 MEETING DATES – Future meeting dates are as follows, and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 27 June 2017
- 25 July 2017
- 12 September 2017
- 31 October 2017
- 28 November 2017
- 16 January 2018
- 27 February 2018
- 27 March 2018
- 24 April 2018
- 22 May 2018

19/17 ITEMS FOR THE NEXT AGENDA

1. Land West of Horn Hill Road – Unilateral Undertaking for the community benefit
2. Adderbury Court Amenity Area – Alcohol Free Zone
3. Terms of Reference for the Leisure Facilities Working Group

(Meeting closed 10.05pm)

Chairman – 27 June 2017

ADDERBURY PARISH COUNCIL
MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET,
ADDERBURY ON TUESDAY 27 JUNE 2017 AT 7.30PM

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

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

APOLOGIES: District Councillors Christine Heath and Mike Bishop submitted their apologies.

The Chairman advised that should anyone wish to record the meeting, they could do so. A member of the public, Mr Nigel Wood, also confirmed that he was recording the meeting.

The Chairman welcomed members of the public to the meeting.

20/17 DECLARATIONS OF INTEREST: All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

The Chairman declared an interest, under the Code of Conduct, in minute number 26/17 (ii) because this land was owned by her.

Councillor David Griffiths declared an interest, under the Code of Conduct, in minute number 27/17 (iii) because he was a member of Adderbury Theatre Workshop.

Councillors David Griffiths and Ian Asbury declared an interest, under the Code of Conduct, in minute number 27/17 (iii) because they were Trustees at Adderbury Institute.

Councillor Sue Jelfs declared an interest, under the Code of Conduct, in minute number 29/17 (iii) because she lived next door to The Pound.

The Chairman declared an interest, under the Code of Conduct, in minute number 40/17 because her nephew had submitted a quote for the works to the trees in the Lucy Plackett Playing Field.

Councillor Colin Astley raised the issue of the two applications for Judicial Review, but was reminded by the Chairman that this item was on the agenda for discussion later in the meeting.

Resolved that the interests be noted.

21/17 MINUTES - The minutes of the meeting held on 30 May 2017 were taken as read, duly adopted and signed by the Chairman, with the following amendment in minute number 2/17 '*Councillor Asbury arrived after the appointment of the Chairman, but before the appointment of the Vice-Chairman*'

Resolved that the minutes of the meeting held on 30 May 2017 be approved, with the above amendment.

Proposed by Councillor Keith Mitchell
Seconded by Councillor Martin Rye

22/17 MATTERS ARISING FROM THE MINUTES OF 30 MAY 2017 – There were no matters arising.

23/17 OPEN FORUM – Mr Nick Fennel addressed the Parish Council with regard to the Adderbury Neighbourhood Plan (ANP). Mr Fennel reminded the Parish Council that the ANP had been submitted to Cherwell District Council about four or five weeks ago and there had been very little progress. The Clerk would contact Cherwell District Council about this matter. **Action TG**

24/17 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There were no reports from the County and District Councillors.

Resolved that the report be noted.

25/17 PLAY EQUIPMENT PROJECT – Councillor Sue Jelfs gave an update on the progress with the play equipment project and circulated a list of the costs from three different contractors.

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Resolved that this item be deferred until later in the meeting and the three quotes will be considered once the public and press have been excluded.

26/17 PLANNING

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

Resolved that, it be noted and approved that, no observations had been made by the Parish Council in respect of the following planning applications/works to trees:

17/00777/REM	Patron Adderbury Retirement Living S.A.R.L Gracewell of Adderbury Gardner Way Adderbury Reserved Matters to 13/01672/HYBRID - Layout, scale, appearance, access and landscaping of the site
17/00170/DISC	Mr & Mrs Jacob and Harriet Potts Ivy House Church Lane Adderbury Discharge of Conditions 3 (roof sample) 4 (brick sample) 5 (professional record) 6 (design details) 7 (door details) 8 (plan) of 16/01860/LB
17/00164/DISC	Mr & Mrs Jacob and Harriet Potts Ivy House Church Lane Adderbury Discharge of Conditions 3 (roof sample) 4 (brick sample) 5 (design details) 6 (fixings) and 9 (scheme of location for nesting provisions) of 16/01859/F
17/00176/TCA	Mr Tim Bestwick The Old Mill House Mill Lane Adderbury T1 x Ash - Reduce back from neighbouring Dawn Redwood by up to 4m T2 x Ash - Remove large over extended limb from mill pond and large limb over seating area. T3 x Willow - Fell T4, T5, T6 x Willow - Re-pollard back to existing points
17/00183/TCA	Mrs Shelagh Van Zwanenberg The Ridings 1 Lambourne Way Adderbury T1-Cherry-Fell.
17/01157/F	Mr Colin Galloway Riverside 17 Dog Close Adderbury Single storey extension to the Sitting Room and to provide a Porch to the Entrance Hall.

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

17/00813/F	Nicholas King Homes Land North of Milton Road Adderbury Erection of 5 No private market sale dwellings on land previously allocated for possible community use
17/00802/F	Hamberley Development Ltd Land to Rear of Gracewell Care Home Gardner Way Adderbury The construction of a 36 no. bedroom specialist nursing facility (associated with dementia care and neurological rehabilitation) (Use Class C2) with associated access, parking, landscaping and tree planting.
17/01058/F	Mrs A O'Hanlon Studley Twyford Grove Twyford Single storey rear extension, re-render of entire dwelling, replacement of first floor flat roof with a pitched roof & removal of existing outbuilding.

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

None

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

17/01237/F & Mr C. Boscott and Miss H. Horwood
17/01238/LB Strawtop Cottage 3 Chapel Lane Adderbury
Renovation of existing kitchen, with enlarged and improved link to the house
providing space for breakfast area

17/00215/TCA Mr Hoyar Millar
Cross Hill House Cross Hill Road Adderbury
T1, T2 x Grey Poplar - Fell

- vi) 17/01225/F CALA Management Ltd – The Parish Council considered an application for an application at land South of Blackwood Place and Molyneux Drive and North West of Cotefield Farm, Oxford Road, Bodicote for engineering operations including drainage outfall to reed bed to serve consented residential development (Ref. 11/00617/OUT, 12/01802/REM)

The Chairman left the meeting for this item and it was chaired by the Vice-Chairman, David Griffiths.

Resolved that the Parish Council objects to this application. **Action TG**

Proposed by Councillor Ian Asbury
Seconded by Councillor Colin Astley

- vii) Ice House at Adderbury Lakes - The Chairman reported that the management at Adderbury House had submitted a planning application which would come before the Parish Council in due course and part of the application, included plans to assist with the restoration of the Ice House at Adderbury Lakes. The Chairman had discussed this matter with the Lakes Committee and the management at Adderbury House had suggested that a meeting should be held to discuss this further.

Andrew Barnes, member of the Lakes Committee, was also present and he gave brief details on the project too.

Resolved that:

- 1) the Chairman, together with another Member of the Lakes Management Committee to meet with Adderbury House representatives to discuss the proposed plans for the Ice House; and **Action DB**
- 2) prior to the meeting, the Chairman to provide a reminder of the plans for the work at the Ice House and circulate these details to the Parish Council. **Action DB**

Proposed by Councillor Diane Bratt
Seconded by Councillor David Griffiths

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

Resolved that the report be noted.

27/17 FINANCE

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

Resolved that:

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- 1) the offer from the insurance company of £500 for the repairs to the gate at the Lucy Plackett Playing Field be accepted; and
- 2) the following accounts for payment be approved:

Payee	Amount
T Goss – June 2017 salary	£840.13
T Goss – Expenses for June 2017	£13.50
HMRC – Payment for first quarter	£335.48
OCC Pension Fund – Clerks pension for June 2017	£254.24
Green Scythe Ltd – Grass Cutting at the LPPF for May 2017	£415.20
Spratt Endicott – Counsel fee Potential Application Judicial Review by Nigel Davies	£2700.00
Design Grow – Lakes Maintenance for May 2017	£60.00
Castle Water – Water Rates for the Walled Garden Allotments	£14.34
Prysebros Limited – Weed Control first application in May 2017	£534.00
John Hicks – Annual play area inspections	£123.12
Rascal Horticultural Services – Maintenance work at the Allotments and Cemetery	£245.00
Viking – Stationery order	£85.04

Resolved that it be noted that the following payments had been made since the last meeting and these be approved:

Payee	Amount
Spratt Endicott – Legal fees for Potential Application for a Judicial review by Nigel Davies	£3134.40

Proposed by Councillor Martin Rye
Seconded by Councillor Keith Mitchell

A recorded vote was requested by Councillor Tony Gill.

Those in favour eight (8); Councillors Ian Asbury, Diane Bratt, Steven Cox, David Griffiths, Ann Lyons, Keith Mitchell, Martin Rye and Chris Shallis,
Those against four (4); Councillors Colin Astley, Penny Clarke, Tony Gill and Sue Jelfs.

- ii) Bank Reconciliations and Breakdown of Parish Council Funds - Prior to the meeting, the Clerk had circulated the bank reconciliation and breakdown of Parish Council funds as at 27 June 2017 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

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

Proposed by Councillor David Griffiths
Seconded by Councillor Ian Asbury

- iii) Parish Council Grants 2017/2018 – Prior to the meeting, Councillor Steven Cox had circulated the applications for Parish Council grants which had been considered by the Parish Council Grants Working Group.

The Chairman thanked the Group for their work on the grant applications.

Resolved that the following applications be approved:

Applicant	Amount
1st Adderbury Rainbows	£200
Adderbury Park FC	£200
Adderbury Cine Club	£200
Voices Across Time	£100
Adderbury Gardening Club	£200
Adderbury Party In The Park	£200
Lucy Plackett Activity Centre	£261
Adderbury Evergreens	£200

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St. Mary's Church	£200
Adderbury Theatre Workshop	£200
1st Adderbury Scout Group	£200
Adderbury Parish Institute	£200
Adderbury Chapel Coffee Chat	£200

Proposed by Councillor Steven Cox
Seconded by Councillor Colin Astley

- (iv) Land West of Horn Hill Road – Prior to the meeting, the Chairman had circulated a report on the possible community benefit arising from this development, next to Adderbury Cemetery (planning application number 17/00588/F).

The Chairman advised that the community benefit was not part of the planning permission and the Parish Council would therefore, have to liaise with the developer directly, not through Cherwell District Council.

Resolved that:

- 1) discussions relating to the transfer of the land and the allocation of funds for the renovations to the Friends Meeting House be approved; and
- 2) the Chairman and members of Friends Meeting House Working Group be given the authority to enter into these discussions with the developer and report back to the Parish Council. **Action TG**

Proposed by Councillor Diane Bratt
Seconded by Councillor Martin Rye

28/17 PARISH COUNCIL MATTERS

- v) Parish Council Surgeries – Councillor Colin Astley and Sue Jelfs had been at the last surgery. One resident had attended and had asked for additional signage at the traffic lights at the Aynho Road/A4260 junction, which would advise drivers of the traffic light sequence.

Resolved that the County Council be contacted with regard to additional signage at the Aynho Road/A4260 junction. **Action TG**

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

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

Resolved that the reports be noted.

- (iii) Vexatious Complaints Policy – Prior to the meeting, a proposed Vexatious Complaints Policy had been circulated to the Parish Council, for approval.

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

Proposed by Councillor Tony Gill
Seconded by Councillor Colin Astley

- (iv) Leisure Facilities Working Group – Prior to the meeting, the proposed terms of reference for the Working Group had been submitted to the Parish Council.

Resolved that:

- 1) a Parish Council Working Group, consisting of the Chairman, Councillor Keith Mitchell and two other Councillors, will work with the volunteers to discuss the phases of the project and the terms of reference; **Action DB/TG**
- 2) the volunteer group be thanked for their work on the project so far; and

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- 3) the terms of reference be re- submitted to the Parish Council for consideration after these discussions have taken place. **Action DB/TG**

Proposed by Councillor Diane Bratt
Seconded by Councillor Ian Asbury

29/17 VILLAGE MATTERS

- iii) Traffic Issues on Oxford Road – Prior to the meeting, Councillor Steven Cox had circulated a report with regard to traffic issues on Oxford Road. Councillor Cox suggested that there could be a speed and volume traffic survey on Oxford Road to monitor the usage.

Resolved that Councillor Steven Cox be authorised to liaise with County Councillor Arash Fatemian about progressing a speed survey for Oxford Road and submit further details to the next meeting of the Parish Council. **Action SC**

Proposed by Councillor Steven Cox
Seconded by Councillor Diane Bratt

- iv) Adderbury Court Amenity Area, Alcohol Free Zone – The Parish Council considered a request from a resident from Adderbury Court for the amenity area to be designated as an alcohol free zone. The Clerk advised that she had been in contact with Cherwell District Council and alcohol free zones could no longer be designated. However she was waiting for further details relating to by-laws and would then be able to progress the matter.

Resolved that:

- 1) the report be noted; and
- 2) the resident who made the request for the alcohol free zone be advised that alcohol free zones can no longer be designated, however further advice would be obtained and passed onto the resident. **Action TG**

- v) Proposed Repairs to the Wall at The Pound – Prior to the meeting, the Chairman had circulated a report with regard to maintenance work which was required to the walls at The Pound, which was rented by Mr Simon Verdon. The Chairman asked for authorisation to obtain quotes for this work.

Resolved that quotes for the maintenance work to the walls at The Pound be obtained and submitted to the next meeting. **Action DB**

Proposed by Councillor Diane Bratt
Seconded by Councillor David Griffiths

30/17 CORRESPONDENCE – There was no further correspondence.

31/17 EXCLUSION OF THE PUBLIC AND PRESS

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 32/17, 33/17, 34/17 & 35/17 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

Proposed by Councillor Diane Bratt
Seconded by Councillor David Griffiths

The Lucy Jane Plackett Charity

32/17 TREE WORK – Prior to the meeting, three quotes for emergency work for the removal of the two fallen trees in the Lucy Plackett Playing Field had been circulated to the Parish Council.

The Chairman had declared an interest in this item, however she remained in the room in order to advise on the work which was required. The Chairman did not vote on this item and Mr Andrew Barnes also remained in the room to advise the Parish Council.

Resolved that the quote from Joe Bridson Arboriculture be accepted. **Action TG**

Proposed by Councillor Chris Shallis

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Seconded by Councillor Colin Astley

33/17 PLAY EQUIPMENT PROJECT – Prior to the meeting, Councillors Sue Jelfs and Ian Asbury had circulated to the Parish Council, quotes from three contractors for the new play equipment.

Resolved that Parish Council's preferred supplier is Proludic and the quotes for the new equipment at the Lucy Plackett Playing Field and The Rise be accepted. **Action TG/SJ**

Proposed by Councillor Sue Jelfs
Seconded by Councillor Penny Clarke

34/17 VALUATION OF COMMUNITY LAND ON MILTON ROAD – Prior to the meeting, the Chairman had circulated a report to the Parish Council detailing the quotes which had been received for valuing the community land at the Nicholas King site. The report also contained information from Cherwell District Council regarding the valuation which had been placed on the land and the Chairman felt that this was a fair valuation.

Resolved that no further valuations be obtained for the land on the Nicholas King site and the valuation of £450,000 agreed by Cherwell District Council, be accepted.

Proposed by Councillor Diane Bratt
Seconded by Councillor Keith Mitchell

35/17 JUDICIAL REVIEWS - LAND NORTH OF MILTON ROAD, ADDEBURY – The Chairman advised that there was no update on the requests for Judicial reviews which had been submitted to the High Court of Justice, Queen's Bench Division, Administrative Court by Mr Nigel Davies.

Resolved that the report be noted.

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

36/17 MEETING DATES – Future meeting dates are as follows, and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 25 July 2017
- 12 September 2017
- 31 October 2017
- 28 November 2017
- 16 January 2018
- 27 February 2018
- 27 March 2018
- 24 April 2018
- 22 May 2018

37/17 ITEMS FOR THE NEXT AGENDA

1. LAP/LEAP/Community Areas, Adderbury Fields.
2. Replace concrete bollard at Lucy Plackett Playing Field.
3. Vexatious Complaints Policy.
4. Traffic Issues on Oxford Road.
5. Proposed Repairs to the Wall at The Pound.
6. Play Equipment Project – Layout of the new equipment
7. Ice House project.
8. Forest Schools Project at land by Adderbury Court amenity area.

(Meeting closed 9.40pm)

Chairman – 25 July 2017

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

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

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

APOLOGIES: Parish Councillor Martin Rye submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

District Councillor Mike Bishop also submitted his apologies.

The Chairman advised that should anyone wish to record the meeting, they could do so. A member of the public, Mr Nigel Wood, confirmed that he was recording the meeting.

The Chairman welcomed members of the public to the meeting.

38/17 DECLARATIONS OF INTEREST: All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Councillor Steven Cox declared an interest in minute number 43/17 (ii) because he lived on Twyford Road, near to Cherwell Valley Silos. Councillor Cox left the meeting during consideration of this item.

Councillor Sue Jelfs declared an interest in minute number 51/17 because she was a neighbour of The Pound.

Councillor Ann Lyons declared an interest in minute number 51/17 because she knew one of the contractors who had submitted a quote.

Councillor Tony Gill declared an interest in minute number 53/17 because he was a member of the Running Club.

Resolved that the interests be noted.

39/17 MINUTES - The minutes of the meeting held on 27 June 2017 were taken as read, duly adopted and signed by the Chairman.

Minute Number 21/17 – Councillor Tony Gill proposed the following amendment:

‘Councillor Asbury arrived after the appointment of the Chairman, but before the appointment of the Vice-Chairman’

Resolved that the minutes of the meeting held on 27 June 2017 be approved, with the above amendment.

Proposed by Councillor Penny Clarke
Seconded by Councillor David Griffiths

40/17 MATTERS ARISING FROM THE MINUTES OF 27 JUNE 2017 – Councillor Colin Astley clarified that the issue relating to the junction of Aynho Road and the A4260, was a request for additional road markings so that it was clear to drivers when turning left into Aynho Road, when the traffic lights were on green. **Action TG**

41/17 OPEN FORUM – No residents wished to address the Parish Council.

42/17 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There was no report from the County Councillor.

District Councillor Christine Heath advised that the planning application relating to St George’s Chapel would probably be resubmitted to Cherwell District Council at some point, but it had currently been withdrawn.

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Councillor Heath also encouraged the Parish Council to comment on the planning application for 700 homes at Longford Park, especially on the impact of the additional traffic movement in the village.

Resolved that the report be noted.

43/17 PLANNING

- ix) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees which had been considered by the Parish Council, since the last meeting, had been circulated.

Resolved that, it be noted and approved that, no observations had been made by the Parish Council in respect of the following planning applications/works to trees:

- 17/01237/F & 17/01238/LB Mr C. Boscott and Miss H. Horwood
Strawtop Cottage 3 Chapel Lane Adderbury
Renovation of existing kitchen, with enlarged and improved link to the house providing space for breakfast area
- 17/00215/TCA Mr Hoyer Millar
Cross Hill House Cross Hill Road Adderbury
T1, T2 x Grey Poplar - Fell.

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

- 17/01334/F Mr & Mrs Tolson
Briarwood Berry Hill Road Adderbury
Extension and alterations to existing dwelling

Resolved that, it be noted and approved that, objections had been made by the Parish Council in respect of the following applications/works to trees:
None

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

- 17/01068/F & 17/01069/LB Mr & Mrs Gottlieb
Callaly Cottage Tanners Lane Adderbury
Erection of extension to the existing kitchen by extending it to link with the East utility wing, demolition of the existing swimming pool plant building, the existing link between the kitchen and the east wing and erection of a new pool changing room, gym and plant room all adjacent to the existing pool located on the East side of the garden
- 17/01314/F Mr & Mrs Wetherall
Manor Barns Manor Road Adderbury
Agricultural storage barn and stable block (Resubmission of 17/00565/F)
- 17/00231/TCA Mrs Harriet Potts
Ivy House Church Lane Adderbury
T1-T2- Holly - Fell.
- 17/01260/F & 17/01261/LB Adderbury Estates Ltd - Mrs M Shingler
Adderbury House Lake Walk Adderbury
Single Storey side extension to dwelling. New secondary access and driveway. Repairs to the ice house, loggia and entrance arch. Landscaping of parkland.
- 17/00777/REM Patron Adderbury Retirement Living S.A.R.L
Gracewell of Adderbury Gardner Way Adderbury
Reserved Matters to 13/01672/HYBRID - Layout, scale, appearance, access and landscaping of the site

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17/00238/TCA Mrs Morgan
The Old Barn High Street Adderbury
G1 - Group of 4 leylandii conifers approximately 10m tall. Fell because this is an old hedge grown out of control and excessively shades the garden and neighbours small garden on Parsons Street
T1 - Variegated Acer - Remove reversion growth from the crow, which would equate to a 30% crown thin.

