

**MINUTES OF THE MEETING OF ADDERBURY PARISH COUNCIL HELD  
AT THE METHODIST HALL, ADDERBURY ON TUESDAY, 21 MAY 2013  
AT 7.30PM**

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

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer) and Trish Fennell.

**APOLOGIES:** Councillors Colin Astley and Kevin Morris submitted their apologies and these were accepted. District Councillor Nigel Randall and County Councillor Arash Fatemian submitted their apologies.

**01/13 APPOINTMENT OF CHAIRMAN**

Resolved that Councillor Diane Bratt be appointed as Chairman for 2013/2014.

**02/13 APPOINTMENT OF VICE-CHAIRMAN**

Resolved that Councillor David Griffith be appointed as Vice-Chairman for 2013/2014.

**03/13 DECLARATION OF INTERESTS**

There were no declarations of interest.

**04/13 MINUTES**

The minutes of the meeting held on 30 April 2013 were taken as read, duly adopted and signed by the Chairman.

**05/13 MATTERS ARISING FROM THE MINUTES OF 30 APRIL 2013**

There were no matters arising, however Councillor Tony Gill asked for clarification on the process for obtaining a Blue Plaque and Councillor David Griffiths gave an explanation.

The Chairman also asked the Clerk to contact the County Council and ask if the Parish Council could see some different styles of gateways, prior to them being installed. **Action TG**

**06/13 OPEN FORUM**

There were no members of the public present.

On behalf of District Councillor Nigel Randall, the Chairman reported that he had spoken and written to Councillor Barry Wood concerning the apparent lack of support by Cherwell District Council officers in progressing the Neighbourhood Plan funding issue. He promised to engage the Executive on this issue, so hopefully some greater priority would be forthcoming.

Councillor Randall had also led the refusal by the Planning Committee for the 85 home development in Deddington. He hoped that the Planning Committee maintained their stance on rural development when the Berkeley Homes proposal was considered.

On behalf of County Councillor Arash Fatemian, the Chairman reported that he had an annual communities budget of £10,000 to spend across his division and would welcome applications from community groups and a discussion with the Parish Council on possible priorities.

However, it was highlighted that the £10,000 had to be spread across Adderbury, Barford St John and St Michael, Bodicote, Clifton, Deddington, Duns Tew, Fritwell, Hempton, Middle Aston, Milton, North Aston, Somerton, Souldern, and Steeple Aston.

He would be trying to spend this proportionately but Adderbury should get a bigger share as the largest Parish in the division. As with his predecessor and Councillor Nigel Randall, he would be holding a regular drop-in surgery and would advise the Parish Council once this has been finalised.

The Clerk was asked to contact Councillor Fatemian and congratulate him on winning his seat at the County Council elections and ask him for further clarification on the Annual Communities Budget, with regard to the types of eligible projects and the amounts which could be allocated to Adderbury.

**Action TG**

## 07/13 PLANNING

### i) Planning Applications

**Resolved** that it be noted that no observations had been made by the Planning Committee in respect of the following applications:

13/00095/TCA      Mr J Shepherd  
Bramble Cottage Horn Hill Road Adderbury  
T1 x Silver Birch - Reduce by one third

**Resolved** that it be noted that no objections had been made by the Planning Committee in respect any planning applications, since the last meeting.

**Resolved** that it be noted that the Planning Committee was currently considering the following planning applications;

- |                             |  |
|-----------------------------|--|
| 13/00369/F                  | Mr R Langley and Dr E Hill<br>Barn Cottage, Manor Road, Adderbury<br>Single Storey Rear Extension  |
| 13/00382/F                  | Mr Jason Trinder<br>Mayfield House Berry Hill Road Adderbury<br>Variation of Condition 2 of 11/01770/F - In order to<br>make minor improvements to the approved scheme |
| 13/00509/LB &<br>13/00508/F | Mr David Macfarlane<br>The Grange Manor High Street Adderbury<br>Proposed garage and refurbishment of existing out<br>building   |
| 13/00608/F                  | Mr and Mrs Keith Norton<br>4 Twyford Avenue Twyford<br>Proposed porch. Demolition of shed. Proposed garage<br>with new utility and extension to rear of kitchen.       |

ii) Planning Results

These had been circulated to all members prior to the meeting.

**Resolved** that the report be noted.

iii) Cherwell Local Plan and SHLAA

Prior to the meeting, Councillor Colin Astley had circulated a draft response to the Cherwell Local Plan and the SHLAA. Members made a few minor amendments and Colin was thanked for all his work on producing the response.

**Resolved** that, subject to the minor amendments, the response be approved for submission to Cherwell District Council. **Action CA &TG**

**08/13 FINANCE**

i) Banks Accounts and Bank Reconciliations

**Resolved** that the bank reconciliations for the Barclays and Santander bank accounts and the 12 month deposit accounts with Natwest and Cambridge Building Society be noted.

ii) Accounts

**Resolved** that;

- a) the following accounts be approved for payment:

T Goss – Salary for May 2013	£738.18
T Goss – Expenses for May 2013	£64.68
R. Bickley – Maintenance around the village	£1618.72
Green Scythe Ltd – Gang mowing at the LPPF	£295.20
DesignGrow – April Maintenance at The Lakes	£50.00
Rascal Horticultural – Allotment and Cemetery Maintenance	£92.88
TaxAssist – Payroll for 2013/2014	£222.00
MJ Events Support – Day of Dance Security	£595.20
Cherwell District Council – Day of Dance Road Closure	£91.92
Thames Water – Rates for the Allotments	£6.63
SLCC – Annual membership	£29.00
Martin Rye – Expenses for TAP	£24.30

- b) Greenscythe be asked for a schedule for the gang mowing of the Lucy Plackett Playing Field. **Action TG**

iii) Investments

Councillor Tony Gill reported that he had been looking into the various investment options which were available to the Parish Council. He gave an explanation of the high street bank accounts which could be used and other options such as investing in the money markets using Hargreaves and Lansdown.

He made it clear that if the Parish Council invested any money with Hargreaves and Lansdown, that there was some risk attached to the investment. But if the Parish Council invested for at least three years, the risk would be reduced and there should be a reasonable return on the investment. The return would be far higher than that from a high street bank.

**Resolved** that:

- 1) £30,000 be invested with Hargreaves and Lansdown, and the signatories on the account be Councillors Tony Gill and Diane Bratt and the Clerk, Theresa Goss; and **Action TG**
- 2) the remaining balances be split equally and invested into two high street bank accounts, once the Natwest bond had matured in July 2013, and the signatories on these accounts be Councillors Diane Bratt, David Griffiths and Martin Rye and the Clerk, Theresa Goss. **Action TG**

iv) Section 106 Capital Monies for Amenity Use Projects

The Chairman suggested to the Parish Council that a Working Party should be set up to look at how these monies could be spent in the village.

The Clerk reported that she had been in contact with Phil Rolls at Cherwell District Council and he would shortly be confirming the amounts which were still available and dates they needed to be spent by.

Councillor Sue Jelfs agreed to co-ordinate the meetings.

**Resolved** that Councillors Colin Astley, Diane Bratt, Sue Jelfs, Patricia Leeman and Ann Lyons form the Working Party. **Action SJ**

(Councillor Colin Astley left the meeting)

v) Parish Council Grants

The Parish Council considered grant applications for 2013/2014 and had allocated £2000 to the budget.

**Resolved** that:

- 1) the application from the Gardening Club be refused as the Club have broken even over the last year and have a good surplus in their reserves; **Action TG**
- 2) the following applications be approved, under Section 137 of the Local Government Act 1972:

Organisation	Amount
1 <sup>st</sup> Adderbury Rainbows	£200
1 <sup>st</sup> Adderbury Scouts	£200
Adderbury Football Club	£200
Adderbury Parish Institute	£200

and: **Action TG**

- 3) the following application be approved under Section 145 of the Local Government Act 1972:

Organisation	Amount
Adderbury Party in the Park	£200

(Councillor Stuart Phipps arrived during this item)

vi) New Homes Bonus

The Parish Council had been advised by Cherwell District Council (CDC) that it would be receiving a New Homes Bonus of £9987. This money had to be spent on a project which would benefit the community and details had to be submitted to CDC for approval by the end of August 2013. The money then had to be spent by 31 March 2014.