17/01475/F & Mr & Mrs Dunstan
17/01476/LB The Old House Tanners Lane Adderbury
Proposed replacement garage with office accommodation above

- x) Planning consultation/Information for application reference S/2017/1787/MAF at Cherwell Valley Silos Banbury Lane, Kings Sutton, OX17 3AS – The Parish Council considered an application for the erection of building for Class B1, B2 and B8 purposes (Unit 7); car parking and servicing area.

Following a discussion, the Parish Council felt that it should object to the application, however if South Northants Council was minded to approve the application, there should be a restriction on the hours of vehicle movements and a contribution from Cherwell Valley Silos to the local road and bridge infrastructure.

Resolved that the Parish Council objects to application S/2017/1787/MAF. **Action TG**

Proposed by Councillor Colin Astley
Seconded by Councillor David Griffiths

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

Resolved that the report be noted.

- iii) Partial Review of the Cherwell Local Plan (Oxford's Unmet Housing Needs) – The Parish Council had been invited by Cherwell District Council to make comments on its Partial Review of the Cherwell Local Plan (Oxford's Unmet Housing Needs).

Following a discussion, the Parish Council acknowledged that although north Oxford would be getting most of the houses there were issues with the loss of greenbelt.

Councillor Keith Mitchell agreed to forward to the Clerk, comments on the consultation.

Resolved that comments on the review be submitted to Cherwell District Council. **Action TG**

Proposed by Councillor Keith Mitchell
Seconded by Councillor Ann Lyons

- iv) 17/01260/F & 17/01261/LB, Adderbury House, Lake Walk, Adderbury – The Parish Council discussed an application for a single storey side extension to dwelling, a new secondary access and driveway, repairs to the ice house, loggia and entrance arch and landscaping of parkland.

Resolved that the Parish Council makes the following comments on applications 17/01260/F & 17/01261/LB:

The Parish Council is happy with the plans for the loggia and the extension which links to the swimming pool, but is concerned about swimming pool extension.

The Parish Council feels that the swimming pool extension is not in keeping with the rest of the house and would like to be reassured that the Conservation Officer is in support of this type of extension.

The Parish Council is also concerned about the proposed access arrangements on the A4260 which could cause traffic issues and wishes to be reassured that this is acceptable to OCC Highways.

If the Planning Committee is minded to approve the application, the Parish Council welcomes the community benefit relating to the Ice House.

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Proposed by Councillor Diane Bratt
Seconded by Councillor Colin Astley

- v) Land at Aynho Road & Milton Road – The Chairman reported that the gates to the ransom strip on Aynho Road and the land on Milton Road would both remain locked, to ensure there was no unlawful access.

Resolved that the report be noted.

- vi) 17/01408/OUT – The Parish Council considered an outline application from Hallam Land Management Ltd at Land north of Health Club East of Phase 2 Longford Park, Oxford Road, Bodicote for a residential development of up to 700 dwellings; multi-purpose community building incorporating a sports pavilion and changing rooms; green infrastructure including formal (playing fields, allotment) and informal open space, landscaping and associated infrastructure including a balancing pond on land off the A4260, Oxford Road, Banbury with alterations to existing access off the A2460, Oxford Road. All matters of detail reserved save access from Oxford Road.

Following a discussion, the Parish Council agreed to object to the application.

Resolved that the Parish Council objects to application 17/01408/OUT. **Action TG**

Proposed by Councillor Diane Bratt
Seconded by Councillor Ann Lyons

44/17 FINANCE

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

Resolved that the following accounts for payment be approved:

Payee	Amount
T Goss – July Salary	£840.39
T Goss – Expenses for July 2017	£36.46
T Goss – August Salary	£841.33
OCC Pension Fund – Clerks pension for July 2017	£206.57
OCC Pension Fund – Clerks pension for August 2017	£206.57
Cherwell District Council – Day of Dance Road Closure	£105.00
Thomas Fox Landscaping – Grass cutting in the village for May and June 2017	£1530.00
Design Grow – Lakes Maintenance for June 2017	£60.00
1st Adderbury Rainbows – Annual Grant	£200.00
Adderbury Park FC – Annual Grant	£200.00
Adderbury Cine Club – Annual Grant	£200.00
Voices Across Time – Annual Grant	£100.00
Adderbury Gardening Club – Annual Grant	£200.00
Adderbury Party In The Park – Annual Grant	£200.00
Lucy Plackett Activity Centre – Annual Grant	£261.00
Adderbury Evergreens – Annual Grant	£200.00
St. Mary's Church – Annual Grant	£200.00
Adderbury Theatre Workshop – Annual Grant	£200.00
1st Adderbury Scout Group – Annual Grant	£200.00
Adderbury Parish Institute – Annual Grant	£200.00
Adderbury Chapel Coffee & Chat – Annual Grant	£200.00
Rascal Horticultural Services – Allotment and Cemetery Maintenance	£150.00
Green Scythe Ltd – Grass Cutting at the LPPF for June 2017	£508.00
Joe Bridson Tree & Wood Services – Remove fallen willow at LPPF	£150.00
Cherwell District Council – Parish Poll	£984.80
Spratt Endicott – Land transfer of the Random Strip on Aynho Road	£40.00
David Griffiths – Expenses for Day of Dance and ink	£26.49

ADDERBURY PARISH COUNCIL

Resolved that it be noted that the following payments had been made since the last meeting and these be approved:

Payee	Amount
Spratt Endicott – Legal fees for an application for a Judicial review by Nigel Davies, Lindale, Berry Hill Road, Adderbury	£1500.00

Proposed by Councillor Diane Bratt
Seconded by Councillor David Griffiths

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

Resolved that the bank reconciliations, breakdown of Parish Council funds for the Barclays, Santander, Natwest and Cambridge Building Society and budget monitoring as at July 2017 be noted.

Proposed by Councillor Diane Bratt
Seconded by Councillor David Griffiths

45/17 PARISH COUNCIL MATTERS

- vii) Parish Council Vacancy – The Chairman reported that following Ian Asbury's resignation, there was now a vacancy on the Parish Council. There had been one application for co-option from Rod Head.

Resolved that Rod Head be co-opted onto the Parish Council. **Action TG**

Proposed by Councillor Keith Mitchell
Seconded by Councillor David Griffiths

- viii) Annual Parish Meeting – Prior to the meeting, the Chairman had circulated a report with regard to the publication of a statement from the Parish Council addressing issues which arose at the Annual Parish Meeting.

Resolved that the following statement be issued from the Parish Council:

The Parish Council notes that it was alleged that a racist comment was made by a member of the public at the annual parish meeting and that a subsequent complaint by another member of the public present was made but not upheld. This was a difficult meeting, characterised by strong feelings and regular interruptions. The Parish Council wishes to place it on record that it regrets if such a comment was made and does not accept, condone or endorse comments of a racist nature.

- ix) Parish Council Surgeries – Councillors Steven Cox reported that there were still trees and vegetation overgrowing the footpath between Rochester Way and Walton Avenue and the Clerk advised that this had been reported to the County Council.

Resolved that:

- 1) the Parish Council to obtain quotes for this work: and **Action TG**
- 2) it be discussed further at the next meeting. **Action TG**

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

- The Rise; Councillor David Griffiths reported that there were no issues.
- Lucy Plackett Play Area; Councillor Ann Lyons reported that cherry tree in the play area needed cutting back and the Chairman advised that she had asked Andrew Barnes to take a look at it. **Action DB**
Also the foot rests on the climbing walls were loose. **Action TG**
- Adderbury Lakes; The Chairman reported that there were no issues.

Resolved that the reports be noted.

ADDERBURY PARISH COUNCIL

- (v) Working for Adderbury Community (WFAC) – Prior to the meeting, a report had been circulated by the Chairman, which also included the WFAC terms of reference and a quote from the Sports Turf Research Institute (STRI) for a feasibility study including a topographical and drainage survey on the Milton Road Land.

Resolved that:

- 1) the terms of reference be approved, with an amendment to 8 (a); **Action TG**
- 2) the WFAC Constitution be forwarded to the Parish Council as soon as possible; **Action TG**
- 3) the quote from STRI be approved; and
- 4) the vegetation in the field be cut prior to the STRI survey. **Action TG**

Proposed by Councillor Keith Mitchell
Seconded by Councillor Chris Shallis

- (vi) Vexatious Complaints Policy – Prior to the meeting, a proposed Vexatious Complaints Policy had been circulated to the Parish Council, for approval.

Resolved that the Vexatious Complaints Policy be approved. **Action TG**

Proposed by Councillor Keith Mitchell
Seconded by Councillor Ann Lyons

46/17 VILLAGE MATTERS

- vi) Play Equipment Project – The Chairman reported that Proludic wished to have a site meeting prior to the commencement of the works at The Rise and the Lucy Plackett Playing Field. This would be arranged for w/c Monday 7 August 2017.

Resolved that:

- 1) Councillors Sue Jelfs , Ann Lyons, Martin Rye and the Chairman to liaise with Proludic on the project; and
- 2) these Councillors to attend a meeting with Proludic, w/c 7 August 2017, subject to their availability. **Action TG**

- vii) FOCAL – Prior to the meeting, Councillor Keith Mitchell circulated a report on the activities of FOCAL.

Resolved that the report be noted.

- viii) Adderbury Court Amenity Area, Alcohol Free Zone – The Clerk advised that information was awaited from the Parish Council's Solicitor with regard to the process and costs of creating a bye-law. The resident who raised this matter had been advised of the progress to date.

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

- ix) LAP/LEAP/Community Areas, Adderbury Fields – Prior to the meeting, a report had been circulated by the Clerk to the Parish Council. The Chairman had also undertaken a site visit of the area with Andrew Barnes, to review the condition of the trees and other items on the site which required finishing off.

Following a discussion, the Parish Council felt that it needed more information before it could make a decision on whether or not to take on the responsibility of managing this estate.

Resolved that:

- 1) a copy of the Site Management Plan be obtained; **Action TG**
- 2) a meeting between the Chairman, Andrew Barnes and the necessary officers at Cherwell District Council be arranged; and **Action DB/TG**
- 3) advice on managing the funds which will be transferred to the Parish Council if it takes responsibility for the estate, be obtained. **Action TG**

- x) Forest Schools Project with Christopher Rawlins Primary School – Prior to the meeting, the Chairman circulated a report on the progress with regard to the Forest Schools project.

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Resolved that:

- 1) the Parish Council continues to liaise with Christopher Rawlins Primary School to develop the Forest School project further; and
- 2) the clearance of a small area of nettles on 5 August 2017 be approved.

Proposed by Councillor Diane Bratt
Seconded by Councillor Penny Clarke

- xi) Ice House Project – Prior to the meeting, the Chairman circulated a report on the proposed project at the Ice House and notes of the discussions with Adderbury House representatives.

Resolved that Councillors Diane Bratt and Martin Rye be authorised to continue discussions with Adderbury House owners on the project at the Ice House. **Action TG/DB**

Proposed by Councillor Keith Mitchell
Seconded by Councillor Ann Lyons

- xii) Issues on Oxford Road – Prior to the meeting, Councillor Steven Cox had circulated a report with regard to traffic issues on Oxford Road and requested a traffic survey be undertaken by the County Council, at a cost of £100, plus VAT.

Resolved that two traffic surveys be undertaken and the traffic be monitored in both directions, along Oxford Road. **Action TG/SC**

Proposed by Councillor Steven Cox
Seconded by Councillor David Griffiths

47/17 CORRESPONDENCE – A letter had been received from Mr Ian Asbury with regard to a decision which had been taken at the last Parish Council meeting relating to land on the Nicholas King Homes site. This letter would be considered at the next meeting of the Parish Council. **Action TG**

48/17 EXCLUSION OF THE PUBLIC AND PRESS

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 49/17, 50/17 & 51/17 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

Proposed by Councillor Ann Lyons
Seconded by Councillor David Griffiths

49/17 JUDICIAL REVIEWS - LAND NORTH OF MILTON ROAD, ADDERBURY – The Chairman advised that there was no update on the two applications for a Judicial Review which had been submitted to the High Court of Justice, Queen's Bench Division, Administrative Court by Mr Nigel Davies, Lindale, Berry Hill Road, Adderbury.

Resolved that:

- 1) the report be noted;
- 2) the final invoice of £1500 be approved for payment;
- 3) the overspend of £600 be approved; and
- 4) it be noted that to defend the two applications for Judicial Review, has cost the Parish Council £6100, plus VAT.

Proposed by Councillor Chris Shallis
Seconded by Councillor Keith Mitchell

50/17 BARWOOD HOMES – Prior to the meeting, the Chairman circulated a report with regard to access arrangements to Parish Council land via the Barwood Homes land on Banbury Road.

Resolved that:

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- 1) Neil Belcher of Spratt Endicott be appointed to deal with this matter and be requested to provide a quote for the necessary legal work; and
- 2) the Chairman and Councillors David Griffiths and Martin Rye be authorised to sign any necessary documentation and approve expenditure for a gate, should it be required. **Action TG/DB**

Proposed by Councillor Ann Lyons
Seconded by Councillor David Griffiths

51/17 THE POUND – Prior to the meeting, the Chairman circulated three quotes for the repairs to the wall at The Pound.

Resolved that the quote from Graham Kite at £1740.00 be accepted. **Action DB/TG**

Proposed by Councillor Keith Mitchell
Seconded by Councillor Chris Shallis

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

The Lucy Jane Plackett Charity

52/17 BOLLARD AT THE LUCY PLACKETT PLAYING FIELD – Prior to the meeting, a report had been circulated to the Parish Council by Councillor Steven Cox with regard to replacing the concrete bollard with a removable bollard.

Resolved that a removable bollard be purchased to replace the concrete bollard. **Action TG**

Proposed by Councillor Ann Lyons
Seconded by Councillor David Griffiths

53/17 ADDERBURY RUNNING CLUB – The Parish Council considered a request from Adderbury Running Club for use of the Lucy Plackett Playing Field for their event on Sunday 8 July 2018.

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

Proposed by Councillor David Griffiths
Seconded by Councillor Chris Shallis

54/17 MEETING DATES – Future meeting dates are as follows, and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 12 September 2017
- 31 October 2017
- 28 November 2017
- 16 January 2018
- 27 February 2018
- 27 March 2018
- 24 April 2018
- 22 May 2018

55/17 ITEMS FOR THE NEXT AGENDA

1. Adderbury Court Amenity Area, Bye-Law for an Alcohol Free Zone
2. Code of Conduct Complaints
3. The footpath from Walton Avenue to Rochester Way to Kemps Road (Adderbury); the overhanging trees need cutting back because they are blocking the lighting from the street lamps
4. Adderbury Neighbourhood Plan – Progress Report
5. LAP/LEAP/Community Areas, Adderbury Fields
6. Letter from Ian Asbury
7. Twyford Road Traffic issues.
8. Colin Butler Green Footpath
9. Progress report on the community contribution from the planning application next to the cemetery

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(Meeting closed 9.40pm)

Chairman – 12 September 2017

**ADDERBURY PARISH COUNCIL
MINUTES OF THE MEETING HELD AT CHRISTOPHER RAWLINS PRIMARY
SCHOOL, AYNHO ROAD, ADDERBURY ON THURSDAY 7 SEPTEMBER 2017
AT 7.30PM**

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

ALSO IN ATTENDANCE: None

APOLOGIES: Parish Councillor Rod Head submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

Theresa Goss (Clerk and responsible Financial Officer submitted her apologies because she was ill.

56/17 DECLARATIONS OF INTEREST - There were no declarations of interest.

57/17 EXCLUSION OF THE PUBLIC AND PRESS

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 58/17 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

58/17 HOEY AINSCOUGH GOVERNANCE REVIEW REPORT – Prior to the meeting the report from Hoey Aincough had been circulated to the Parish Council. The Parish Council then discussed each recommendations and gave an action to it.

Resolved that:

- 1) the Hoey Aincough Governance Review report be published on the Parish Council website; and
- 2) the recommendations made by Hoey Aincough and actions in appendix 1 to the minutes, be approved.

(Meeting closed 9.45pm)

Chairman – 12 September 2017

ADDERBURY PARISH COUNCIL
MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET,
ADDERBURY ON TUESDAY 12 SEPTEMBER 2017 AT 7.30PM

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

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

APOLOGIES: Parish Councillor Rod Head submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised. Parish Councillor Sue Jelfs submitted her apologies because she had a personal commitment, the apologies were accepted and the absence authorised. Parish Councillor Tony Gill submitted his apologies because he was at work, the apologies were accepted and the absence authorised.

The Chairman advised that should anyone wish to record the meeting, they could do so.

The Chairman welcomed members of the public to the meeting.

59/17 DECLARATIONS OF INTEREST: All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Councillor Ann Lyons declared an interest in planning application 17/00299/TCA at 17 Dog Close because the applicant was a neighbour.

Resolved that the interests be noted.

60/17 MINUTES - The minutes of the meetings held on 25 July 2017 and 7 September 2017 were taken as read, duly adopted and signed by the Chairman, with one amendment to the minutes of 25 July 2017.

Minute Number 47/17 – Traffic Survey – It was agreed to have two traffic surveys, one at either end of Oxford Road.

Resolved that the minutes of the meeting held on 25 July 2017 be approved, with the above amendment and the minutes of the meeting held on 7 September 2017 be approved. .

61/17 MATTERS ARISING FROM THE MINUTES OF 25 JULY & 7 SEPTEMBER 2017 – There were no matters arising.

62/17 CHAIRMAN'S ANNOUNCEMENTS – The Chairman made the following announcements:

- Condolences were passed to family of Mike Wood, a former Chairman of the Parish Council, who recently passed away and thanked those who made donations at the Funeral, to Adderbury Lakes.
- Installation of the new play equipment – The play equipment installation would start at the beginning of October 2017.
- Lakes Open Day was being held on Saturday 16 September 2017
- Results of the Five Code of Conduct Complaints

Mr Nigel Davies made five separate complaints to the Monitoring Officer at Cherwell District Council alleging breaches of the Code of Conduct by a number of Councillors.

Councillor Diane Bratt – Complaints 1, 2, 4 and 5
Councillor Keith Mitchell – Complaints 1, 2, 3 and 4
Councillor David Griffiths – Complaints 1, 2 and 4
Councillor Ann Lyons, Rye and Shallis – Complaints 1 and 2

Complaint 1 referred to the pamphlet produced by six councillors stating their views during the Parish Poll.

Complaint 2 alleged six Councillors were biased when taking decisions over the applications for Judicial Review (JR), which was much as the 2nd application for JR from Mr Davies.

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Complaint 4 against three Councillors referred to the Parish Council's acceptance of the Land Transfer Document for the Milton Road field (as in the Application for the first Judicial Review by Mr Davies)

Complaint 5 against the Parish Council Chairman referred to the planning application for a single dwelling on the Horn Hill Road.

All these complaints had been rejected by Mr James Doble, Cherwell District Council's (CDC) Monitoring Officer who stated that in all of these cases, the Code of Conduct had not been breached by any of these councillors.

Complaint 3 against Councillor Mitchell was upheld and the Monitoring Officer had requested that Councillor Mitchell made an apology, which he did as follows:

In view of the monitoring officer's finding, I apologise to Mr Davies, lawyer of Berry Hill Road, for any genuine unhappiness or distress my comments to him or about him may have caused." I will add "in the spirit of reciprocity, I invite Mr Davies, lawyer of Berry Hill Road, to apologise to the Parish Council for the worry, distress and apprehension his pursuit of Judicial Reviews, described by the court as 'totally without merit', caused to some Members of the Parish Council and to their families."