The Parish Council felt that the money could be spent on projects such as improving the footpaths and tree felling at the Lakes and providing more salt/grit bins. However, a decision would be made at the next meeting.

**Resolved** that quotes be obtained for the footpaths works and tree felling at The Lakes and for new salt/grit bins and this be discussed again at the next meeting. **Action DB & TG**

## 09/13 PARISH COUNCIL MATTERS

### i) Appointment of Council Representatives & Council Committees

The Parish Council discussed the appointments to its Committees and the representatives on the outside bodies.

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

### ii) The Adderbury Plan (TAP)

Councillor Tony Gill reported that the Parish Council had made an application for the grant from mycommunityrights.org for £4750. A response on the success of the application should be received in the next few days. There was still no positive news from CDC on the Government grants which they should be giving to Parish Councils. However, the Chairman had been applying pressure to Councillor Randall and Sir Tony Baldry MP to try and get this resolved.

With regard to the questionnaire, the results from the businesses in the village were currently being analysed and the results of the community questionnaire would be in soon.

There had been a delay with the sustainability assessment, but this had been addressed and a new group would complete it in the next three months, as it had to be completed prior to the submission of the Plan.

There was a meeting on 10 June 2013 to discuss how the Plan would be written and by whom, and there was also a meeting on 4 June with CDC to discuss this further.

Councillor Gill felt that the inspection of the Plan may be delayed because a number of other Parish Councils in the Cherwell area would also be

submitting this Plans to CDC at a similar time. However, he was still hopeful that the referendum would be held in October.

**Resolved** that the report be noted.

iii) Parish Council Surgery

Councillor David Griffiths reported that one person had attended the last Parish Council surgery.

The next surgery was due to be held on Saturday 1 June 2013 at the Church House, Adderbury from 11am to 12 noon.

**Resolved** that the report be noted.

iv) Advertising in the Village

Councillor Paul Godwin reported that there were a number of signs on the triangle of grass next to The Green and also on the verge outside of the Red Lion and on The Green itself.

The Chairman advised that these signs were allowed to be there on a temporary basis, as stated in the Town and Country Planning Act 2007, however they should possibly be nearer to the premises which they belonged.

Councillor Ann Lyons also reported that signs by the Red Lion, sometimes blocked the view when turning onto the Oxford Road from the lay-by. However, it was felt this may be due to the grass cutting contractors moving the signs.

**Resolved** that;

- 1) the report be noted;
- 2) the Chairman to forward to Councillor Paul Godwin the relevant information in the Town and Country Planning Act 2007; and **Action DB**
- 3) letters be sent to the local businesses reminding them that that their signs should only be positioned around The Green on a temporary basis. **Action TG**

v) Traffic Issues

The Chairman reported that she had received a complaint from Mr Meadows who lived on Aynho Road, Adderbury. He was unhappy that the Section 106 monies which had been allocated to the Aynho Road area, were being used in other areas of the village.

It was highlighted that further speed reduction measures on Aynho Road had been dismissed by the Parish Council last year, as the new 30 mph limit had been introduced and also the new VAS was being installed shortly.

The Parish Council was happy with the decision it had made to use the Section 106 money in other worthwhile areas of the village which had issues of speeding. It was also highlighted that as part of that project, gateways would potentially be installed at all entrances to the village, including Aynho Road.

**Resolved** that the Clerk to respond to Mr Meadows accordingly. **Action TG**

vi) Parish Institute

Councillor David Griffiths reported on a letter from Ian Asbury with regard to the registration of the land on which the Adderbury Parish Institute was sited. It had become apparent that the land had not been registered with the Land Registry and this needed to be rectified, with the land being registered in the names of the Trustees.

Ian had obtained some quotes and his letter requested that the Parish Council met the legal costs for this work. It was suggested that £850 including VAT, would cover the costs.

**Resolved** that the Parish Council will the costs of the legal work up to a maximum of £850, which includes VAT. **Action DG**

## 10/13 VILLAGE MATTERS

i) Adderbury Library

There was no further update at this time.

**Resolved** that the report be noted.

ii) Street Furniture

The Clerk reported that she had received one quote for the cleaning of the two bus shelters on Oxford Road. It was from G&S Window Cleaning and the cost was £60 per shelter (total £120).

The Clerk reported that she had not yet received the quotes for the painting of the benches in Chapel Lane and on The Green and the bus shelter by the Bowls Club.



With regard to the street lighting, photos of the new street lanterns which were due to be replaced in the Conservation Area by the County Council, were circulated.

**Resolved** that:

- 1) the quote for £120 for the cleaning of the two bus shelters be accepted; **Action TG**
- 2) the quotes for the painting of the benches and the bus shelter be deferred to the next meeting; and **Action TG**
- 3) the new street lanterns to be installed in the Conservation Area be approved.

iii) Play Area Inspections

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

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

**Resolved** that the report be noted.

#### **11/13 CORRESPONDENCE**

There were no items of correspondence to be circulated.

#### **12/13 PUBLIC AND PRESS**

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

#### **13/13 ADDERBURY COURT**

The Chairman reported that the transfer was still progressing and a draft document had been sent to the affected residents. They had raised a couple of queries but these had been resolved, so it was hoped the transfer would take place fairly soon.

**Resolved** that the report be noted.

#### **14/13 RURAL EXCEPTION SITE (RES)**

This item was deferred to the next meeting of the Parish Council.

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

## **THE LUCY JANE PLACKETT CHARITY**

There were no items to discuss with regard to the Lucy Jane Plackett Charity.

### **15/13 MEETING DATES**

The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 25 June 2013
- 23 July 2013
- 10 September 2013
- 22 October 2013
- 26 November 2013

### **16/13 ITEMS FOR THE NEXT AGENDA**

- i) Tree felling and biodiversity
- ii) Friends Meeting House
- iii) Maintenance of benches and the bus shelter
- iv) Section 106 monies Working Party
- v) Rural Exception Site

(The meeting closed at 10.00pm)

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Diane Bratt - Chairman  
25 June 2013

**MINUTES OF THE MEETING OF ADDERBURY PARISH COUNCIL HELD  
AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 25 JUNE 2013 AT  
7.30PM**

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

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

**17/13 RESIGNATION**

The Chairman reported to the Parish Council that Kevin Morris had resigned from the Parish Council due to his work commitments and the Clerk had started the process for filling the vacancy. The Parish Council expressed their thanks for all his work.

**18/13 DECLARATION OF INTERESTS**

There were no declarations of interest.

**19/13 MINUTES**

The minutes of the meeting held on 21 May 2013 were taken as read, duly adopted and signed by the Chairman, with the following amendment:

Minute Number 08/13 (iii) – Finance

The word 'money' be deleted from the first paragraph.

**20/13 MATTERS ARISING FROM THE MINUTES OF 21 MAY 2013**

There were no matters arising.

**21/13 OPEN FORUM**

Colonel Stuckey advised the Parish Council on the following issues:

- i) the Church lunch for the Queens' birthday had been a great success and he congratulated everyone who had organised it;
- ii) the Quaker clock exhibition had been very good and was a credit to the village;
- iii) the grass cutting was very poor this time;

- iv) the craftsman who was going to be working on the Lychgate was currently unable to do so due to other commitments;
- v) the Blue Plaque for Elizabeth Suter had been turned down as the deceased must have passed away more than twenty years ago to qualify. Colonel Stuckey would still like an oak tree and he had been advised there might be space at the Lakes. However the Chairman did not feel this was the case.

A resident reported that the footpath from the bus stop on Oxford Road, through The Rise leading to Kemps Road was overgrown and needed cutting back. There were also a number of weeds in the gutters. The Clerk agreed to report this to the County Council. **Action TG**

District Councillor Nigel Randall advised the Parish Council that the County Council were making changes to the school transport service which would affect children who attended Christopher Rawlins School if they lived outside the catchment area. The Parish Council agreed to keep a watching brief on this issue.

Mark Hewish, resident of Horn Hill Road, asked the Parish Council how the speed safety measures were progressing. The Chairman advised that the Parish Council was waiting for the County Council to report back on the costings for all the measures. Robert Stilgoe would also like to be involved in the meeting with regard to the positioning of the VAS.