- The two applications for a Judicial Review submitted by Mr Nigel Davies, Lindale, Berry Hill Road, Adderbury have been refused by Judge Purl in the High Court of Justice, Queen's Bench Division Administrative Court – The Orders were available to view on the Parish Council web site and the Parish Council made the following statement:

Application 1: CO/2184/2017

This had been completely rejected by the Judge who said: the "Case was considered to be totally without merit: not only was the claim not arguable, but there was no recognisable public law claim at all and no act of the Defendant (APC) capable of being timeously impugned".

In other words there was nothing in APC's actions which the Judge believed could be challenged.

Application 2: CO/2446/2017

This had been completely rejected by the Judge who said: the "Case was considered to be totally without merit: ... the claim was in my judgement without any foundation at all".

The Judge also added that the Claimant (Mr Davies) may not request any appeal on either of these two judgements.

This had exonerated APC and had shown that Councillors had acted properly in all of these matters.

The first application (CO/2184/2017) challenged the Parish Council's acceptance of the Land Transfer document for the land on the Milton Road, designated for "sports pitches and a community facility". The second application (CO/2446/2017) challenged the decision of Parish Councillors to contest the first application, claiming six councillors had an interest since they were named in the first application.

None of these allegations have been accepted by the Court.

All the Councillors were concerned at the potential cost of defending this case and APC had applied to the Court for costs against Mr Davies, although it was not definite that the Court would award.

According to Mr Davies's CV, he was a trained lawyer, including in Contract law, and therefore should have known that his applications for JRs were very likely to fail. Mr Davies could have stopped his action at any time, but he did not.

The Parish Council chose to defend itself because it had a responsibility to act in the interests of the whole community, which was fully supported by the result of the Parish Poll over the use of this land. Mr Davies wanted APC to "reverse its decision...and issue statements (subject to my --ie Mr Davies'-- approval) which accurately stated the obligations of APC in relation to the Land North of the Milton road." (taken from an email from Mr Davies to APC 26 April 2017).

The Parish Council would always listen to views of individuals, however, it could not be forced to act against the wishes of the majority or to attempt something over which it had no power.

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63/17 OPEN FORUM – Mr Andrew Barnes addressed the Parish Council with regard to the Gracewell Care Homes site. He advised that when driving out of the site, there was a sign on the right which blocked the view for drivers. The Clerk would pass this on to the County Council. **Action TG**

Mr Nick Fennell felt that the Parish Council's statement relating to the Judicial Reviews should be available for the village to see and he would provide a link from www.adderbury.org to the Parish Council web site.

64/17 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Prior to the meeting, a report had been circulated by County Councillor Arash Fatemian.

District Councillor Christine Heath advised that in the interests of efficiency, the three Ward Councillors would have a rota so that they attended all the Parish Council meetings in their Ward in rotation. However, they would keep in touch with each other and discuss any issues which arose.

Councillor McHugh highlighted the issue with the Horton General Hospital and Councillor Arash Fatemian reported that the decision to down grade services had been referred to the Secretary of State, Jeremy Hunt for a review.

Councillors Colin Astley and Steven Cox highlighted the issue of the assessment of the bridge on Twyford Road and when this would be forthcoming. Councillor Fatemian would follow this up. **Action AF**

Resolved that the report be noted.

65/17 PLANNING

xii) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees which had been considered by the Parish Council, since the last meeting, had been circulated.

Resolved that, it be noted and approved that, no observations had been made by the Parish Council in respect of the following planning applications/works to trees:

- | | |
|--------------|--|
| 17/01314/F | Mr & Mrs Wetherall
Manor Barns Manor Road Adderbury
Agricultural storage barn and stable block (Resubmission of 17/00565/F) |
| 17/00231/TCA | Mrs Harriet Potts
Ivy House Church Lane Adderbury
T1-T2- Holly - Fell. |
| 17/00238/TCA | Mrs Morgan
The Old Barn High Street Adderbury
G1 - Group of 4 leylandii conifers approximately 10m tall. Fell because this is an old hedge grown out of control and excessively shades the garden and neighbours small garden on Parsons Street
T1 - Variegated Acer - Remove reversion growth from the crow, which would equate to a 30% crown thin. |
| 17/01520/F | Dematic Ltd
Dematic Balliol House Trinity Way Adderbury
Redesign of car park and introduction of new spaces |
| 17/00281/TCA | Mr Mike Stoneman
Candleford Home Farm Court Adderbury
T1 x Cedar – Fell |

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

- | | |
|-----------------------------|---|
| 17/01260/F &
17/01261/LB | Adderbury Estates Ltd - Mrs M Shingler
Adderbury House Lake Walk Adderbury |
|-----------------------------|---|

ADDERBURY PARISH COUNCIL

Single Storey side extension to dwelling. New secondary access and driveway.
Repairs to the ice house, loggia and entrance arch. Landscaping of parkland.

- 17/00777/REM Patron Adderbury Retirement Living S.A.R.L
Gracewell of Adderbury Gardner Way Adderbury
Reserved Matters to 13/01672/HYBRID - Layout, scale, appearance, access and landscaping of the site
- 17/01475/F & 17/01476/LB Mr & Mrs Dunstan
The Old House Tanners Lane Adderbury
Proposed replacement garage with office accommodation above
- 17/01562/LB Rt Hon Terry Davis And Mrs Anne Davis
Hermitage The Green Adderbury
Replace door like-for-like and replace door frame

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

- 17/01068/F & 17/01069/LB Mr & Mrs Gottlieb
Callaly Cottage Tanners Lane Adderbury
Erection of extension to the existing kitchen by extending it to link with the East utility wing, demolition of the existing swimming pool plant building, the existing link between the kitchen and the east wing and erection of a new pool changing room, gym and plant room all adjacent to the existing pool located on the East side of the garden
- 17/01408/OUT Hallam Land Management Ltd
Land North Of Health Club East Of Phase 2 Longford Park Oxford Road Bodicote
Outline planning application for a residential development of up to 700 dwellings; multi-purpose community building incorporating a sports pavilion and changing rooms; green infrastructure including formal (playing fields, allotment) and informal open space, landscaping and associated infrastructure including a balancing pond on land off the A4260, Oxford Road, Banbury with alterations to existing access off the A2460, Oxford Road. All matters of detail reserved save access from Oxford Road

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

- 17/00294/TCA Mrs Harris
4 Church Close Adderbury
T1 x Beech - Remove low hanging branch to trunk. T2 x Alder (co dominant stem) - Remove small secondary stem back to trunk. This will allow the main stem to grow uninhibited
- 17/01648/F & 17/01649/LB Mr John Eades
Grasslands 9 Oxford Road Adderbury
Variation of condition 2 of 15/02116/F - windows on north elevation of greenhouse not to be reinstated and minor additional variations
- 17/00299/TCA Mr Colin Galloway
Riverside 17 Dog Close Adderbury
T1 x Juniper – Fell
- 17/01764/F Mr Stuart Heritage
50 Walton Avenue Twyford
Two storey extension to side; porch to front

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

Resolved that the report be noted.

ADDERBURY PARISH COUNCIL

- xiv) Cherwell Local Plan 2011-2031 (Part 1): Partial Review - Oxford's Unmet Housing Need – The Chairman reported that Taylor Wimpey had made a proposal suggesting that the solution to Oxford's unmet housing needs, was to build 250 new homes on Milton Road, between Adderbury and Bloxham. The Parish Council's comments on this matter had already been submitted to Cherwell District Council, but it was felt that additional comments, objecting to this proposal should also be forwarded to Cherwell District Council.

Resolved that additional comments be forwarded to Cherwell District Council, objecting to the proposal by Taylor Wimpey. **Action TG**

66/17 FINANCE

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

Resolved that the following accounts for payment be approved:

Payee	Amount
T Goss – September 2017 salary	£841.53
T Goss – Expenses for September 2017	£33.75
HMRC – Quarterly payment	£233.37
OCC Pension Fund – Clerks pension for September 2017	£206.57
Green Scythe Ltd – Grass Cutting at the LPPF for July 2017	£508.20
Thomas Fox – Grass Cutting for July & August 2017	1530.00
Design Grow – Lakes Maintenance for July 2017 & August 2017	£120.00
Adderbury History Association – Annual Grant	£200.00
Adderbury Library Action Committee – Annual Grant	£500.00
Mr P Mansell – Printing for Adderbury Lakes	£189.00
P Gardner – Cutting land on Milton Road	£150.00
Rascal Horticultural – Allotment and Cemetery Maintenance	£335.00
Cotefield Treecare – Tree Works at Adderbury Lakes	£1022.40
Christopher Rawlins Primary School – Room Hire for PC meeting on 7 September 2017	£18.00
David Griffiths – Stationery Expenses	£25.99
Peter Waite – Expenses for Adderbury Lakes	£58.34

- ii) Bank Reconciliations/Breakdown of Parish Council Funds/Budget Monitoring (July to September 2017) - Prior to the meeting, the Clerk had circulated the bank reconciliation, breakdown of Parish Council funds as at 12 September 2017 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society and budget monitoring as at September 2017.

Resolved that the bank reconciliations, breakdown of Parish Council funds for the Barclays, Santander, Natwest and Cambridge Building Society and budget monitoring as at September 2017 be noted.

- xv) Quarterly Budget Monitoring Report – Prior to the meeting, the income and expenditure from April to September 2017 had been circulated.

Resolved that the report be noted.

- xvi) St Mary's Church Clock – Prior to the meeting, a report had been circulated regarding a request from the PCC, for a financial contribution from the Parish Council to help pay for the repair works to the St Mary's Church Clock.

The Parish Council was minded to make a donation to help fund the repairs, but prior to committing to a specific sum, Councillors asked for further details on the project, including why the re-guilding was being completed at this time, the total cost, a breakdown of the costs within the total sum and an indication of the amount the PCC was expecting from the Parish Council.

Resolved that this item be deferred until further details on the project are obtained. **Action TG**

- xvii) Walled Garden Allotment Rents 2018/2019 – Prior to the meeting, a report had been circulated with regard to reviewing the rent at the Walled Garden Allotments for 2018/2019.

ADDERBURY PARISH COUNCIL

Resolved that the rent for a full plot at the Walled Garden Allotments be set at £27.00 for 2018/2019.
Action TG

67/17 PARISH COUNCIL MATTERS

- i) Judicial Reviews – The Chairman reported that the two applications for Judicial Review submitted by Mr Nigel Davies, Lindale, Berry Hill Road, Adderbury have both been refused by Judge Purle.

The Chairman reported that contact had been made with the Court and an application for costs had been submitted. The Parish Council also felt that if possible, the Parish Council's insurance policy should be amended to include cover for Judicial Reviews.

The Chairman also reminded Councillors about the content of the emails which Mr Nigel Davies had sent to the Clerk and Responsible Financial Officer. Councillors felt that given Mr Davies' profession as a Solicitor, a complaint should be made to the Law Society about his conduct.

Resolved that

- 1) the report be noted;
- 2) it be noted that the two applications for Judicial Review submitted by Mr Nigel Davies, Lindale, Berry Hill Road, Adderbury have both been refused;
- 3) it be noted that the cost to the Parish Council to defend itself is £6100.00 plus VAT;
- 4) contact be made with the Parish Council's insurance company with regard to increasing the cover to include Judicial Reviews; and
- 5) a complaint be made to the Law Society with reference to the correspondence which Mr Nigel Davies sent to the Clerk and Responsible Financial Officer. **Action TG**

- ii) Parish Council Surgeries – Prior to the meeting, Councillor Keith Mitchell had circulated a report from the Parish Council surgery which he had attended with Councillor David Griffiths.

At the Surgery, there had been a request for a footpath along Berry Hill Road and concerns had been raised about the volume and speed of traffic on Berry Hill Road.

There had also been a request from a member of the public for white lines to be painted at the front of dropped kerbs by Church House. This was because drivers parked their vehicles over the dropped kerbs and those in wheelchairs or mobility scooters had no safe access to the road from the footpath.

Action TG

Resolved that the issues of a footpath and traffic on Berry Hill Road and the painting of white lines on the roads by dropped kerbs in High Street, be forwarded to the County Council. **Action TG**

- iii) Adderbury Parish Institute – The Chairman asked the Parish Council, to confirm its Trustees at Adderbury Parish Institute.

Resolved that Councillors David Griffiths and Ann Lyons be appointed as the Parish Council's Trustees at Adderbury Parish Institute. **Action TG**

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

- The Rise; Councillor David Griffiths reported that there were no issues, however the litter bin needed to be emptied.
- Lucy Plackett Play Area; Councillor Ann Lyons reported that there were no issues.
- Adderbury Lakes; The Chairman reported that there were no issues.

Resolved that the reports be noted.

- (v) Working for Adderbury Community (WFAC) – Prior to the meeting, a report had been circulated by the Chairman, which also included the Constitution for WFAC, draft documents from STRI with regard to the topographical and drainage survey on the Milton Road land and minutes of the meeting held on 30 August 2017.

Resolved that the WFAC Constitution be noted and approved.

ADDERBURY PARISH COUNCIL

Resolved that the three Parish Council Trustees appointed to WFAC be Councillors Martin Rye, Keith Mitchell and Chris Shallis.

Resolved that the draft documents from STRI be noted and three quotes now be obtained for the necessary work, once the full feasibility study has been received.

Resolved that the minutes of the meeting held on 30 August 2017 be noted.

68/17 VILLAGE MATTERS

- xiii) Adderbury Neighbourhood Plan (ANP) – The Chairman reported that the ANP was at submission stage at Cherwell District Council. Sam Brown, Chairman of the ANP Group and the Chairman had met with Sunita Burke at Cherwell District Council to discuss the outstanding points which CDC had with the ANP.

There had not been any major issues to address and Sunita Burke had agreed that CDC would progress the ANP during next week and by 22 September 2017, at the latest, the ANP would proceed to submission stage and submission consultation.

Resolved that the report be noted.

- xiv) FOCAL – Prior to the meeting, Councillor Keith Mitchell circulated a report on the activities of FOCAL.

Resolved that the report be noted.

- (ii) Recycling Bins, Banbury Road – Prior to the meeting a report had been circulated with regard to the charity recycling bins which were located in the layby on Banbury Road. There was a proposal to have the clothing and textile bins removed due to the increase in fly tipping and mess which regularly occurred there because the bins were not emptied regularly enough and inappropriate waste was being left there.

Resolved that Cherwell District Council be requested to remove the clothing and textile banks, but the bottle/glass banks be left in situ. **Action TG**

- (iii) New Dog Waste Bin – Prior to the meeting, a report had been circulated with regard to a request for a new dog waste bin at The Rise due to the increase in dog fouling in the area.

Resolved that a new green dog waste bin be installed in The Rise. **Action TG/DG**

- iv) Twyford Road Traffic Noise Issues - Prior to the meeting a report had been circulated with regard to the traffic noise issues on Twyford Road.

Resolved that the Parish Council responds to the South Northants Consultation on their Local Plan Part 2, including comments relating to a night time curfew on HGV traffic movements, request that a contribution should be made by Cherwell Valley Silos towards the repair and maintenance of the road bridges serving their site and funding for repairs to road surfacing should be provided by Oxfordshire County Council. **Action CA**

The Lucy Jane Plackett Charity (One item)

- 69/17 **PLAQUE ON TREE IN THE PLAYING FIELD** - Prior to the meeting, the Chairman circulated a report with regard to a request for a plaque to be placed on a tree in the Lucy Plackett Playing Field.

Resolved that request be approved, subject the Parish Council agreeing the type of plaque, the plaque be attached to a stake, the Parish Council to agree the wording and the resident to covers the cost. **Action TG**

- 70/17 **CORRESPONDENCE** – James Collier, Chairman of Adderbury Park Football Club, emailed the Parish Council to advise that there had been a break-in at the Pavilion in the Lucy Plackett Playing Field. He also reported that the Running Club had damaged the front doors during their event and they had not contributed to the repair costs. The Clerk would contact the Football Club for more details and also contact the Running Club about this matter. **Action TG**

71/17 EXCLUSION OF THE PUBLIC AND PRESS

ADDERBURY PARISH COUNCIL

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 72/17, 73/17 & 74/17 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

72/17 QUOTES FOR TREE WORKS - Prior to the meeting a report had been circulated with regard to the consideration of quotes for cutting back the trees which overhang the bridleway/footpath along Rochester Way to Walton Avenue, quotes for cutting back the trees around the MUGA in readiness for the installation of the play equipment and also separate tree work to the multi-trunked limes at the Lucy Plackett Playing Field which had been highlighted in the tree survey.

Andrew Barnes stayed in the meeting during this item only, so he could advise the Parish Council.

Mr Barnes advised that the specification for the works to the trees which overhang the bridleway/footpath along Rochester Way to Walton Avenue was being progressed and the deadline for quotes was 22 September 2017.

With regard to the trees and vegetation which needed cutting back around the MUGA, one quote had been received from Thomas Fox Landscaping.

With regard to the works to the multi-trunked lime trees in the Lucy Plackett Playing Field, the works had been agreed by the Tree Working Group, therefore quotes and planning permission would now be sought to progress this work.

Resolved that:

- 1) quotes be obtained for the works to the trees at the bridleway and footpath between Walton Avenue and Rochester Way, Twyford;
- 2) the quote from Thomas Fox Landscaping for £525.00 be accepted for works to the small trees which overhang the site for the new play equipment (near to the MUGA in the Lucy Plackett Playing Field). The nettles at end of the MUGA would also be cut and sprayed; and
- 3) quotes for the works to the multi-trunked lime trees in the Lucy Plackett Playing Field would be obtained and an application for planning permission would be submitted to Cherwell District Council.

73/17 BARWOOD HOMES – Prior to the meeting, the Chairman circulated a report with regard to the access arrangements to the Parish Council land via the Barwood Homes land on Banbury Road. A Deed of Easement had been produced but it was not acceptable in its current form, as advised by Neil Belcher at Spratt Endicott. Therefore the Deed had been sent back to Barwood Homes for further work.

Resolved that:

- 1) the report be noted;
- 2) Councillor Diane Bratt be given authority to continue discussions with Barwood Homes; and
- 3) Councillors Diane Bratt, David Griffiths and Martin Rye continue to have authority, with the Clerk and Responsible Financial Officer, to sign any legal documents, as advised by Spratt Endicott.

74/17 NICHOLAS KING HOMES – Prior to the meeting, a letter from a resident had been circulated relating to the Section 106 agreement with Nicholas King Homes. The matter had been debated fully at the Parish Council meeting on 27 June 2017 and all Councillors had been allowed adequate time to express their views fully.

Resolved that the resident be thanked for his letter and no further action be taken. **Action TG**

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

75/17 MEETING DATES – Future meeting dates are as follows, and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 31 October 2017
- 28 November 2017
- 16 January 2018
- 27 February 2018
- 27 March 2018
- 24 April 2018

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- 22 May 2018

76/17 ITEMS FOR THE NEXT AGENDA

- Colin Butler Green - Proposed Footpath
- LAP/LEAP/Community Areas, Adderbury Fields
- Noticeboard – To consider installing a new noticeboard in the Aynho Road area of the village, near to the new development
- Adderbury Court Amenity Area, Alcohol Free Zone
Deddington Day Centre – To consider a request for funding from Deddington Day Centre which is attended by Adderbury residents.
- Progress report on the community contribution from the planning application next to the cemetery
- Running Club use of the Lucy Plackett Playing Field.
- Quotes for works to the trees at the bridleway/footpath in Twyford.
- Quotes for work to multi-trunked Lime Trees in the Lucy Plackett Playing Field.
- New bollard at the Lucy Plackett Playing Field and replacement of damaged one.

(Meeting closed 9.30pm)

Chairman – 31 October 2017

ADDERBURY PARISH COUNCIL
MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET,
ADDERBURY ON TUESDAY 31 OCTOBER 2017 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Steven Cox, Tony Gill, Rod Head, Sue Jelfs (part of meeting), Ann Lyons, Keith Mitchell, Martin Rye and Chris Shallis.

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

APOLOGIES: Councillors Colin Astley, Penny Clarke and David Griffiths submitted their apologies because they were ill, these were accepted and the absences authorised.

County Councillor Arash Fatemian and District Councillor Andrew McHugh also submitted their apologies.