Mary Goodrum attended the meeting and reported that a number of footpaths around the village needed to be tidied up. She volunteered to monitor the public footpaths and would then highlight any issues to the County Council. She also highlighted that the Ramblers' Association had volunteered to undertake this responsibility.

The Chairman advised that footpaths were the responsibility of the County Council not the Parish Council, however the issue of monitoring the footpaths would be discussed at the next Parish Council meeting. **Action TG**

It was also reported that the footpath from St Mary's Road to Milton Lane needed to be tidied up and the Chairman agreed to contact the land owner. **Action DB**

County Councillor Arash Fatemian introduced himself to the Parish Council and thanked the members for their good wishes following his success in the recent election. Following on from what District Councillor Nigel Randall had said, he highlighted the school transport issue and reported that he was also a Governor at Warriner School.

He also reported that he had a budget for community based projects which was for capital expenditure only and if the Parish Council had any on-going projects they should submit their request for funds to him. He confirmed that the Area Stewardship Fund still existed and allocations were being agreed at a meeting on 19 July 2013.

The Chairman thanked the Councillors and public for addressing the Parish Council.

## 22/13 PLANNING

### i) Planning Applications

**Resolved** that it be noted that no observations had been made by the Planning Committee in respect of the following applications:

- |                             |  |
|-----------------------------|--|
| 13/00369/F                  | Mr R Langley and Dr E Hill<br>Barn Cottage, Manor Road, Adderbury<br>Single Storey Rear Extension  |
| 13/00382/F                  | Mr Jason Trinder<br>Mayfield House Berry Hill Road Adderbury<br>Variation of Condition 2 of 11/01770/F - In order to make minor improvements to the approved scheme    |
| 13/00509/LB &<br>13/00508/F | Mr David Macfarlane<br>The Grange Manor High Street Adderbury<br>Proposed garage and refurbishment of existing out building  |
| 13/00608/F                  | Mr and Mrs Keith Norton<br>4 Twyford Avenue Twyford<br>Proposed porch. Demolition of shed. Proposed garage with new utility and extension to rear of kitchen.          |
| 13/00698/F                  | Ms Amanda Cox<br>The Gables Berry Hill Road Adderbury<br>Retrospective - Erection of single storey timber garage   |
| 13/00141/TCA                | Mr David Mason<br>12 Round Close Road Adderbury<br>T1 x Cherry – Fell  |
| 13/00140/TCA                | Mr & Mrs Upton<br>Gable House 13 Dog Close Adderbury<br>T1 x Cherry - Fell<br>T2 x Acer - Reduce over driveway by 2m and prune back from house to provide 2m clearance |

**Resolved** that it be noted that observations had been made by the Planning Committee in respect of the following planning application, since the last meeting.

13/00136/TCA      Mr J Vince  
The Ridgeway Manor Road Adderbury  
T1 x Cedar - Fell, T2 x Birch – Fell

**Resolved** that it be noted that objections had been made by the Planning Committee in respect of the following planning application, since the last meeting.

13/00640/F      Mr & Mrs P & B Hujan  
Manor End House Manor Road Adderbury  
New carport, rear balcony, rear dormer windows,  
rooflights and loft conversion

The Chairman highlighted that the objection to this application was with regard to the fence being outside of the boundary line and the impact of the requested changes on the public footpath and the view from it.

**Resolved** that it be noted that the Planning Committee was currently considering the following planning applications;

13/00631/F      Ms Lois Lere  
2 Stud Farm Cottages East End Adderbury  
Single storey rear extension. Rebuilding of collapsed rear retaining/boundary wall including new timber gated access and new stairs serving the new access

13/00632/LB      Ms Lois Lere  
2 Stud Farm Cottages East End Adderbury  
Single storey rear extension, removal of internal wall at ground floor level, conversion of existing ground floor bathroom into a utility room including removal of existing roof light window, conversion of existing first floor void to accommodate a new bathroom and en-suite bathroom including the formation of two new doors openings in existing rear wall, new stud wall and doorway to enclose existing stairs in attic room including installation of roof window. New stud wall in attic room to form storage cupboard. Re-build garden wall

ii) Planning Results

These had been circulated to all members prior to the meeting.

The Parish Council thanked David for attending the Planning Committee meeting at Cherwell District Council with regard to the Milton Road South application from Berkeley Homes which was refused.

**Resolved** that the report be noted.

## 23/13 FINANCE

vii) Banks Accounts and Bank Reconciliations

**Resolved** that the bank reconciliations for the Barclays and Santander bank accounts and the 12 month deposit accounts with Natwest and Cambridge Building Society be noted.

viii) Accounts

**Resolved** that the following accounts be approved for payment:

T Goss – Salary for June 2013	£738.18
T Goss – Expenses for June 2013	£31.64
HMRC Quarterly Payment	£83.13
Green Scythe Ltd – Gang mowing at the LPPF	£259.20
DesignGrow – April Maintenance at The Lakes	£50.00
1 <sup>st</sup> Adderbury Rainbows – LGA 1972 Section 137 Grant	£200.00
1 <sup>st</sup> Adderbury Scouts - LGA 1972 Section 137 Grant	£200.00
Adderbury Football Club - LGA 1972 Section 137 Grant	£200.00
Adderbury Party in the Park - LGA 1972 Section 145 Grant	£200.00
Adderbury Parish Institute - LGA 1972 Section 137 Grant	£200.00
Adderbury Methodist Church – Room Hire	£12.00
SLCC – Annual membership	£127.00
Mr N Fennell – TAP Photocopying Costs	£50.00
Purple Storm Web Designs – Domain renewal and Hosting	£52.98
RC & JE Atkinson – Lights and flooring at The Lakes boat house	£77.59
G&S Window Cleaning – Bus Shelter Cleaning	£120.00
R. Bickley – Maintenance around the village	£1033.72
Rascal Horticultural – Allotment and Cemetery Maintenance	£237.36
Adderbury PCC Church House – Room Hire	£60.00

ix) Grant Application

The Parish Council considered an application for a grant from St Mary's Church, Adderbury.

**Resolved** that a granted of £200 be paid to St Mary's Church under the Parish Councils Act 1957. **Action TG**

x) Section 106 Working Party

The Chairman reported that the Working Party had met and the Clerk had contacted Philip Rolls at Cherwell District Council to arrange a meeting with him and confirm the funds which were available. The Clerk would again chase up Philip Rolls.

Councillor Tony Gill asked whether the funds would be fed into the TAP groups for them to consider where it should be spent. The Chairman felt that although the TAP findings would be taken into consideration and a steer would be taken from their recommendations, it was for the Parish Council to decide which projects the money should be spent on.

**Resolved** that the Clerk again contacts Phil Rolls at Cherwell District Council to establish the amounts of Section 106 monies which are available. **Action TG**

xi) New Homes Bonus (NHB)

The Chairman reported that as there was no Section 106 money available for the Lakes, and tree felling works were urgently needed, she recommended that the NHB be spent at the Lakes. The lowest quote so far for tree felling had been approximately £15,000.

It had been raised at the last meeting that the money could also be used to purchase more salt/grit bins, however the Chairman reported that this had already included in the budget for this 2013/2014.

**Resolved** that:

- i) the New Homes Bonus be spent on tree felling at the Lakes and the Clerk should submit the appropriate forms to Cherwell District Council; and
- ii) salt/grit bins be included on the agenda for the next meeting.

**Action TG**

## 24/13 PARISH COUNCIL MATTERS

vii) The Adderbury Plan (TAP)



Councillor Tony Gill reported that the questionnaire had been completed and the analysis would be taking place shortly.

The Chairman report that the Sustainability Assessment was being worked on and a further meeting would be taking place soon.

Councillor Gill reported that the writing of the Pan could not be undertaken until the analysis had been completed, however this should be finished by mid-July. Cherwell District Council had advised that the referendum may take place around Christmas.

Councillor Martin Rye reported that he had made some applications for grant funding and was waiting to hear if the applications had been successful. However, funding could not be allocated retrospectively.