The Chairman advised that should anyone wish to record the meeting, they could do so. Nigel Wood recorded the meeting for his own personal use.

The Chairman welcomed members of the public to the meeting. The Chairman also welcomed Councillor Rod Head to his first meeting of the Parish Council.

77/17 DECLARATIONS OF INTEREST: All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

The Chairman declared an interest in minute number 93/17, quotes for tree works because her Nephew had submitted a quote for the contract. The Chairman did not speak during this item or vote.

Councillor Tony Gill declared an interest in minute number 85/17 (i), planning application 17/00368/TCA because the applicant was his neighbour.

Councillor Steven Cox declared an interest in minute number 85/17 (iii) because he was a resident of Twyford Road, which was a route used by vehicles going to and from Cherwell Valley Silos.

Resolved that the interests be noted.

78/17 MINUTES - The minutes of the meetings held on 12 September 2017 were taken as read, duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 12 September 2017 be approved.

79/17 MATTERS ARISING FROM THE MINUTES OF 12 SEPTEMBER 2017 – There were no matters arising.

80/17 CHAIRMAN'S ANNOUNCEMENTS – The Chairman made the following announcements:

- Recycling Bins, Banbury Road – The issue of fly tipping had not improved and the request had been made to Cherwell District Council for the textile recycling bins to be removed.
- LAP/LEAP/Community Areas, Adderbury Fields – A site meeting had been held with Cherwell District Council and further works were required before consideration could be given to the Parish Council taking responsibility for the site so discussions would continue.
- The new play equipment had been installed at the LPF and at the Rise and was now open for use. The legal agreements for the release of the Section 106 funds provided for this equipment were in the process of being confirmed with Cherwell District Council.

81/17 OPEN FORUM – Marianne Balazs addressed the Parish Council with regard to the two footpaths on Adderbury Fields which were due to be opened into Norris Close and St Mary's Road. Ms Balazs reported that opening the footpaths would increase the problems with anti-social behaviour and the footpaths would be turned in cycle tracks and there would be issues with litter and noise.

David Wilson Homes had told residents that the two footpaths would not be opened however, Cherwell District Council would not approve an amendment to the original planning application, which showed these footpaths leading into St Mary's Road and Norris Close. In addition, a new resident to Wallin Road on Adderbury Fields, Victoria Wetherell, had recently purchased her house and she was told by DWH that the footpaths would not be opened.

ADDERBURY PARISH COUNCIL

Tom and Andrew Jacob, residents of St Mary's Road also supported the concerns of Marianne Balazs and Victoria Wetherell and they felt that because the end of St Mary's Road was used by drivers as a turning circle, it would be very dangerous to have a footpath opening onto this area of St Mary's Road.

Therefore, the Parish Council was asked to support the residents with their request not to have the footpaths opened.

Andrew Barnes addressed the Parish Council with regard to the matter he highlighted at the last Parish Council meeting, relating to the poor visibility for drivers when exiting the Gracewell Carehomes site due to the signage which was in place on the A4260. The Clerk had already contacted the County Council about this matter but as there had not been any progress, she would contact the highways officers again. **Action TG**

The Chairman thanked the residents for addressing the Parish Council.

82/17 ADDERBURY FIELDS FOOTPATHS – Prior to the meeting, the Clerk had circulated a report regarding two footpaths on the Adderbury Fields Estate which had not yet been opened. The original planning application for the site, showed that there would be two footpaths from the site; one leading to St Mary's Road and the other leading to Norris Close.

However, some residents of Adderbury Fields and St Mary's Road did not wish the footpaths to be opened as it could result in an increase in anti-social behaviour which was already an issue, an increase in noise and litter and also the dangers of a footpath opening out in the turning circle at the end of St Mary's Road.

David Wilson Homes had contacted Linda Griffiths, Planning Officer at Cherwell District Council but she would not give permission for the plans to be amended and was insisting that the footpaths be opened.

Therefore, the residents were asking the Parish Council to support their request for the footpaths to remain closed.

Following a discussion, it was agreed that the Parish Council supported the residents with their request for the footpaths to remain unopened and the County Council would be contacted for their opinions on the concerns which had been raised relating to the footpath opening into the turning circle in St Mary's Road. Once the County Council had responded, the Parish Council would contact Cherwell District Council on this matter.

Resolved that the Parish Council supports the residents with regard to the two footpaths remaining unopened and the County Council be approached about the highway safety issues concerning one of the footpaths opening out near to the turning circle in St Mary's Road. **Action TG**

83/17 WALKWAY/CYCLEWAY – Prior to the meeting, the Clerk had circulated a report regarding a request for a walkway/cycleway from Adderbury to Bodicote. The County Council had been contacted and officers had advised that £30,000 could be made available from Banbury ITS Section 106 funds and a feasibility study would be undertaken.

Following a discussion, it was suggested that as an alternative, the £30,000 could be used for a footpath on Aynho Road. However the Clerk reported that the request for a footpath on Aynho Road had already been submitted to the County Council and she had been advised that funds were not available for that project.

Resolved that:

- 1) the report be noted;
- 2) the feasibility study for the walkway/cycleway from Adderbury to Bodicote be progressed; and **Action TG**
- 3) the County Council be asked to clarify why the £30,000 of Section 106 funds is not available for a footpath on Aynho Road. **Action TG**

84/17 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Prior to the meeting, a report had been circulated by District Councillor Christine Heath with regard to the timetable for the Adderbury Neighbourhood Plan. There were no further reports.

Resolved that the report be noted.

85/17 PLANNING

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- xviii) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees which had been considered by the Parish Council, since the last meeting, had been circulated.

Resolved that, it be noted and approved that, no observations had been made by the Parish Council in respect of the following planning applications/works to trees:

17/00294/TCA	Mrs Harris 4 Church Close Adderbury T1 x Beech - Remove low hanging branch to trunk. T2 x Alder (co dominant stem) - Remove small secondary stem back to trunk. This will allow the main stem to grow uninhibited
17/01648/F & 17/01649/LB	Mr John Eades Grasslands 9 Oxford Road Adderbury Variation of condition 2 of 15/02116/F - windows on north elevation of greenhouse not to be reinstated and minor additional variations
17/00299/TCA	Mr Colin Galloway Riverside 17 Dog Close Adderbury T1 x Juniper – Fell
17/01764/F	Mr Stuart Heritage 50 Walton Avenue Twyford Two storey extension to side; porch to front
S/2017/2212/FUL	K J Cherry & Sons Ltd Franlow Knob Farm Banbury Lane Kings Sutton Engineering operations to install culvert for bridge crossing
17/00329/TCA	Mr Graham Osborne The Bridge House Horn Hill Road Adderbury T1 x Box Elder - Fell T2 x Copper Beach – Fell
17/00325/TCA	Mr Edward Southall Street Record Lambourne Way Adderbury T1 (RED) - Sycamore - Target prune/reduce overhanging crown by approximately 2.5 metres back to boundary. T2 (Green) - Yew - Crown lift over drive at the rear of the property by up to 1 metre.
17/01896/F	Mr & Mrs Walker Chemin De Fer Horn Hill Road Adderbury Two storey rear extension and sunpipe to East elevation
17/00332/TCA	Mrs Caroline Rathbone Holly House Manor Road Adderbury T1 (Red) - Holly - Reduce Crown by up to 4 metres in height. Reduce sides in by up to 1 metre. T2 (Blue) - Silver Birch - Reduce crown up to 3 metres. Crown lift by up to 2 metres.
17/01904/F	Mr & Mrs Pinder Hujan Manor Fields Farm Manor Road Adderbury Secure Agricultural Storage unit within existing Agricultural barn – Retrospective
17/00350/TCA	Rev. Stephen Fletcher St Marys Church Mill Lane Adderbury T1 x Lawson Cypress – Fell

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

None

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Resolved that, it be noted and approved that, objections had been made by the Parish Council in respect of the following applications/works to trees:
None

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

17/01980/F	Mr & Mrs Tolson Briarwood Berry Hill Road Adderbury Alterations and extension to dwelling (Resubmission of 17/01334/F)
17/00368/TCA	Mr Smith Arboretum Horn Hill Road Adderbury T1 x Willow - Reduce height by third and shape
17/00369/TCA	Mrs Theresa Goss Lucy Plackett Playing Field Round Close Road Adderbury T2, T9, T10 to T14, T16, T21, T24 to T26, T36, T52 to T59 - as per tree work schedule

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

Resolved that the report be noted.

xx) South Northants Pre-Submission Draft Local Plan Part 2 Consultation/Cherwell Valley Silos – Prior to the meeting, Councillor Colin Astley had circulated a report on the comments which had been submitted to South Northants Council on the South Northants Pre-Submission Draft Local Plan Part 2.

Councillor Astley also suggested that additional comments be submitted to South Northants Council with regard to application S/2017/1787/MAF at Cherwell Valley Silos.

Earlier that day, the Parish Council had been invited by South Northants Council to make comments on application S/2017/2612/MAF at Cherwell Valley Silos in respect of Removal of condition 9 (use) of S/2017/1787/MAF (Erection of building for Class B1 (Business), B2 (General Industrial) and B8 (Storage and Distribution) purposes (Unit 7); car parking and servicing area).

Resolved that:

- 1) the report be noted;
- 2) the additional comments on application S/2017/1787/MAF be approved for submission to South Northants Council; and **Action TG**
- 3) comments on application S/2017/2612/MAF be collated by Councillor Colin Astley, circulated to the Parish Council via email for approval and submitted to South Northants Council by the Clerk. **Action ALL**

86/17 FINANCE

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

Resolved that the following accounts for payment be approved:

Payee	Amount
T Goss – October 2017 salary and September back pay	
T Goss – Expenses for October 2017	
OCC Pension Fund – Clerks pension for October 2017	
OCC Pension Fund – Difference due to increase in pension rate from April 2017	£160.40
Cherwell District Council – Emptying dog waste bins for summer period	£1153.15
Design Grow – Lakes Maintenance for September 2017	£60.00
G&S Window Cleaning – Cleaning gutters at LPAC	£50.00
Green Scythe Ltd – Grass Cutting at the LPPF for August 2017	£601.20
Thomas Fox – Grass Cutting for September 2017	£765.00

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Thomas Fox – Works to trees prior to play equipment installations in the LPPF	£858.00
BDO LLP Ltd – External Audit 2016/2017	£360.00
CPRE – Annual Subscription	£36.00
D Chandler – Call out to well on Horn Hill Road	£40.00
T Goss – Petty Cash Top-up	£50.00
Proludic – Play equipment at The Rise	£11,786.39
Arien Signs and Graphics – Key for noticeboard	£8.34
Peter Waite – Expenses for Adderbury Lakes	£31.99
Ros Bailey – Expenses for Adderbury Lakes	£73.96
Peter Booth – Repairs to the gate at the Lucy Plackett Playing Field	£1126.00
Castle Water – Water rates at allotments	£32.79
Green Scythe Ltd – Grass Cutting at the LPPF for September 2017	£393.60
Rascal Horticultural – Allotment and Cemetery Maintenance	£325.00
Sports Turf Research Institute – Milton Road Land Feasibility Study	£4879.20
Thomas Fox - Grass Cutting for October 2017	£765.00

- ii) Bank Reconciliations/Breakdown of Parish Council Funds - Prior to the meeting, the Clerk had circulated the bank reconciliation and breakdown of Parish Council funds as at 31 October 2017 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society and budget monitoring as at September 2017.

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

- iii) External Audit Report 2017/2018 – Prior to the meeting, the Clerk had circulated the External Auditors' report detailing their recommendation relating to the 2016/2017 Annual Return. BDO LLP Ltd had highlighted a minor administration matter with regard to a date which was missing from the Annual Return. There were no issues with the accounts or the internal audit process.

Resolved that the External Auditors' report for 2016/2017 be noted.

- xxi) Appointment of Internal Auditor 2017/2018 – Prior to the meeting, the Clerk had circulated a report and the Letter of Engagement from Arrow Accounting to complete the internal audit for 2017/2018.

Resolved that Arrow Accounting be appointed to complete the Internal Audit for 2017/2018. **Action TG**

- xxii) Deddington Day Centre – Prior to the meeting, the Clerk had circulated a report regarding a request for funding from Deddington Day Centre, which was attended by three Adderbury residents.

Following a discussion, Councillors were minded to grant some financial support to the Centre, but requested further information on their other funding sources, as well as the bank balances.

Resolved that Deddington Day Centre be advised to apply for a Parish Council grant for 2018/2019 and when this further information on their funding sources and bank account balances is obtained, consideration of a grant for this financial year will be discussed again. **Action TG**

- xxiii) Section 106 Funds – The Chairman reported that the legal agreements for the release of Section 106 funds from Cherwell District Council to the Parish Council for the play equipment projects, were currently being worked on. Once they had been drafted, there might be a need for legal advice too.

Councillor Sue Jelfs was thanked for all her work on the play equipment project.

Resolved that:

- 1) Councillors Diane Bratt and David Griffiths be authorised to sign the legal agreements relating to the release of Section 106 funds from Cherwell District Council for the play equipment projects and source legal advice, if required; and **Action TG**
- 2) advice be sought from the Parish Council's insurance company with regard to the whether or not signage is required advising on the risk of using the new equipment. **Action TG**

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- v) Parish Council Surgeries – Councillors Ann Lyons and the Chairman attended the last surgery and issues which had been raised related to dropped kerbs, wheelie bins at the Lucy Plackett Playing Field, parking in Adderbury Court at school drop-off and collection times and footpaths which had not been reinstated on the Circular Walk. These had all been reported to the appropriate bodies.

Resolved that the report be noted.

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

- The Rise; in the absence of Councillor David Griffiths there was no report on The Rise;
- Lucy Plackett Play Area; Councillor Ann Lyons reported that there were no issues and residents had advised that they were pleased with the new play equipment. However, there had been some vandalism to the heras fencing during the installation of the play equipment and the gate into the play area had also been damaged.
- Adderbury Lakes; The Chairman reported that there were no issues, however advice from the Parish Council's insurance company had been sought about whether or not the Lakes should be closed during high winds and whether signage about this matter was required.

Resolved that:

- 1) the reports be noted; and
- 2) Dave Chandler be asked to repair the gate at the Lucy Plackett play area. **Action TG**

- (iii) Working for Adderbury Community (WFAC) – Prior to the meeting, a report had been circulated by the Chairman, which included the minutes of the inaugural meeting of WFAC held on 4 October 2017. There was also a request from Ball Colgrave to have access across the land for a charity event being held in July 2018.

Resolved that

- 1) the report be noted;
- 2) the minutes of the inaugural WFAC meeting held on 4 October 2017 be noted; and
- 3) the request from Ball Colgrave be deferred until the end of February 2018 when the plans for this land are clearer. **Action TG**

(Councillor Sue Jelfs arrived during this item)

88/17 VILLAGE MATTERS

- xv) Adderbury Neighbourhood Plan (ANP) – The Chairman reported that the consultation period had commenced and the deadline for comments was Friday 24 November 2017. District Councillor Christine Heath had also circulated a report on the possible timetable for the ANP.

Resolved that the report be noted.

- xvi) Annual Parish Meeting 2018 – The Chairman reported that the meeting was being held on Wednesday 11 April 2018 at 7.30pm at the Methodist Hall and asked the Parish Council to agree on a speaker for the meeting.

Resolved that the report be noted and suggestions of a speaker be discussed at the next meeting.
Action TG

- xvii) Forest Schools Project – Prior to the meeting, the Chairman had circulated a report, updating the Parish Council on the Forest School Project from Christopher Rawlins School.

Resolved that the report be noted.

- iv) FOCAL – Prior to the meeting, Councillor Ann Lyons had circulated a report on the work of FOCAL.

Resolved that the report be noted.

- v) Line marking – Prior to the meeting, the Clerk had circulated a report on a request for line markings outside of Shepherds Keep, the veterinary surgery and Church House and the Parish Council was requested to meet the cost of £100 per line marking.

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Resolved that the Parish Council meets the cost of £300 for the line marking. **Action TG**

- vi) Alcohol Free Zone, Land to the Rear of Adderbury Court – Prior to the meeting, the Clerk had circulated a report on a request for an alcohol free zone at the amenity land to the rear of Adderbury Court, which was owned by the Parish Council.

Following contact with Cherwell District Council for advice, it had been suggested that the best course of action would be a bye-law prohibiting drinking of alcohol in this area. However, the legal costs for establishing a bye-law was about £1500 and even if the application for a bye-law was successful, there would not be any enforcement.

Following a discussion, the Parish Council felt that although it supported and sympathised with the residents, a bye-law should not be progressed. However, Councillors were willing to try other measure to help alleviate the problem of young people gathering on its land and drinking alcohol.

Resolved that the bye-law not be progressed and contact be made with the residents about other measures which could be implemented to address the problem. **Action TG**

The Lucy Jane Plackett Charity (Two items)

- 89/17 BRAMBLE BUSHES AT THE LUCY PLACKETT PLAYING FIELD PLAY AREA** – Prior to the meeting, the Clerk had circulated a report following a request from a resident of Dog Close, for the hedgerow in the play area to be cut back. The resident felt that the branches were a health and safety hazard for young children.

Resolved that:

- 1) the bramble bushes in the play area be cut back and this be included as part of the tendering process for the tree works in the Lucy Plackett Playing Field; and **Action Andrew Barnes**
- 2) the resident be advised of the Parish Council's decision on this matter. **Action TG**

- 90/17 PARTY IN THE PARK 2018** – Prior to the meeting, the Clerk had circulated a report on a request from the Party in the Park Committee to use the Lucy Plackett Playing Field for their event on 16 June 2018.

Resolved that the request for use of the Lucy Plackett Playing Field on 16 June 2018 for the Party in the Park be approved. **Action TG**

- 91/17 CORRESPONDENCE** – There were no further items of correspondence.

92/17 EXCLUSION OF THE PUBLIC AND PRESS

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 93/17, 94/17, 95/17, 96/17, 97/17, 98/17, 99/17 & 100/17 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

- 93/17 QUOTES FOR TREE WORKS** - Prior to the meeting, the Clerk had circulated a report with regard to quotes which had been received for cutting back the trees which were overhanging the bridleway/footpath along Rochester Way to Walton Avenue.

Andrew Barnes stayed in the meeting during this item only, so he could advise the Parish Council. The Chairman had declared an interest and did not take part in the discussion or vote.

Resolved that the quote from Ben Acreman be accepted for the tree work and hedge laying. **Action TG**

- 94/17 SPORTS TURF RESEARCH INSTITUTE (STRI) REPORT – MILTON ROAD LAND** – Prior to the meeting, the Chairman had circulated a report on the receipt of the feasibility study by STRI on the Milton Road land. The report also contained a quote for the clearance of the ditch on the Milton Road land.

Resolved that:

- 1) the report be noted;
- 2) the feasibility study be noted; and

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- 3) the quote from Tony Hopper for the clearance of the ditch be accepted. **Action DB/TG**

95/17 BARWOOD HOMES – Prior to the meeting, the Chairman circulated a report with regard to the request from Barwood Homes for access arrangements to the Parish Council land via their land on Banbury Road. A draft Deed of Easement had been produced but it was not acceptable in its current form, as advised by Andrew Querelle at Spratt Endicott. Therefore the Deed had been sent back to Barwood Homes for further work.

It was hoped that Barwood Homes would meet the cost of the Parish Council's legal fees.

Resolved that:

- 1) the report be noted ,
- 2) the Chairman continue discussions with Barwood Homes with regard to the Deed of Easement; and **Action DB**
- 3) Councillors Diane Bratt, David Griffiths and Martin Rye be authorised to sign the Deed of Easement once Spratt Endicott have advise that it is acceptable.

96/17 NICHOLAS KING HOMES – Prior to the meeting, the Clerk had circulated a report with regard to a request from Nicholas King Homes to rent part of the adjacent Parish Council land for their site office. Nicholas King Homes would also be installing all of the ducting for the services to the Parish Council land, in readiness for the new pavilion building and sports pitches.

Resolved that:

- 1) the request from Nicholas King Homes be approved for a sum of £500 per month, payable in monthly instalments in advance; **Action DB/TG**
- 2) legal advice on the licence be sought from Aplins; and **Action TG**
- 3) the rent of £500 per month be ring fenced for the Milton Road land project. **Action TG**

97/17 FRIENDS MEETING HOUSE – Prior to the meeting, the Chairman had circulated a report recommending that the Parish Council sets up a working group to progress further renovations/repairs to the Friends Meeting House.

The report also gave a progress report on the possible community benefit from the planning application for one dwelling on land adjacent to the cemetery.

Resolved that:

- 1) the report be noted;
- 2) a Sub-Working Group be established to investigate potential works to the Friends Meeting House and the membership be Councillors Diane Bratt, Chris Shallis and Keith Mitchell; and
- 3) Councillor Diane Bratt be authorised to liaise with the new owner to discuss any possible community benefit from the planning application for one dwelling on land adjacent to the cemetery. **Action DB**

98/17 GRASS CUTTING AND MAINTENANCE CONTRACTS – Prior to the meeting, the Clerk had circulated a report with regard to quotes which had been received for the following contracts for 2018/2019:

- Grass Cutting at the Lucy Plackett Playing Field;
- Grass Cutting the village and highways areas;
- Maintenance at the Cemetery and Allotments; and
- Maintenance at Adderbury Lakes.

Resolved that the following contracts for 2018/2019 be approved as follows:

- Grass Cutting at the Lucy Plackett Playing Field – Green Scythe Ltd
- Grass Cutting the village and highways areas – Thomas Fox Landscaping Ltd
- Maintenance at the Cemetery and Allotments – Rascal Horticultural Services
- Maintenance at Adderbury Lakes – Design Grow

Action TG

99/17 COMPLAINT TO THE SOLICITORS REGULATION AUTHORITY – The Chairman reported that the Parish Council had submitted a complaint to the Solicitors Regulation Authority (SRA) with reference to emails

ADDERBURY PARISH COUNCIL

received from Mr Nigel Davies. The SRA had advised that it would not be investigating the complaint but would keep a note on file for future reference.

With regard to the costs which the Parish Council had applied for relating to the two applications for Judicial Review, there should be a reply from the Court in the next two to three weeks.

Resolved that the report be noted.

100/17 STAFFING COMMITTEE – Prior to the meeting, the Chairman of the Staffing Committee had circulated a report with regard to the decision by the Staffing Committee on 5 October 2017, to increase the Clerks' hours from 15 to 20 hours per week. This was due to the increase in her workload which the Clerk had discussed with the Committee.

Resolved that the report be noted.

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

101/17 MEETING DATES – Future meeting dates are as follows, and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 28 November 2017
- 16 January 2018
- 27 February 2018
- 27 March 2018
- 24 April 2018
- 22 May 2018

102/17 ITEMS FOR THE NEXT AGENDA (FOR INFORMATION ONLY)

9. Colin Butler Green - Proposed Footpath
10. LAP/LEAP/Community Areas, Adderbury Fields
11. Noticeboard – To consider installing a new noticeboard in the Aynho Road area of the village, near to the new development
12. Running Club - Use of the Lucy Plackett Playing Field.
13. Quotes for work to multi-trunked Lime Trees in the Lucy Plackett Playing Field and hedge in the play area/around the Activity Centre and carpark.
14. New bollard at the Lucy Plackett Playing Field and replacement of damaged one.
15. Cemetery Fees for 2018/2019
16. Oxford Road Speed Survey
17. Environment Committee
18. 'Vision for Adderbury'
19. Annual Parish Meeting Speaker
20. Adderbury Court – Ideas to assist residents with the issue of anti-social behaviour on the amenity land
21. Dropped Kerbs in Deene Close
22. Donation to St Mary's Church clock face repairs
23. Deddington Day Centre – Request for funding in 2017/2018

(Meeting closed 10.00pm)

Chairman – 28 November 2017

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

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

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

APOLOGIES: Councillor Ann Lyons submitted her apologies because she was on holiday, these were accepted and the absence authorised.

Councillor Rod Head submitted his apologies because he had a family bereavement, these were accepted and the absence authorised.

Councillor Penny Clarke submitted her apologies because she was at work, these were accepted and the absence authorised.

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

The Chairman advised that should anyone wish to record the meeting, they could do so.

The Chairman welcomed members of the public to the meeting. The Chairman also reported that Councillor David Griffiths had resigned from the Parish Council for health reasons.

103/17 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 109/17 (i) - Planning - Councillors Steven Cox and Martin Rye declared an interest in planning application 17/02252/F because they lived on Twyford Road.

Minute Number 114/17 - Running Club - Councillor Tony Gill declared an interest because he was a member of the Running Club.

Resolved that the interests be noted.

104/17 MINUTES - The minutes of the meetings held on 31 October 2017 were taken as read, duly adopted and signed by the Chairman.

Minute Number 83/17 – The words 'Banbury ITS' be inserted in the following sentence so that it reads: 'could be made available from Banbury ITS Section 106 funds'

Minute Number 102/17 - Items for Next Agenda – The title be amended to read 'Items for the Next Agenda (For Information Only).

Resolved that the minutes of the meeting held on 31 October 2017 be approved, with the above amendments.

105/17 MATTERS ARISING FROM THE MINUTES OF 31 OCTOBER 2017

Minute Number 96/17 Nicholas King Homes – The Chairman reported that the Licence To Occupy had been approved by Spratt Endicott and would now be signed on behalf of the Parish Council. **Action TG**

106/17 CHAIRMAN'S ANNOUNCEMENTS – The Chairman made the following announcements:

- Cherwell District Council's Peer Challenge held on 14 November 2017 attended by the Chairman;
- Cherwell District Council's Parish Liaison Meeting on 8 November 2017 attended by the Chairman and Councillor Steven Cox; and
- Data Protection – To note that a complaint submitted to the Information Commissioner's Office by Mr N Davies about a possible data protection breach by the Parish Council, had not been upheld. The ICO's office had advised that the Parish Council had a duty to the public and residents to advise how its funds

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were spent, the reasons for expenditure and the results. Therefore the Parish Council had complied with Data Protection Act 1998.

107/17 OPEN FORUM – Nick Fennell reported that he had received telephone calls from residents about dogs which were not being kept under control by their owners on the Lucy Plackett Playing Field. The Parish Council would monitor the situation.

Mr Fennell thanked the Parish Council for its monthly report but asked that it did not duplicate the reports from the Parish Council meeting, as some of the content had overlapped.

Mr Fennell asked if the Parish Council had heard from Birmingham Administrative Court with regard to the recovery of the legal costs relating to the two Judicial Reviews. The Chairman reported that she had made contact that day and a decision would be made in the next two to three weeks.

The Chairman thanked Mr Fennell for addressing the Parish Council.

108/17 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Prior to the meeting, County Councillor Arash Fatemian had circulated a report to the Parish Council and asked to be advised of any outstanding matters which related to the County Council.

Councillor Colin Astley thanked the County Council for completing the recent resurfacing work on Twyford Road.

The Chairman reported that two Vehicle Activated Signs had been removed from Aynho Road and it was possible that this was due to the replacement street lighting programme. It was hoped they would be back in place shortly.

District Councillor Christine Heath reported that following the last meeting of the Parish Council and the discussion about the issues at Adderbury Fields, she had visited the Anti-Social Behaviour Officer at Cherwell District Council and they had advised that there had not been any recent complaints. Councillor Heath therefore asked if the residents could be contacted to establish who they had been reporting the issues to and if there had been any recent issues. **Action TG**

Resolved that the report be noted.

109/17 PLANNING

xxiv) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees which had been considered by the Parish Council, since the last meeting, had been circulated.

Resolved that, it be noted and approved that, no observations had been made by the Parish Council in respect of the following planning applications/works to trees:

17/01980/F	Mr & Mrs Tolson Briarwood Berry Hill Road Adderbury Alterations and extension to dwelling (Resubmission of 17/01334/F)
17/00368/TCA	Mr Smith Arboretum Horn Hill Road Adderbury T1 x Willow - Reduce height by third and shape
17/00369/TCA	Mrs Theresa Goss Lucy Plackett Playing Field Round Close Road Adderbury T2, T9, T10 to T14, T16, T21, T24 to T26, T36, T52 to T59 - as per tree work schedule
17/00385/TCA	Mr David Upton Reynard House Manor Road Adderbury T1 x Birch - Crown reduce up to 2.0m, Crown thin by 15%
17/02100/F	Mr & Mrs Kenneth Lynes 27 St Marys Road Adderbury Single storey rear extension

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- 17/00393/TCA Mrs Margaret Paterson
Honestone House Parsons Street Adderbury
T1 x Silver Birch - Crown reduce by up to 3.5m, Crown thin by 10% clear from BT wires. T2, T3 x Silver Birch - Crown reduce by up to 2.5m, Crown thin by 10%
- 17/00392/TCA Mrs Alexandra Kippenberger
White House Manor Road Adderbury
T1 x Yew - Fell (as per tree report)
- 17/00396/TCA Mr Peter Job
The Old Vicarage Church Lane Adderbury
T1 x Holly - Remove, this tree is overcrowding shrubbery, approximately 5m tall T2 x Yew - Prune 2m away from building, currently rubbing on building. T3 x Prunus species - Remove limb and one branch are currently leaning heavily over the driveway. T4 x 2 nos Acacia x - Fell to ground level. Both trees have very large areas of dieback in the canopy. T5 x Willow - Pollard to 3m in height, to maintain future pollard tree.

Resolved that, it be noted and approved that, observations had been made by the Parish Council in respect of the following planning applications/works to trees:
None

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

- S/2017/2612/MAF Cherwell Valley Silos Cherwell Valley Silos Banbury Lane Kings Sutton
Removal of condition 9 (use) of S/2017/1787/MAF (Erection of building for Class B1 (Business), B2 (General Industrial) and B8 (Storage and Distribution) purposes (Unit 7); car parking and servicing area)
- 17/00481/DISC Fleet Farm Barns Aynho Road Adderbury
Discharge conditions 5 (boundary treatments), 8 (cycle/ bin store materials), 9 (access drive and footpath details), 10 (parking and turning area details) and 12 (landscaping scheme) of 17/00716/F

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

- 17/02131/F Mr Tim Catling
St Georges Catholic Church Round Close Road Adderbury
Demolition of existing chapel and erection of 1 dwelling
- 17/02252/F Mr Matt Huckson
38 Twyford Road Twyford Adderbury
Two storey rear extension, additional window to front elevation, demolition of porch and erection of replacement porch

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

Resolved that the report be noted.

110/17 FINANCE

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

Resolved that the following accounts for payment be approved:

Payee	Amount
T Goss – November 2017 salary	
T Goss – Expenses for November 2017	
T Goss – December 2017 salary	
HMRC - Quarterly payment	

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OCC Pension Fund – Clerks pension for November 2017	
OCC Pension Fund – Clerks pension for December 2017	
Rascal Horticultural – Allotment and Cemetery Maintenance	£115.00
Wellen Ltd – Ice House and Adderbury Lakes	£271.20
Design Grow – Lakes Maintenance for October 2017	£60.00
Mr D Chandler - Repairs to the gates at the Lucy Plackett Play Area	£120.00
Came and Company - Insurance for play equipment	£208.37
Prysebros Limited - Weed Control second application in Sept 2017	£534.00
Adderbury Methodist Church – Room Hire	£12.00
T Goss – Laptop Back-up	£62.00
Mr P Mansell – Expenses for Lake Open Day	£131.26
D G Hopper – Work on Milton Road land	£2340.00
Green Scythe Ltd – Grass Cutting in October 2017	£415.20

Resolved that David Griffiths be removed from the Parish Council bank accounts and the Clerk, Theresa Goss and Councillors Steven Cox, Diane Bratt, Martin Rye and Chris Shallis be appointed as signatories on the Parish Council bank accounts. **Action TG**

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

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

- xxvi) Deddington Day Centre – Prior to the meeting, the Clerk had circulated a report regarding a request from Deddington Day Centre for a grant in 2017/2018. Funding from the County Council had been withdrawn and the Centre was having to undertake fundraising to keep it open.

Resolved that the Parish Council awards the Deddington Day Centre a grant of £500.00 for 2017/2018. **Action TG**

- iv) Cemetery Fees for 2018/2019 – Prior to the meeting, the Clerk had circulated the current cemetery fees and the Parish Council was asked to review the fees for 2018/2019.

Resolved that the cemetery fees be increased by 5% for 2018/2019. **Action TG**

- v) Friends Meeting House – Prior to the meeting, the Chairman had circulated a report providing an update on the progress of the working group with regard to the further renovations/repairs to the building.

Resolved that the report be noted.

- vi) Donation to the Primary School Fundraising – Prior to the meeting, the Clerk had circulated a report asking the Parish Council to consider making a donation to the fundraising efforts at the Primary School for the purchase of new equipment, which was required for the new classrooms, following the expansion.

Resolved that:

- 1) the Parish Council awards Christopher Rawlins Primary School a grant of £500 for 2017/2018; and **Action TG**
- 2) Christopher Rawlins Primary School be encouraged to apply for a grant in 2018/2019. **Action TG**

- vi) Donation to St Mary's Church Clock Face Repairs – Prior to the meeting, the Clerk had circulated a report asking the Parish Council to agree a donation to help fund the repairs.

Resolved that the Parish Council awards St Mary's Church a grant of £2000 for 2017/2018 for the repairs to the clock face, which will be payable once the work has been completed. **Action TG**

ADDERBURY PARISH COUNCIL

- vii) Grants Working Group – Prior to the meeting, Councillor Steven Cox had circulated a report with regard to the workings of the Grants Working Group.

Following a discussion, criteria for grants applications in 2018/2019 was agreed.

Resolved that criteria for grant applications for 2018/2019 be approved. **Action KM/SC/TG**

111/17 PARISH COUNCIL MATTERS

- i) Governance Issues:

- Environment Committee – Prior to the meeting, a report had been circulated by Councillor Keith Mitchell with regard to the Terms of Reference and the membership of a new Parish Council Environment Committee.

Resolved that:

- 1) the terms of reference be approved;
- 2) the membership of the Committee be Councillors Penny Clarke, Steven Cox, Keith Mitchell, Martin Rye and Chris Shallis; and
- 3) the first meeting of the Committee be held in January/February 2018. **Action TG**

- 'Vision for Adderbury' – Prior to the meeting, a report had been circulated by the Clerk, which included suggestions from a number of Councillors regarding the 'vision for the future of Adderbury.'

Councillor Keith Mitchell had also drawn together all of the comments into a number of headings and circulated this to the Parish Council. It was suggested that as part of the 'vision', there could also be reference to information within the Adderbury Neighbour Plan, if this was appropriate

Resolved that the suggestions be collated together and a draft 'Vision' be submitted to the next meeting of the Parish Council. **Action TG**

- ii) Parish Council Surgeries – No residents attended.

Resolved that the report be noted.

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

- The Rise; There was no report on The Rise;
- Lucy Plackett Play Area; in the absence of Councillor Ann Lyons there was no report on the Lucy Plackett Play Area;
- Adderbury Lakes; The Chairman reported that there were no issues but signage would be erected about action to be taken on windy days.

Resolved that the reports be noted.

- iv) Working for Adderbury Community (WFAC) – Prior to the meeting, a report had been circulated by Andy Green, Chairman of WFAC, which also included the minutes of the WFAC meeting held on 13 November 2017.

Resolved that

- 1) the report and minutes be noted; and
- 2) thanks be sent to Andy Green and the Committee for their continuing work on the project.

Action TG

- v) Adderbury Fields Footpaths – The Chairman reported that the meeting which was due to be held that day with David Wilson Homes and Cherwell District Council, had been cancelled due to the planning officer suffering a close family bereavement. The meeting would be rescheduled in due course.

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

112/17 VILLAGE MATTERS

- i) Adderbury Neighbourhood Plan (ANP) – The Chairman reported that a range of names had been suggested for potential examiners of the ANP and these were being considered by the ANP Team. The ANP Team was also having final discussions with Cherwell District Council following the Submission stage of the consultation process.

Resolved that the report be noted.

- ii) Annual Parish Meeting 2018 – The Chairman reported that the meeting was being held on Wednesday 11 April 2018 at 7.30pm at the Methodist Hall and it was suggested that Yvonne Rees be invited to present her vision for the District. Other suggestions were made, however Ms Rees would be contacted in the first instance.

Resolved that the report be noted and Yvonne Rees, Chief Executive at Cherwell District Council, be invited to speak at the Annual Parish Meeting. **Action TG**

- iii) FOCAL – Prior to the meeting, Councillor Keith Mitchell had circulated a report on the work of FOCAL.

Resolved that the report be noted.

- vii) Colin Butler Green Proposed Footpath – The Clerk reported that she had not yet received any information from the County Council and it was agreed to defer this item to the next meeting of the Parish Council.

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

- v) Noticeboard – Prior to the meeting, the Clerk had circulated a report asking the Parish Council to consider installing a new noticeboard in the Aynho Road area of the village, near to the new development.

Resolved that this item be deferred to the next meeting for consideration of two further quotes.
Action TG

- viii) Dropped Kerbs in Deene Close – Prior to the meeting, the Clerk had circulated a report with regard to a request from a resident for dropped kerbs in Deene Close.

Following a discussion, the Parish Council felt that dropped kerbs were installed for the benefit of disabled people to move from the footpath to the road and dropped kerbs should not be installed to make it easier for people to park their vehicles on the footpaths, when they should be parked on the road.

Resolved that this matter not be actioned.

The Lucy Jane Plackett Charity **(Two items)**

113/17 CORRESPONDENCE – Two CPRE magazines were circulated to the Parish Council.

114/17 RUNNING CLUB – Prior to the meeting, the Clerk had circulated a report with regard to a complaint about damage to the door at the Pavilion during the Running Club event in 2017 and to re-consider the Running Clubs' use of the Lucy Plackett Playing Field for their event in 2018.

Resolved that the Running Club and Adderbury Park Football Club be contacted and asked to make contact with each other to resolve this issue. Once this has been completed, confirmation should be sent back to the Clerk from both parties. **Action TG**

115/17 NEW BOLLARDS AT THE LUCY PLACKETT PLAYING FIELD – Councillor Martin Rye reported that approval had already been given by the Parish Council for one new bollard, but another one was also now required.

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Resolved that two new bollards be purchased for the Lucy Plackett Playing Field and Mr D Chandler be requested to install them. **Action MR/TG**

116/17 EXCLUSION OF THE PUBLIC AND PRESS

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 117/17 & 118/17 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

117/17 BARWOOD HOMES, BANBURY ROAD – Prior to the meeting, the Chairman circulated a report with regard to the request from Barwood Homes for access arrangements to the Parish Council land via their land on Banbury Road.

Resolved that:

- 1) the report be noted;
- 2) the Parish Council's amenity land be registered with the Land Registry; **Action DB/TG**
- 3) Barwood Homes be advised that they cannot enter the Parish Council land until an agreement is reached; and **Action DB**
- 4) the possible legal costs were noted.

118/17 TREE WORKS – The Chairman reported that quotes for works to the multi-trunked Lime Trees in the Lucy Plackett Playing Field and hedge in the play area/around the Activity Centre and carpark were not yet available.

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

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

119/17 MEETING DATES – Future meeting dates are as follows, and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 16 January 2018
- 27 February 2018
- 27 March 2018
- 11 April 2018 (Annual Parish Meeting at the Methodist Hall)
- 24 April 2018
- 22 May 2018

120/17 ITEMS FOR THE NEXT AGENDA (FOR INFORMATION ONLY)

1. Parish Council Documents/Policies
2. Traffic Survey and Traffic Issues
3. General Protection Data Regulations (GPDR)
4. Tree Works
5. Adderbury Fields Footpaths
6. Noticeboard
7. Colin Butler Green - Proposed Footpath
8. LAP/LEAP/Community Areas, Adderbury Fields
9. Oxford Road Speed Survey/Traffic matters
10. 'Vision for Adderbury'
11. Adderbury Court – Ideas to assist residents with the issue of anti-social behaviour on the amenity land

(Meeting closed 9.20pm)

Chairman – 16 January 2018

ADDERBURY PARISH COUNCIL
MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET,
ADDERBURY ON TUESDAY 16 JANUARY 2018 AT 7.30PM

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

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

APOLOGIES: Trish Fennell.

The Chairman welcomed Councillors and members of the public to the meeting and advised that should anyone wish to record the meeting, they could do so. A member of the public, Mr Nigel Wood, confirmed that he was recording the meeting.

121/17 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 128(iv)/17 Planning Application S2017/1787/MAF Cherwell Valley Silos – Councillor Steven Cox declared an interest in this item because he was a resident of Twyford Road.

Minute Number 129(iv)/17 Budget and Precept 2018/2019 – Councillor Sue Jelfs declared an interest in this item because the Tennis Club had submitted an application for a grant and she was a member of the Tennis Club.

Minute Number 134/17 Tree Works – Councillor Diane Bratt declared an interest in this item because her nephew had submitted a quote for this work. Councillor Bratt would not take part in the discussion or voting.

122/17 APPOINTMENT OF VICE-CHAIRMAN FOR 2017/2018 – The Chairman asked for nominations for the position of Vice-Chairman for the remainder of 2017/2018.

Councillor Keith Mitchell nominated Councillor Chris Shallis and this proposal was seconded by Councillor Ann Lyons.

Resolved that Councillor Chris Shallis be appointed as Vice-Chairman of the Parish Council for 2017/2018.

123/17 MINUTES - The minutes of the meetings held on 27 November 2017 were taken as read, duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 27 November 2017 be approved.

124/17 MATTERS ARISING FROM THE MINUTES OF 27 NOVEMBER 2017 – There were no matters arising.

125/17 CHAIRMAN'S ANNOUNCEMENTS – The Chairman made the following announcements:

- Code of Conduct Complaint – A Code of Conduct Complaint had been submitted to Cherwell District Council by Mr Nigel Wood, 4 Lester Close, Twyford, Adderbury with regard to the Parish Council's Code of Conduct. This complaint had not been upheld by the Monitoring Officer at Cherwell District Council.
- 'Have Your Say' Meeting – Thames Valley Police were holding a meeting on Wednesday 17 January 2018 at Adderbury Institute from 5.30pm to 7.30pm and all residents were invited to attend.
- Data Protection Request – A request had been received under the Data Protection Act 1998 from Mr N Davies, Lindale, Berry Hill Road, Adderbury for copies of all correspondence which contained his name. This request was being processed by the Clerk and the Parish Council noted the considerable amount of time and cost to the Parish Council that this was incurring; which was in addition to the other legal and administrative costs of over £6100 which the Parish Council had already spent defending the two failed applications for Judicial Reviews submitted by Mr Davies.

126/17 OPEN FORUM – Mr Wood addressed the Parish Council with regard to the Code of Conduct complaint which he had submitted to Cherwell District Council. He felt that the Monitoring Officer had determined that the complaint was 'not valid' and not that it had been 'not upheld'.

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127/17 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Councillor Arash Fatemian reported that there had been a meeting about the problems with the traffic building up at the traffic lights at the Aynho Road/A4260 junction in Adderbury and also drivers using Twyford as a ‘rat run’.

Councillor Fatemian advised that the traffic lights would be having an upgrade later in the year and the smart sensors would change the traffic priorities at different times of the day. A feasibility study was also being carried out with regard to lengthening the slip road.

The works to the traffic lights had been planned so that they did not overlap with the current works to the traffic lights in Deddington.

Councillor Fatemian also reported on the amount of waste which had been collected and turned into energy, the effect on the County Council with regard to the collapse of Carillion and the decision to down grade the maternity service at the Horton Hospital which had now been referred from the Secretary of State to the IRP for a decision.

District Councillor Christine Heath reported that she had received complaints about the quality of the guttering on some properties on Adderbury Fields, but this was a matter for the NHBC, not Cherwell District Council.

Councillor Heath also reminded the Parish Council that when it was considering the planning application for 60 dwellings on Berry Hill Road, as from January 2018, Cherwell District Council had got a 5.6 year housing land supply.

Resolved that the report be noted.

128/17 PLANNING

xxvii) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees which had been considered by the Parish Council, since the last meeting, had been circulated.

Resolved that, it be noted and approved that, no observations had been made by the Parish Council in respect of the following planning applications/works to trees:

17/02131/F Mr Tim Catling
St Georges Catholic Church Round Close Road Adderbury
Demolition of existing chapel and erection of 1 dwelling

17/02252/F Mr Matt Huckson
38 Twyford Road Twyford Adderbury
Two storey rear extension, additional window to front elevation, demolition of porch and erection of replacement porch

Resolved that, it be noted and approved that, observations had been made by the Parish Council in respect of the following planning applications/works to trees: None

Resolved that, it be noted and approved that, objections had been made by the Parish Council in respect of the following applications/works to trees: None

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

17/02483/LB Mr Timothy Allcott
Royal Oak House High Street Adderbury
To construct a temporary timber framed lean-to with feather edge board over at the back of the property

18/00009/TCA Mrs Williams
The Cedars The Green Adderbury
T1 x Pear espalier to be removed T2 x Apple to be removed.

17/02578/LB Dr A Owen
Little Manor Manor Road Adderbury
Create new internal opening in wall

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

Resolved that the report be noted.

- iii) 17/02394/OUT - Hollins Strategic Land LLP, OS Parcel 9100 Adjoining and East of Last House Adjoining and North of Berry Hill Road – The Parish Council considered an application for outline planning permission for up to 60 dwellings with associated landscaping, open space and vehicular access off Berry Hill Road.

Following a discussion, the Parish Council felt that it should object to the planning application on a number of grounds.

Resolved that the Parish Council objects to application 17/02394/OUT. **Action TG**

- iv) Planning Application S2017/1787/MAF – Prior to the meeting, a report had been circulated by Councillor Colin Astley updating the Parish Council on the planning application relating to Cherwell Valley Silos.

Resolved that the report be noted.

- v) Cherwell District Council's Design Brief – Prior to the meeting, the comments from the Parish Council which had been submitted to Cherwell District Council on the Design Brief had been circulated.

Resolved that the comments be noted and approved.

- vi) Milton Road Land – Prior to the meeting, the Chairman had circulated a report with regard to a proposal to make an application to Cherwell District Council for the change of use of the Milton Road land from agriculture to leisure and recreation/sport.

Following a discussion, Councillor Colin Astley made a proposal to amend the Chairman's proposal for the change of use, so that 'the wording from the Section 106 agreement relating to the provision of the land be inserted into the planning application.' This proposal was seconded by Councillor Tony Gill.

There was a vote on the amendment, but it was not carried.

Resolved that an application for the change of use of the Milton Road land from agriculture to leisure and recreation/sport be submitted to Cherwell District Council. **Action DB/TG**

129/17 FINANCE

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

Resolved that the following accounts for payment be approved:

Payee	Amount
T Goss – January 2018 salary	
T Goss – Expenses for January 2018	
OCC Pension Fund – Clerks pension for January 2018	
Deddington Day Centre – Grant for 2017/2018	£500.00
Christopher Rawlins Primary School – Fundraising for classroom equipment	£500.00
Diane Bratt – Chains and locks for Milton Road land and Aynho Road ransom strip	£19.99
Green Scythe Ltd – Grass cutting in the Lucy Plackett Playing Field for November 2017	£93.00
Thomas Fox Landscaping - Grass cutting for November 2017	£765.00
Banbury and Evesham Area Quaker Meeting - FMH Rent 2017 and 2018	£40.00
Cherwell District Council – Change of Use application for the Parish Council land on Milton Road	£385.00
Adderbury PCC Church House – Room hire for 2017	£210.00
Adderbury PCC Church House – Room hire for WFAC meeting on 4 October 2017	£20.00
Mr G Kite – Works to the wall at The Pound	£1740.00

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- ii) Bank Reconciliations/Breakdown of Parish Council Funds - Prior to the meeting, the Clerk had circulated the bank reconciliation and breakdown of Parish Council funds as at 16 January 2018 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

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

- iii) Section 106 Deed of Variation Nicholas King Site – Prior to the meeting, a report had been circulated to the Parish Council on the progress with the Deed of Variation relating to the Nicholas King Site on Milton Road.

Resolved that the report be noted.

- iv) Budget and Precept 2018/2019 – Prior to the meeting, a report had been circulated to the Parish Council relating to the budget and precept for 2018/2019.

Resolved that:

- 1) the report be noted;
- 2) the budget for 2018/2019 be approved; and
- 3) the precept for 2018/2019 be £47,007.

130/17 PARISH COUNCIL MATTERS

- iv) Co-option – The Clerk reported that there had not been any application for co-option onto the Parish Council.

Resolved that the vacancy be advertised and the co-option be discussed at a future meeting. **Action TG**

- v) Governance Issues - 'Vision for Adderbury' – Prior to the meeting, the Clerk had advised that this item would be deferred to the next meeting.

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

- vi) Parish Council Documents/Policies – Prior to the meeting, the Parish Council had been asked to review a number of Parish Council documents, which were available on the Parish Council web site.

Resolved that the following documents and policies be approved for 2017/2018:

- Standing Orders
- Financial Regulations
- Asset Register
- [Risk Management Log](#)
- [Risk Management Schedule](#)
- [Complaints Policy](#)
- [Data Protection Policy](#)
- [Freedom of Information Policy](#)
- [Dispute Resolution Process](#)
- [Dignity at Work Policy](#)
- [Grievance Procedure](#)
- [Member/Officer Protocol](#)
- [Code of Conduct](#) (NALC model)
- [Press and Media Policy](#)
- Safeguarding Policy
- Vexatious Complaints Procedure

- vii) Parish Council Surgeries – Councillors Martin Rye and Sue Jelfs attended the surgery in December 2017. There had been reports from residents with regard to the traffic and lighting on Oxford Road. There was also a request for a VAS on Oxford Road.

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Resolved that the report be noted and the request for a VAS on Oxford Road be considered by the Traffic Calming Working Group as part of their review of traffic calming measures for the village.

Action CA

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

- The Rise; There was no report on The Rise. Councillor Steven Cox agreed to inspect The Rise.
- Lucy Plackett Play Area; There was no report on the Lucy Plackett Playing Field
- Adderbury Lakes; The Chairman reported that there were no issues at Adderbury Lakes.

Resolved that the reports be noted.

iv) Working for Adderbury Community (WFAC) – Prior to the meeting, a report had been circulated by Andy Green, Chairman of WFAC, which also included the minutes of the WFAC meeting held on 18 December 2017.

Resolved that the report and minutes be noted.

v) Adderbury Fields Footpaths – The Chairman reported that a meeting had been held with David Wilson Homes and Cherwell District Council on 11 December 2017 and the notes of that meeting had been circulated to the Parish Council.

Resolved that:

- 1) the report and minutes be noted;
- 2) it be noted that the two footpaths on the estate will be opened up into St Mary's Road and Norris Close; and
- 3) Waterloo Housing and Cherwell District Council be contacted to establish what action has been taken with regard to the problems with anti-social behaviour on the estate. **Action TG**

131/17 VILLAGE MATTERS

iii) Adderbury Neighbourhood Plan (ANP) – Prior to the meeting, the Chairman had circulated a report on the progress with the ANP.

Resolved that the report be noted.

iv) Annual Parish Meeting (APM) 2018 – The Chairman reported that the meeting was being held on Wednesday 11 April 2018 at 7.30pm at the Methodist Hall, however Yvonne Rees was unable to attend.

Resolved that District Councillor Barry Wood be invited to speak at the APM and if he is unavailable, an officer from the County Council be invited to speak about traffic networks or Emergency Planning Officer, Carol MacKay. **Action TG**

iii) FOCAL – Prior to the meeting, Councillor Keith Mitchell had circulated a report on the work of FOCAL.

Resolved that the report be noted.

v) Noticeboard – Prior to the meeting, the Clerk had circulated a report asking the Parish Council to consider installing a new noticeboard in the Aynho Road area of the village, near to the new development. Two quotes had been obtained.

Resolved that:

- 1) the report be noted;
- 2) the quote from Green Barnes be accepted; and **Action TG**
- 3) the County Council be contacted with regard to a suitable location for the noticeboard on Aynho Road. **Action TG**

ix) Colin Butler Green Proposed Footpath – Prior to the meeting, the Clerk had circulated a report on the proposal for a footpath across Colin Butler Green.

ADDERBURY PARISH COUNCIL

Resolved that the report be noted and a meeting be arranged with Oxford City Council to discuss the proposal. **Action TG**

The Lucy Jane Plackett Charity (No items)

132/17 CORRESPONDENCE – There were no further items of correspondence.

133/17 EXCLUSION OF THE PUBLIC AND PRESS

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 134/17, 135/17, 136/17 & 138/17 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

134/17 TREE WORKS – Prior to the meeting, quotes for works to the multi-trunked Lime Trees in the Lucy Plackett Playing Field and hedge in the play area/around the Activity Centre and carpark had been circulated to the Parish Council.

Resolved that Acreman's Arboriculture be awarded the contract for this work. **Action TG**

135/17 DRAINAGE WORKS - Prior to the meeting, three quotes for drainage works on the Milton Road land had been circulated to the Parish Council.

Resolved that DW Clarke be awarded the contract for the drainage works on the Milton Road land, and that the other contractors be thanked for their quotes. **Action TG**

Councillor Tony Gill requested a recorded vote.

In Favour – Councillors Diane Bratt, Rod Head, Ann Lyons, Keith Mitchell, Martin Rye and Chris Shallis.

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

Abstentions – Councillors Penny Clarke and Steven Cox.

136/17 BARWOOD HOMES, BANBURY ROAD – Prior to the meeting, the Chairman circulated a progress report with regard to the APC request to Barwood Homes for access arrangements to the Parish Council land via the Barwood land on Banbury Road.

Resolved that the report be noted.

137/17 FRIENDS MEETING HOUSE - Prior to the meeting, the Chairman had requested that this item be deferred to the next meeting because all of the quotes had not yet been received.

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

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

138/17 MEETING DATES – Future meeting dates are as follows, and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 27 February 2018
- 27 March 2018
- 11 April 2018 (Annual Parish Meeting at the Methodist Hall)
- 24 April 2018
- 22 May 2018

139/17 ITEMS FOR THE NEXT AGENDA (FOR INFORMATION ONLY)

12. Traffic Survey and Traffic Issues
13. General Protection Data Regulations (GPDR)
14. Tree Works
15. LAP/LEAP/Community Areas, Adderbury Fields
16. Oxford Road Speed Survey/Traffic matters
17. Friends Meeting House

ADDERBURY PARISH COUNCIL

18. 'Vision for Adderbury'

(Meeting closed 9.35pm)

Chairman – 27 February 2018

ADDERBURY PARISH COUNCIL
MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET,
ADDERBURY ON TUESDAY 27 FEBRUARY 2018 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Colin Astley, Steven Cox, Rod Head, Sue Jelfs, Ann Lyons, Keith Mitchell, Martin Rye and Chris Shallis.

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

APOLOGIES: Parish Councillor Penny Clarke submitted her apologies because she was away, the apologies were accepted and the absence authorised.

Parish Councillor Tony Gill submitted his apologies because he was at work, the apologies were accepted and the absence authorised.

County Councillor Arash Fatemian also submitted his apologies.

The Chairman welcomed Councillors and members of the public to the meeting and advised that should anyone wish to record the meeting, they could do so. A member of the public, Mr Nigel Wood, confirmed that he was recording the meeting.

140/17 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 146/17 – Planning Applications – Councillors Martin Rye and Steven Cox declared an interest in planning application 17/02252/F at 38 Twyford Road, Twyford, Adderbury because they were neighbours to the site.

Councillor Diane Bratt declared an interest in planning application 18/00193/REM at Land South of Cotefield Business Park, Oxford Road, Bodicote because the site was next to land owned by Councillor Bratt.

Councillor Ann Lyons declared an interest in planning application 18/00030/TCA at Riverside, 17 Dog Close, Adderbury because she was a neighbour to the site.

141/17 MINUTES - The minutes of the meetings held on 16 January 2018 were taken as read, duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 16 January 2018 be approved.

142/17 MATTERS ARISING FROM THE MINUTES OF 16 JANUARY 2018 – There were no matters arising.

143/17 CHAIRMAN'S ANNOUNCEMENTS – There were no Chairman's Announcements.

144/17 OPEN FORUM – Jonathan Bishop addressed the Parish Council with regard to the issue of inconsiderate, dangerous and illegal parking around the area of Christopher Rawlins Primary School, especially in Keytes Close where Mr Bishop was a resident. Mr Bishop circulated a pre-prepared statement to the Parish Council which he then read out to those who were present.

It was highlighted that there had been a Police presence at the school that evening, however as soon as they had left, drivers then started parking dangerously and illegally again.

Councillor Keith Mitchell highlighted that addressing this matter was within the power of Thames Valley Police and Oxfordshire County Council, the Parish Council did not have any powers relating to the highway.

Mr Bishop was thanked for addressing the Parish Council.

Nigel Wood addressed the meeting with regard to his Code of Conduct Complaint. He reiterated his comments from the previous meeting that the decision by the Monitoring Officer at Cherwell District Council was 'not valid' and it was not deemed 'not upheld'.

Mr Wood was thanked for addressing the Parish Council.

ADDERBURY PARISH COUNCIL

Resolved that:

- 1) the reports be noted;
- 2) parking around Christopher Rawlins Primary School be added to the agenda for the next meeting of the Parish Council; and **Action TG**
- 3) contact be made with Thames Valley Police and Oxfordshire County Council asking what action they will be taking to address this problem and a meeting be arranged, if necessary. **Action TG**

145/17 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – District Councillors Chris Heath and Mike Bishops asked for updates on the anti-social behaviour at Adderbury Fields. Recent emails would be forwarded to all three District Councillors by the Clerk.

Councillor Andrew McHugh had circulated a report prior to the meeting.

There was no report from County Councillor Arash Fatemian.

Resolved that the report be noted.

146/17 PLANNING

xxix) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees which had been considered by the Parish Council, since the last meeting, had been circulated.

Resolved that, it be noted and approved that, no observations had been made by the Parish Council in respect of the following planning applications/works to trees:

- | | |
|--------------|--|
| 17/02131/F | Mr Tim Catling
St Georges Catholic Church Round Close Road Adderbury
Demolition of existing chapel and erection of 1 dwelling |
| 17/02252/F | Mr Matt Huckson
38 Twyford Road Twyford Adderbury
Two storey rear extension, additional window to front elevation, demolition of porch and erection of replacement porch |
| 17/02483/LB | Mr Timothy Allcott
Royal Oak House High Street Adderbury
To construct a temporary timber framed lean-to with feather edge board over at the back of the property |
| 18/00009/TCA | Mrs Williams
The Cedars The Green Adderbury
T1 x Pear espalier to be removed T2 x Apple to be removed. |
| 17/02578/LB | Dr A Owen
Little Manor Manor Road Adderbury
Create new internal opening in wall |
| 18/00030/TCA | Mr Galloway
Riverside 17 Dog Close Adderbury
T1 - Magnolia - Remove 3 large limbs to reduce overhang over the stream. This will aid future management |
| 18/00036/TCA | Sir Martin Jacomb
The Manor House Mill Lane Adderbury
G1 - Yew - Target prune/Reduce away from property by approximately 2 metres. T2 - Norway Maple - Target prune/reduce away from outbuilding by approximately 3 metres. T3 - Walnut - Target prune/reduce away from outbuilding by approximately 2 metres. T4 - Yew - Target prune/reduce away from outbuilding by approximately 2 metres. G5 - Hazel - Crown lift by 2 metres. G6 - Various- Reduce to approximately 3 metres |

ADDERBURY PARISH COUNCIL

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

S/2018/0098/MAF Cherwell Valley Silos Banbury Lane Kings Sutton
Removal of condition 5 (Submission of a scheme and timetable detailing provision of a fire hydrant) of planning permission S/2017/1787/MAF (Erection of building for B1, B2 and B8 uses) to allow the details to be considered under Building Regulation approval instead of planning

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

17/02394/OUT Hollins Strategic Land LLP
OS Parcel 9100 Adjoining and East of Last House Adjoining and North Of Berry Hill Road
Outline planning permission for up to 60 dwellings with associated landscaping, open space and vehicular access off Berry Hill Road.

S/2018/0205/FUL Cherwell Valley Silos Banbury Lane Kings Sutton
Erection of 8 LED Floodlights and 11 all-polycarbonate utility LED bulkhead lights.

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

18/00076/F Mr & Mrs N Moss
22 Griffin Close Adderbury
Single storey rear extension with a zinc standing seam mono pitch roof

18/00220/F Adderbury Parish Council
Land North Of Milton Road Adderbury
Change of use of agricultural land to sport/recreation and community use, Class D2

18/00193/REM Crest Nicholson Midlands
Land South Of Cotefield Business Park Oxford Road Bodicote
Reserved matters application to 14/02156/OUT - for appearance, landscaping and layout (including the layout of the internal access roads, footpaths and cycleways) for 44 dwellings

18/00224/F Mr & Mrs Wetherall
Manor Barn Manor Road Adderbury B
Two storey rear extension to main dwelling, replacement windows and doors, extension of rear patio area

18/00057/TCA Mrs Jennifer Walker
Chemin De Fer Horn Hill Road Adderbury
T1, T2, T3, T4 x Leylandii - Fell.

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

Resolved that the report be noted.

xxxi) Public Path Creation Agreement – The Parish Council had received a request from the County Council to support the creation of a public footpath behind Gracewell Carehomes.

However, the Chairman and Councillor Steven Cox felt that there needed to be a site meeting with Beth Rutterford at the County Council as the proposed footpath connected to a private track, not another footpath. A meeting had been scheduled for Thursday 1 March 2018 at 11am.

Resolved that comments on the public path creation agreement be submitted after a site meeting with County Council has been held. **Action TG**

ADDERBURY PARISH COUNCIL

147/17 FINANCE

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

Resolved that:

- 1) the following accounts for payment be approved; and

Payee	Amount
T Goss – February 2018 salary	£1037.32
T Goss – Expenses for February 2018	£27.00
OCC Pension Fund – Clerks pension for February 2018	£340.29
Green Barnes Ltd – New noticeboard for Aynho Road	£1272.59
Glasdon UK Ltd – Bollards for the Lucy Plackett Playing Field	£501.28
Diane Bratt – Fee for witnessing documents at Aplins Solicitors	£15.00
Information Commissioner – Data Protection Registration	£35.00
Mr P Waite – Preservative for the bridges and platforms at Adderbury Lakes	£31.99
Oxfordshire County Council – DP Isolator for VAS on Aynho Road	£64.62
Mrs D Bratt – Advice from Wild Oxfordshire about Adderbury Lakes	£150.00

- 2) the Parish Council thanks Mr David Hopper for refilling the salt bins and storing the Parish Council's salt free of charge. **Action TG**
- ii) Bank Reconciliations/Breakdown of Parish Council Funds - Prior to the meeting, the Clerk had circulated the bank reconciliation and breakdown of Parish Council funds as at 27 February 2018 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

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

148/17 PARISH COUNCIL MATTERS

- ix) Co-option – The Clerk reported that there had been one application from Mrs Sheila August for co-option onto the Parish Council.

Resolved that Mrs Sheila August be co-opted onto the Parish Council. **Action TG**

- x) Committees:

- Environment Committee – The Chairman of the Committee, Councillor Martin Rye, presented the minutes of the Committee held on 13 February 2018

Resolved that:

- the minutes be noted and the recommendations approved;
- the grass cutting contractors be requested to start w/c 26 March 2018, if the grass needs cutting; **Action TG/SJ**
- the residents of St Mary's Road be consulted on the proposal for siting a new grit bin in the street; and **Action TG/MR**
- with regard to areas for monitoring, Councillor Rod Head to monitor area 11 and Councillor Sheila August be requested to monitor area 10. **Action TG**

- Staffing Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for 20 March 2018.

- xi) Local Council Award Scheme – Prior to the meeting, a report had been circulated asking the Parish Council to consider registering with the National Association of Local Councils (NALC), the Parish Council's intention to achieve the Foundation Award of the Local Council Award Scheme.

Resolved that the Parish Council registers with the NALC, the Parish Council's intention to achieve the Foundation Award of the Local Council Award Scheme. **Action TG**

ADDERBURY PARISH COUNCIL

- xii) General Data Protection Regulations (GDPR) and Document Retention Policy – Prior to the meeting, a report had been circulated on the impact on the Parish Council of the GDPR. A Document Retention Policy had also been drafted for approval.

The Clerk highlighted that Parish Councillors would need to have new email addresses, so that Parish Council emails were separate from their personal emails and she hoped to include this facility within the quotes for the new web site.

It was likely that the Clerk would have to work additional hours to address GDPR and she would discuss this matter further with the Staffing Committee on 20 March 2018.

Resolved that:

- 1) the report be noted; and
- 2) the Document Retention Policy be approved. **Action TG**

- xiii) Governance Issues – Parish Council Strategic Plan 2018-2021 - Prior to the meeting, a draft Strategic Plan for 2018-2021 had been circulated to the Parish Council.

Resolved that:

- 1) the Strategic Plan 2018-2021 objectives be approved in principle;
- 2) the parking issues around the Primary School be included in the Plan; **Action TG**
- 3) Councillors Diane Bratt, Rod Head and Keith Mitchell to meet and discuss the actions and they be submitted to the next meeting of the Parish Council for approval;
- 4) the objectives and actions within the Plan be divided into those areas which the Parish Council has the power to address and those which it does not; and **Action TG**
- 5) a progress report on the Plan be submitted to the Parish Council on an annual basis and the Plan be reviewed after three years. **Action TG**

- xiv) Parish Council Surgeries – Councillor Chris Shallis attended the surgery in February 2018 and all matters had been addressed. The main concerns were from residents in Manor Road relating to potholes and issues with the traffic lights by the Primary School. The residents were advised that these were County Council matters and had to be addressed by County Council officers.

Resolved that the report be noted.

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

- The Rise; No issues
- Lucy Plackett Play Area; No issues
- Adderbury Lakes; The Chairman reported that there were no issues at Adderbury Lakes.

Resolved that the reports be noted.

- iv) Working for Adderbury Community (WFAC) – Prior to the meeting, a report had been circulated by Andy Green, Chairman of WFAC, which also included the minutes of the WFAC meeting held on 31 January 2018.

A report had also been circulated to the Parish Council with regard to the request for access across the Milton Road land by Ball Colgrave, in support of their charity event, raising funds for Katharine House Hospice.

Resolved that:

- 1) the report be noted;
- 2) minutes of the meeting on 31 January 2018 be noted; and
- 3) the request for access across the Milton Road land by Ball Colgrave on 18 July 2018 be approved, subject to the company having the necessary insurance cover and that any damage will be repaired/reinstated. **Action TG**

ADDERBURY PARISH COUNCIL

- v) Adderbury Neighbourhood Plan (ANP) – Prior to the meeting, the Chairman had circulated a report on the progress with the ANP.

Resolved that the report be noted.

- vi) Annual Parish Meeting (APM) 2018 – The Chairman reported that the meeting was being held on Wednesday 11 April 2018 at 7.30pm at the Methodist Hall and Carol MacKay, the County Council's Emergency Planning Officer had agreed to make a presentation.

Resolved that the report be noted.

- iii) FOCAL – Prior to the meeting, Councillor Keith Mitchell had circulated a report on the work of FOCAL.

Resolved that the report be noted.

- iv) Silent Soldier – The Parish Council considered a request from the Royal British Legion for the Parish Council to purchase a 'Silent Soldier' for the village to commemorate 100 years of the end of World War I. The Royal British Legion had offered to donate £50 towards the purchase of a 'Silent Soldier'.

Resolved that:

- 1) a 'Silent Soldier' be purchased at £250; and **Action TG**
- 2) Parish Councillors Rod Head and Keith Mitchell to contact Rev. Stephen Fletcher to establish whether or not the 'Silent Soldier' could be located in St Mary's Church Yard and if not, they be given the authority to decide on a suitable location, on behalf of the Parish Council. **Action RD/KM**

- v) Defibrillator for the Village – Parish Councillor Chris Shallis asked the Parish Council to defer this item to the next meeting to allow him further time to consider the quotes.

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

- vi) Traffic Calming – Prior to the meeting, a report had been circulated to the Parish Council with regard to the traffic calming measures for the village.

Resolved that;

- 1) the report be noted;
- 2) £1000 be allocated for traffic data collection at eight points around the village. **Action CA**

The Lucy Jane Plackett Charity

150/17 PRIMARY SCHOOL/ST MARY'S CHURCH FETE 2018 – The Parish Council considered a request for use of the playing field by St Mary's Church and the Primary School for their fete on Saturday 9 June 2018.

Resolved that the request from St Mary's Church and Christopher Rawlins Primary School be approved for use of the Lucy Plackett Playing Field on 9 June 2018 for their fete. **Action TG**

151/17 CORRESPONDENCE – There were no further items of correspondence.

152/17 EXCLUSION OF THE PUBLIC AND PRESS

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 153/17, 154/17, 155/17 & 156/17 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

153/17 PARISH COUNCIL WEB SITE – The Clerk asked the Parish Council to defer this item to the next meeting, to allow her more time to obtain three quotes.

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

154/17 BARWOOD HOMES – The Parish Council received an update on the discussions with Barwood Homes.

Resolved that:

ADDERBURY PARISH COUNCIL

- 1) the report and limited progress so far, be noted;
- 2) a meeting be arranged between surveyors to agree the boundaries; and **Action DB**
- 3) it be noted that the Adderbury Court amenity land is currently being registered with the Land Registry.

155/17 FRIENDS MEETING HOUSE – The Chairman reported that she was still waiting to receive quotes for works to the Friends Meeting House.

Resolved that;

- 1) this item be deferred to the next meeting of the Parish Council; and **Action DB/TG**
- 2) it be noted that a grant of £3000 has been awarded from the Oxfordshire Historic Chapels Trust for works at the Friends Meeting House.

156/17 BAT SURVEY AND LICENCE AT THE ICE HOUSE – The Parish Council considered quotes for a bat survey and licence at the Ice House at Adderbury lakes.

Resolved that the quote from Turnstone Ecology Ltd be accepted. **Action TG**

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

157/17 MEETING DATES – Future meeting dates are as follows, and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 27 March 2018
- 11 April 2018 (Annual Parish Meeting at the Methodist Hall)
- 24 April 2018
- 22 May 2018

158/17 ITEMS FOR THE NEXT AGENDA (FOR INFORMATION ONLY)

19. Defibrillator for the village
20. Parish Council web site
21. LAP/LEAP/Community Areas, Adderbury Fields
22. Oxford Road Speed Survey/Traffic matters
23. Adderbury Court – Anti-social behaviour to the rear of properties at Adderbury Court
24. Friends Meeting House
25. Public Path Creation Agreement

(Meeting closed 8.45pm)

Chairman – 27 March 2018

**ADDERBURY PARISH COUNCIL
MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET,
ADDERBURY ON TUESDAY 27 MARCH 2018 AT 7.30PM**

PRESENT: Councillor Diane Bratt (Chairman); Councillors Colin Astley, Sheila August, Penny Clarke, Steven Cox, Rod Head, Sue Jelfs, Ann Lyons, Keith Mitchell, Martin Rye and Chris Shallis.

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

APOLOGIES: Parish Councillor Tony Gill submitted his apologies because he was at work, the apology was accepted and the absence authorised.

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

The Chairman welcomed Councillors and members of the public to the meeting and advised that should anyone wish to record the meeting, they could do so. Councillor Colin Astley confirmed that he was recording the meeting for his personal use, not on behalf of the Parish Council.

159/17 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

160/17 MINUTES - The minutes of the meetings held on 27 February 2018 were taken as read, duly adopted and signed by the Chairman.

Minute Number 144/17 – Open Forum – Councillor Steven Cox reported that in the final paragraph, the words ‘that he felt’ should be removed so that the sentence read ‘He reiterated his comments from the previous meeting that the decision by the Monitoring Officer at Cherwell District Council was ‘not valid’ and it was not deemed ‘not upheld’.

Minute 148/17 (v) Governance Issues – Councillor Colin Astley proposed that resolution (i) ‘the objectives were approved’ be amended to read ‘the objectives were approved in principle’

Resolved that the minutes of the meeting held on 27 February 2018 be approved, with the above amendment.

161/17 MATTERS ARISING FROM THE MINUTES OF 27 FEBRUARY 2018 – There were no matters arising.

162/17 CHAIRMAN’S ANNOUNCEMENTS

- High Court Judge David Cooke, had made an Order that Mr Nigel Davies, Lindale, Berry Hill Road, Adderbury had to pay the Parish Council’s legal costs of £6100 which it spent fighting the two failed Judicial Reviews. A copy of the Order has been circulated to the Parish Council and was available on the Parish Council web site.
- Parish Council Precept 2018/2019 – The Parish Council precept for 2018/2019 had increased by 8.6%, however the Council Tax would only increase by 5.0% because there are 3.4% more houses in Adderbury, expressed as Band D equivalents. A copy of the budget was available on the Parish Council web site.

Year	Precept	Tax base	Parish Council Tax
2017/2018	£43,286	1,263.5	£34.26
2018/2019	£47,007	1,306	£35.99
Increase	8.6%	3.4%	5.0%

- There had been rumours in the village of a potential split in the Parish Council into East Adderbury and West Adderbury. The Parish Council did not have any knowledge of this and Cherwell District Council had confirmed that it had no plans for a Community Governance Review.
- The Adderbury Neighbourhood Plan had been recommended by the Examiner to progress to a Referendum. The Chairman thanked everyone involved with the ANP for all their hard work and this was echoed by the Parish Council.

ADDERBURY PARISH COUNCIL

163/17 OPEN FORUM – A resident addressed the Parish Council with regard to the Order which had been made by the High Court for Mr Nigel Davies to meet the Parish Council's legal costs for defending the two failed Judicial Reviews and he queried whether or not Mr Davies had to meet the full cost, which included the VAT. The Chairman advised that the VAT was recoverable and the Order stated that Mr Nigel Davies shall pay the Parish Council's costs in relation to the claims in the sum of £6100, plus VAT to the extent not recoverable.

Two residents from Oxford Road addressed the Parish Council with regard to a number of highways issues. These were with regard to the brightness of the new LED street lights which had been installed in November 2017 and the residents had been liaising with the County Council about how this matter could be resolved. There were also drainage issues on Oxford Road because there was only one gully in that particular stretch of road and it was permanently blocked due to the pipework downstream also being blocked. The County Council had accepted that there was an issue and work was needed to address this. The other issue was the traffic speed which appeared to be getting worse along the Oxford Road and the residents asked for support and would like to work with the Parish Council to find a solution.

The Chairman asked the residents to forward to the Clerk, all the information they had collated and this would then be fed into the Traffic Calming Working Group which was being led by Councillor Colin Astley

Councillor Astley advised that a traffic survey had already been completed on Oxford Road and other surveys on traffic speed and volume were being taken around the village over the next few weeks. Once those results had been received and analysed, they would be used as the evidence base to suggest measures to address the issue.

The Clerk also reported that another resident had contacted her about the traffic volume on Aynho Road. It was agreed that he should be advised of the traffic surveys being undertaken and his suggestion of contacting the companies on the business park to stagger their finishing times, would be considered during the review process after the evidence had been gathered.

164/17 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – County Councillor Arash Fatemian had circulated his report prior to the meeting.

There was a discussion about the high number of potholes in the roads in Adderbury and around the County generally. Councillor Fatemian encouraged residents to continue to report them all on the County Council's Fix My Street web site, but he emphasised that the County Council's resources and budgets were stretched at the current time.

There were no reports from the District Councillors.

Resolved that the report be noted.

165/17 PLANNING

xxxii) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees which had been considered by the Parish Council, since the last meeting, had been circulated.

Resolved that, it be noted and approved that, no observations had been made by the Parish Council in respect of the following planning applications/works to trees:

18/00076/F	Mr & Mrs N Moss 22 Griffin Close Adderbury Single storey rear extension with a zinc standing seam mono pitch roof
18/00193/REM	Crest Nicholson Midlands Land South of Cotefield Business Park Oxford Road Bodicote Reserved matters application to 14/02156/OUT - for appearance, landscaping and layout (including the layout of the internal access roads, footpaths and cycleways) for 44 dwellings
18/00057/TCA	Mrs Jennifer Walker Chemin De Fer Horn Hill Road Adderbury T1, T2, T3, T4 x Leylandii - Fell.

ADDERBURY PARISH COUNCIL

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

- 18/00220/F Adderbury Parish Council
Land North of Milton Road Adderbury
Change of use of agricultural land to sport/recreation and community use, Class D2
- 18/00224/F Mr & Mrs Wetherall
Manor Barn Manor Road Adderbury B
Two storey rear extension to main dwelling, replacement windows and doors,
extension of rear patio area

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

- 18/00370/LB Mr & Mrs T Harrington
3 Lambourne House Lambourne Way Adderbury B
Conversion of attic and insertion of conservation rooflights to rear and side elevations
- 18/00403/TPO Field And Forest Services
16 Round Close Road Adderbury
T1 - Removal of Willow tree in the front garden of number 16, to allow more light into
the house - Subject to TPO 13/98 Cutting back the branches of a large Conifer hedge
along the rear boundary of the property
- 18/00400/F Mr Daniel Hicks
81 Walton Avenue Twyford
Side extension

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

Resolved that the report be noted.

xxxiv) 17/02394/OUT - Hollins Strategic Land LLP - OS Parcel 9100 Adjoining and East of Last House Adjoining and North of Berry Hill Road Adderbury – Prior to the meeting, an amended outline planning application for up to 53 dwellings with associated landscaping, open space and vehicular access off Berry Hill Road has been circulated to the Parish Council.

The Parish Council felt that it still had the same fundamental issues against this application and there was nothing further to add to its previous objection.

Resolved that the report be noted and the objection be confirmed.

xxxv) Public Path Creation Agreement – The Parish Council had received a request from the County Council to support the creation of a public footpath behind Gracewell Carehomes on Banbury Road.

Following a meeting between the County Council and the Parish Council, the Parish Council had submitted comments confirming its support for the creation of a public path. These comments had been circulated to all Councillors, prior to the meeting.

Resolved that comments supporting the public path creation agreement be noted and approved.

xxxvi) Milton Road Planning Application – Prior to the meeting, the Parish Council had received a report on the application for change of use on the Milton Road land. Cherwell District Council had advised that the application would now go forward as a full application and would be considered by CDC's Planning Committee in due course.

Resolved that the report be noted.

ADDERBURY PARISH COUNCIL

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

Resolved that the following accounts for payment be approved:

Payee	Amount
T Goss – March 2018 salary	
T Goss – Expenses for March 2018	
OCC Pension Fund – Clerks pension for March 2018	
HMRC – Quarterly payment	
T Goss – Petty Cash top-up	£50.00
Glasdon UK Ltd – Bollards and keys for Lucy Plackett Play Area	£213.45
Community First Oxfordshire – Annual Subscription	£70.00
Castle water – Water rates at the Walled Garden Allotments	£15.58
Oxfordshire Association of Local Councils – Annual Subscription	£557.05
Oxfordshire Playing Fields Association – Annual Subscription	£53.00
Rascal Horticultural Services – Cemetery maintenance	£370.00
Adderbury Institute – Room Hire	£16.00
Acreman’s Arboriculture – Tree Work in the Lucy Plackett Playing Field	£6642.00
Acreman’s Arboriculture – Tree work on bridleway in Twyford	£2538.00
Working for Adderbury Community	£1000.00

- ii) Bank Reconciliations/Breakdown of Parish Council Funds - Prior to the meeting, the Clerk had circulated the bank reconciliation and breakdown of Parish Council funds as at 27 March 2018 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

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

- iii) Members’ Allowances 2018/2019 – Prior to the meeting, a report on the Members’ Allowances for 2018/2019 had been circulated to the Parish Council, along with the report of Cherwell District Council’s Independent Remuneration Panel.

Resolved that:

- 1) the report be noted; and
- 2) no allowances be paid to Councillors or the Chairman, except for travel, subsistence and stationery.

- iv) Working for Adderbury Community (WFAC), Charity Ball – Prior to the meeting a report had been circulated to the Parish Council with regard to a request from WFAC for a £1000 loan to secure a venue for the Charity Ball. There were funds allocated in the budget of £2000 for this project.

Councillor Rod Head raised an issue about the drainage on the site and the Chairman confirmed that she had contacted the County Council as she had been requested at the WFAC meeting. Cherwell District Council would also be liaising with the County Council about the drainage.

Resolved that WFAC be loaned £1000 for the deposit for the venue for the Charity Ball. **Action TG**

Councillors Keith Mitchell and Chris Shallis declared an interest at the start of this item because they were Trustees of WFAC.

(Councillor Penny Clarke arrived at the start of this item)

- v) New Homes Bonus 2017/2018 – Prior to the meeting, the Parish Council had received a report with regard to the allocation of New Homes Bonus for 2017/2018 of £4730.25 and a spending plan had to be agreed and submitted to Cherwell District Council.

The Chairman suggested that funds were allocated to the works at the Friends Meeting House, (which were due to be discussed later in the meeting) and the Milton Road/Lucy Plackett Playing Field Leisure Facilities project.

ADDERBURY PARISH COUNCIL

Resolved that the New Homes Bonus of £4730.25 for 2017/2018 be allocated between the Friends Meeting House and Milton Road/Lucy Plackett Playing Field Leisure Facilities project, particularly for adult gym equipment. **Action TG**

167/17 PARISH COUNCIL MATTERS

xvi) Committees:

- Environment Committee – There had not been a meeting of the Environment Committee since the last meeting of the Parish Council.
- Staffing Committee – The Chairman of the Committee, Councillor Martin Rye, presented the minutes of the Committee meeting held on 20 March 2018.

Resolved that the minutes be noted.

xvii) Parish Council Surgeries – Councillors Martin Rye and Sue Jelfs attended the surgery in March 2018 but no residents attended.

Resolved that the report be noted.

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

- The Rise; Councillor Steven Cox reported that there were no issues at The Rise.
- Lucy Plackett Play Area; Councillor Ann Lyons reported that there were no issues at the Lucy Plackett Play Area.
- Adderbury Lakes; The Chairman reported that there were no issues at Adderbury Lakes.

Resolved that the reports be noted.

168/17 VILLAGE MATTERS

vii) Adderbury Neighbourhood Plan (ANP) – Prior to the meeting, the Chairman had circulated a report on the progress with the ANP and as reported earlier in the meeting, the Examiner's report had been received that day and it had been recommended that the ANP proceeded to a referendum.

A copy of the Examiner's report was available on the Parish Council web site.

Resolved that the report be noted.

viii) Annual Parish Meeting (APM) 2018 – The Chairman reported that the meeting was being held on Wednesday 11 April 2018 at 7.30pm at the Methodist Hall and Carol MacKay, the County Council's Emergency Planning Officer had agreed to make a presentation.

Resolved that the report be noted.

ix) Parking at Christopher Rawlins School – Prior to the meeting, a report had been circulated to the Parish Council with regard to the parking issues around Christopher Rawlins Primary School.

Resolved that a meeting be held with the Primary School, Thames Valley Police and the County Council to address the issues of parking around the Primary School. **Action TG**

x) FOCAL – Prior to the meeting, Councillor Keith Mitchell had circulated a report on the work of FOCAL.

Resolved that the report be noted.

xix) Governance Issues – Parish Council Strategic Plan 2018-2021 - Prior to the meeting, a draft Strategic Plan for 2018-2021 had been circulated to the Parish Council, which included amendments and actions following a meeting last week of Councillors Diane Bratt, Rod Head and Keith Mitchell.

Councillor Colin Astley requested to also join the group and it was highlighted that the Strategic Plan needed to compliment the Adderbury Neighbourhood Plan too.

ADDERBURY PARISH COUNCIL

Resolved that:

- 1) this item be deferred to consider any additional comments from Councillors; and **Action ALL**
 - 2) Councillor Colin Astley to join the Working Group, along with Councillors Diane Bratt, Rod Head and Keith Mitchell.
- vi) Defibrillator for the Village – Prior to the meeting, Parish Councillor Chris Shallis had circulated a report on a defibrillator for the village and gave details of the three quotes which had been obtained. Councillor Shallis recommended that the defibrillator should be purchased from Wel Medical.

Councillor Shallis was also investigating possible locations to site the defibrillator and had been liaising with Western Power about the location due to the need for a power feed.

Councillor Steven Cox reported that there might be funding available from the County Council's Emergency Planning unit for this project and he would look into this further.

Resolved that:

- 1) the report be noted;
 - 2) the quote from Wel Medical be accepted and the necessary arrangements be made for the siting and installation; and **Action TG/CS**
 - 3) investigations be made into possible funding from the County Council. **Action SC**
- vi) Day of Dance 2018 – The Chairman reported that the Day of Dance was being held on Saturday 28 April 2018. The Clerk had already applied to Cherwell District Council for the road closure and had also written to local businesses advising them of the times of the closure, which was 10am to 7pm.

The Chairman volunteered to collect and return the signage from Cherwell District Council's depot and along with the Chairman, Councillors Sheila August, Penny Clarke, Steven Cox and Martin Rye all volunteered to monitor the road closure for a period of time between 10am and 7pm.

The Chairman highlighted that David Griffiths had used to make the arrangement for the Day of Dance and he should be contacted to ensure that all areas of the organisation had been covered.

Resolved that:

- 1) the report be noted; and
- 2) David Griffiths be contacted with regard to the arrangements for the Day of Dance. **Action TG**

The Lucy Jane Plackett Charity

None

169/17 CORRESPONDENCE – The Chairman circulated to the Parish Council, a number of plans from the children at the Primary School which were their suggestions of how the Parish Council's land (formerly the Crown estate land behind Adderbury Court) could be developed for their Forest Schools project. Councillors Sheila August, Diane Bratt, Penny Clarke, Sue Jelfs and Martin Rye agreed to meet and review the plans, taking into consideration as many of the ideas as possible.

The Clerk was asked to write to the Head Teacher at the School and thank the children for their work. **Action TG**

170/17 EXCLUSION OF THE PUBLIC AND PRESS

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 171/17, 172/17, 173/17 & 174/17 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

171/17 JUDICIAL REVIEWS – The Chairman updated the Parish Council on the Order which had been issued by the High Court stating that Nigel Davies should meet the Parish Council's legal costs for fighting the two failed Judicial Reviews, however Mr Davies may apply by letter to be received within 14 days of service on him to set aside or vary the order. Any such application would be referred to a judge on receipt for consideration without a hearing.

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Resolved that if required, legal support be engaged in relation to this claim for costs, up to a limit of £350.
Action TG

172/17 PARISH COUNCIL WEB SITE – Prior to the meeting, the Clerk had circulated a report and four quotes for the new Parish Council web site. However another quote had been received that day and the Clerk therefore asked for this item to be 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**

173/17 BARWOOD HOMES – The Chairman reported that there had not been any progress with Barwood Homes.

Resolved that the report be noted.

174/17 FRIENDS MEETING HOUSE – The Chairman reported that she had received three quotes for works to the Friends Meeting House.

Following a discussion, it was felt that examples of the work from those submitting the quotes should be obtained before a decision was made.

However, the Parish Council was happy to approve the funding for the works, as stated in the report.

Resolved that:

- 1) the report be noted;
- 2) this item be deferred for further information and those companies submitting quotes be asked for examples of their work; and
- 3) the funding for the work on the Friends Meeting House be approved. **Action DB**

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

175/17 MEETING DATES – Future meeting dates are as follows, and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 11 April 2018 (Annual Parish Meeting at the Methodist Hall)
- 24 April 2018
- 22 May 2018

176/17 ITEMS FOR THE NEXT AGENDA (FOR INFORMATION ONLY)

- LAP/LEAP/Community Areas, Adderbury Fields
- Oxford Road Speed Survey/Traffic matters
- Adderbury Court – Anti-social behaviour to the rear of properties at Adderbury Court
- Forest Schools – Plan of the area
- Barwood Homes
- Friends Meeting House
- Parish Council web site
- Governance Issues – Parish Council Strategic Plan 2018-2021

(Meeting closed (9.30pm))

Chairman – 24 April 2018

ADDERBURY PARISH COUNCIL
MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET,
ADDERBURY ON TUESDAY 24 APRIL 2018 AT 7.30PM

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

ALSO IN ATTENDANCE: District Councillor Christine Heath.

APOLOGIES: Parish Councillor Rod Head submitted his apologies because he was ill, the apologies were accepted and the absence authorised.

Parish Councillor Ann Lyons submitted her apologies because she was on holiday, the apologies were accepted and the absence authorised.

Parish Councillor Chris Shallis submitted his apologies because he was at work, the apologies were accepted and the absence authorised.

Theresa Goss (Clerk and Responsible Financial Officer), Trish Fennell, District Councillors Mike Bishop and Andrew McHugh and County Councillor Arash Fatemian also submitted their apologies.

The Chairman welcomed Councillors and members of the public to the meeting and advised that should anyone wish to record the meeting, they could do so. No one made a recording of the meeting.

177/17 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

178/17 MINUTES - The minutes of the meetings held on 27 March 2018 were taken as read, duly adopted and signed by the Chairman, with three amendments:

Minute Number 163/17 – Open Forum – The final sentence of the first paragraph be amended to read 'The Chairman advised that the VAT was recoverable and the Order stated that Mr Nigel Davies shall pay the Parish Council's costs in relation to the claims in the sum of £6100, plus VAT 'to the extent not recoverable.'

Minute Number 171/17 – Judicial Reviews – The following wording be added to the first paragraph 'however Mr Davies may apply by letter to be received within 14 days of service on him to set aside or vary the order. Any such application would be referred to a judge on receipt for consideration without a hearing.'

The resolution be amended to read £350 not £300.

Resolved that the minutes of the meeting held on 27 March 2018 be approved, with two above amendments.

179/17 MATTERS ARISING FROM THE MINUTES OF 27 MARCH 2018 – There were no matters arising.

180/17 CHAIRMAN'S ANNOUNCEMENTS – There were no announcements.

181/17 OPEN FORUM – Councillor Colin Astley gave an update on the sequence changes to the traffic lights on the junction of the Aynho Road and the A4260. The traffic surveys in the village would all be progressing shortly.

182/17 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There was no report from County Councillor Arash Fatemian. District Councillor Christine Heath asked the Parish Council to keep Neil Whitton at Cherwell District Council, updated with any matters concerning the anti-social behaviour on Adderbury Fields which the Clerk had been dealing with.

Resolved that the report be noted.

183/17 PLANNING

xxxvii) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees which had been considered by the Parish Council, since the last meeting, had been circulated.

ADDERBURY PARISH COUNCIL

Resolved that, it be noted and approved that, no observations had been made by the Parish Council in respect of the following planning applications/works to trees:

18/00400/F Mr Daniel Hicks
81 Walton Avenue Twyford
Side extension

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

18/00370/LB Mr & Mrs T Harrington
3 Lambourne House Lambourne Way Adderbury B
Conversion of attic and insertion of conservation rooflights to rear and side elevations

18/00403/TPO Field and Forest Services
16 Round Close Road Adderbury
T1 - Removal of Willow tree in the front garden of number 16, to allow more light into the house - Subject to TPO 13/98 Cutting back the branches of a large Conifer hedge along the rear boundary of the property

18/00220/F Adderbury PC
Land North Of Milton Road Adderbury
Change of use of agricultural land to sport/recreation and community use, Class D2

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

18/00108/TCA Ms Annie Adene
Eridge House Horn Hill Road Adderbury
G1 x Various Conifers (Cupressus) - Reduction by up to 4m to increase light levels to other areas of the house and garden.

18/00104/TCA Oldfield
Easton House Manor Road Adderbury
T1 - Prunus (Cherry) - 3m crown reduction to improve aesthetics of the tree and increase light levels to other areas of the property. T2 - Acer (Maple) - Fell due to the proximity to the nearby shed and to increase light levels to other areas of the property.

S/2018/0799/ADV Volvo Trucks & Buses Cherwell Valley Silos Twyford Banbury OX17 3AA
3 x flags with flagpoles

18/00566/TPO Mrs Caroline Jones
Court End House Manor Road Adderbury
Various tree works - subject to TPO 16/1996

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

Resolved that the report be noted.

184/17 FINANCE

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

Resolved that the following accounts for payment be approved:

Payee	Amount
T Goss – April 2018 salary	
T Goss – Expenses for April 2018	
OCC Pension Fund – Clerks pension for April 2018	
Cherwell District Council – Emptying Dog Bins for Winter period	£576.58
Green Scythe Ltd – Grass Cutting the LPP for March 2018	£220.20
Wellan Ltd – To complete and send tender documents for Ice House project	£271.20
S. Cochrane – Gutter cleaning at the Lucy Plackett Activity Centre	£50.00
Taxassist Accountants – Payroll Services for 2018/2019	£252.00

ADDERBURY PARISH COUNCIL

Adderbury Methodist Church – Room hire for Annual Parish Meeting	£16.25
Arrow Accounting – Advice relating to Milton Road land and VAT reclaims	£64.14
Thomas Fox Landscaping – Grass cutting in the village for March 2018	£782.40
Viking – Stationery order	£84.44
OCC Pension Fund – Clerks pension for March 2018 (replacement cheque)	£220.00
Rascal Horticultural Services – Work at the Allotments and Cemetery	£140.00
D Chandler – Installation of new noticeboard on Aynho Road	£140.00

- ii) Bank Reconciliations/Breakdown of Parish Council Funds - Prior to the meeting, the Clerk had circulated the bank reconciliation and breakdown of Parish Council funds as at 24 April 2018 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

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

- iii) Accounts 2017/2018 – The Parish Council considered the Annual Return for the year ended 31 March 2018 and the Receipts and Payments as at 31 March 2018.

Resolved that:

- i) the Receipts & Payments Account as at 31 March 2018 be approved; and
- ii) the Annual Governance Statement 2017/2018 (Section 1) and the Accounting Statement for 2017/2018 (Section 2) be approved. **Action TG**

185/17 PARISH COUNCIL MATTERS

- xx) Committees:

- Environment Committee – There had not been a meeting of the Environment Committee since the last meeting of the Parish Council. The next meeting was scheduled for Wednesday 9 May 2018.
- Staffing Committee – There had not been a meeting of the Staffing Committee since the last meeting of the Parish Council.

Resolved that the reports be noted.

- xxi) Parish Council Surgeries – The Chairman and Councillor Keith Mitchell had attended the last Parish Council Surgery. Two residents had attended and the first reported that they felt the proposed footpath over Colin Butler Green was unnecessary and not a good use of Parish Council funds. The other report was to praise the new stiles and gates along the public rights of way in west Adderbury. These had been installed following liaison between the Parish Council and the County Council using S106 funds from the Adderbury Fields development.

Resolved that the report be noted.

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

- The Rise; There were no issues at The Rise.
- Lucy Plackett Play Area; There were no issues at the Lucy Plackett Play Area.
- Adderbury Lakes; There were no issues at Adderbury Lakes.

Resolved that the reports be noted.

- xxiii) Governance Issues/Strategic Plan 2018-2021, objectives and actions – Prior to the meeting, Councillor Keith Mitchell had circulated a report on the objectives and actions, following a meeting of the Working Group.

There was a discussion about the Plan and a majority consensus could not be reached with regard to the objectives and actions.

Resolved that the Strategic Plan for 2018-2021 not be supported and it be deferred to a future meeting for further discussion. **Action TG**

ADDERBURY PARISH COUNCIL

- xxiv) Signing of Legal Agreements for Section 106 Funds – The Chairman reported that the legal agreements for the play equipment project would be signed imminently. Therefore, the Parish Council was asked to authorise Councillors Diane Bratt and Chris Shallis and the Clerk and Responsible Financial Officer to sign the documents.

Resolved that Councillors Diane Bratt and Chris Shallis and the Clerk and Responsible Financial Officer, be authorised to sign the legal agreements relating to release of the Section 106 funds from Cherwell District Council to the Parish Council. **Action TG**

- xxv) Forest Schools – The Parish Council discussed the Forest Schools Project and the plans for the amenity area submitted by pupils from Christopher Rawlins Primary School.

Resolved that the report be noted and Councillor Diane Bratt to continue liaising with the Primary School with regard to this project. **Action DB**

- xxvi) Bench on Cross Hill Road/Corner of Dog Close – Prior to the meeting, the Clerk had circulated a report on the accidental damage which had been caused to the bench on Cross Hill Road/corner of Dog Close by the grass cutting contractor.

Resolved that Thomas Fox Landscaping Limited be asked to cover the cost of a new Parkgate seat from Broxap. **Action TG**

186/17 VILLAGE MATTERS

- xi) Working for Adderbury Community (WFAC) – Prior to the meeting, the Chairman of WFAC had circulated a report to the Parish Council and highlighted that there would be a community event on Saturday 15 September 2018.

Resolved that the report be noted.

- xii) Adderbury Neighbourhood Plan (ANP) – Prior to the meeting, the Chairman had circulated a report with regard to the progress with the ANP. Now that the ANP was progressing to the Referendum stage, the ANP Steering Group wished to produce leaflets to encourage residents to vote 'yes'.

Resolved that:

- 1) the report be noted;
- 2) funds be used to print leaflets, banners etc to encourage people to vote 'yes' in the Referendum; and
- 3) checks be made into whether or not the remaining funds from the Groundworks grant and those previously allocated to the ANP in the PC budget can be used for printing of leaflets. **Action DB/TG**

- xiii) FOCAL – Prior to the meeting, Councillor Keith Mitchell had circulated a report on the work of FOCAL.

Resolved that the report be noted.

- xiv) Community Emergency Plan – The Parish Council discussed formulating a Community Emergency Plan, following the presentation from Carol MacKay at the Annual Parish Meeting. Councillor Steven Cox also gave further information on the funding from SSE for which he did not think APC would qualify, but he would continue to follow this up.

Councillor Cox was thanked for his report.

Resolved that the report be noted.

- xv) Day of Dance – The Parish Council discussed the final preparations for the Day of Dance, which was being held on Saturday 28 April 2018.

Resolved that the report be noted.

187/17 CORRESPONDENCE – There were no further items of correspondence.

ADDERBURY PARISH COUNCIL

The Lucy Jane Plackett Charity

None

188/17 EXCLUSION OF THE PUBLIC AND PRESS

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 189/17, 190/17, 191/17, 192/17 and 193/17 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

189/17 JUDICIAL REVIEWS – The Chairman reported that Mr Nigel Davies had submitted an application for permission to appeal against HHJ David Cooke's award of the Parish Council's legal costs of £6100 which had been incurred following Mr Davies' two failed applications for Judicial Reviews, which had been deemed by HHJ Purle, 'wholly without merit'.

Resolved that the report be noted.

190/17 PARISH COUNCIL WEB SITE – Prior to the meeting, the Clerk had circulated a report and five quotes for the new Parish Council web site.

Resolved that the quote from Pixel Concepts be accepted. **Action TG**

191/17 BARWOOD HOMES – Prior to the meeting, the Chairman had circulated a report and the legal agreement between the Parish Council and Barwood Homes, which allowed the Parish Council to have access to its land, over the land owned by Barwood Homes.

Resolved that Councillors Diane Bratt and Chris Shallis and the Clerk and Responsible Financial Officer be authorised to sign the legal agreement between Barwood Homes and the Parish Council. **Action TG**

192/17 FRIENDS MEETING HOUSE – Prior to the meeting, the Chairman had circulated a report and had received three quotes for works to the Friends Meeting House.

Resolved that contract be awarded to Prosser Carpentry and Building Ltd. **Action TG/DB**

193/17 PATHWAYS AT ADDEBURY LAKES – Prior to the meeting, the Chairman circulated a report with regard to the contract for works to the pathways at Adderbury Lakes.

Resolved that the contract be awarded to DP Green Countryside & Forestry. **Action TG/DB**

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

194/17 MEETING DATES – Future meeting dates are as follows, and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 22 May 2018

195/17 ITEMS FOR THE NEXT AGENDA (FOR INFORMATION ONLY)

- LAP/LEAP/Community Areas, Adderbury Fields
- Oxford Road Speed Survey/Traffic matters
- Adderbury Court – Anti-social behaviour to the rear of properties at Adderbury Court
- Traffic Issues
- Strategic Plan 2018-2021
- Distribution of remaining funds from Defibrillator fundraising

(Meeting closed (9.10pm))

Chairman – 22 May 2018