At the recent Parish Liaison Meeting, Sue Smith, Chief Executive at Cherwell District Council, had assured the Adderbury Parish Councillors that they would not be out of pocket for producing their Plan.

Councillor Colin Astley reported that he would shortly be writing to all stakeholders for their comments.

The Chairman reported that two developers, Cala Homes and Archstone had contracted the Clerk with regard to speaking to the Strategic Planning Working Group again. However, as they had already addressed the Group once and as the Plan was still being completed, the Parish Council did not feel there was any benefit to meeting again at this time.

**Resolved** that the report be noted and the Clerk should contact Cala Homes and Archstone to advise that the Parish Council will not meet with them again, until the Plan has been completed. **Action TG**

viii) Parish Council Surgery

Councillor Sue Jelfs reported that she had been at the last surgery and the following issues were raised:

- i) the footpath from St Mary's Road which ran across the back of Berryhill Road had an electric fencing running across the path;
- ii) the landlord of the Coach and Horses wanted a brown tourist sign for his public house and was concerned about number of signs The Bell Inn were displaying in the village, given he had been asked to locate his closer to his premises;
- iii) safety concerns about the parking in the village when the Thursday night market was held;

- iv) John Frost requested a dog bin at the end of Manor Road and there was also an issue with speeding traffic.

**Resolved** that;

- i) the report be noted;
  - ii) the Chairman will speak to the landowner of the footpath at the back of Berryhill Road; **Action DB**
  - iii) the Clerk to write to The Bell Inn again about the location of his signs; and **Action TG**
  - iv) the request for the dog bin be added to the next agenda. **Action TG**
- ix) Parish Council Documents

The Parish Council reviewed the following documents:

- a) Risk Assessment
- b) Standing Orders and Financial Regulations
- c) Asset Register

**Resolved** that the Standing Orders, Financial Regulations, Asset Register and Risk Assessment be approved, subject to updates to the Risk Register with regard to the allocation of duties.

- x) Community Governance Review Consultation

The Chairman reported that Cherwell District Council had considered the Parish Council's request for an additional three members, as part of the Community Governance Review. However, it had been recommended that the number be increased by one member, to 12.

**Resolved** that the report be noted and no further comments be made.  
**Action TG**

- xi) Adderbury Green Association (AGA)

The Chairman reported that a letter had been received from the Adderbury Green Association asking the Parish Council to review its decision to request 50% of the costs for the grass cutting on The Green.

The Chairman reminded the members that The Green was owned by AGA and not the Parish Council and the Parish Council was contributing to their costs, not the other way around.

**Resolved** that:

- i) the report be noted:
  - ii) for 2012/2013, the Parish Council will meet 75% of the costs for the grass cutting on The Green, but it will only contribute 50% for 2013/2014; and **Action TG**
  - iii) Councillor David Griffiths will contact AGA to discuss the issues at The Green. **Action DG**
- xii) Grass Cutting

The Chairman reported that there had been a number of complaints about the grass cutting of the highways areas in the village. However, she had met with the contractor and there had been a number of factors which had contributed to the issue and he had proposed it to cut the whole village again at half the cost.

The Chairman had also had a discussion with him about cutting the grass Long Wall. The cost for this would be £60 per cut. This area of land was the responsibility of the County Council however, when they made their cuts, they did not take into consideration the time of year and the insects and wild flowers which were affected. Therefore the Chairman felt that the Parish Council would have more control if it took over the responsibility.

It was also reported that the Duchess Bridge footpath needed cutting back. However, this was the responsibility of the County Council.

**Resolved** that:

- i) the report be noted;
  - ii) the works needed to the Duchess Bridge footpath be reported to the County Council; **Action TG**
  - iii) this cutting of Long Wall be deferred to later in the year; and
  - iv) the second grass cut of the highway areas in the village not be completed but the contractor be asked to bring forward the cut for next month. **Action TG**
- xiii) Monster Mugs Limited

The Clerk reported on the costs which had been incurred by the Parish Council pursuing the money owed to it by Monster Mugs Limited.

So far, a County Council Judgment had been issued but not paid, mediation had been suggested but Mr Carl Pickering, owner of Monster Mugs Limited, would not engage and a Third Party Debt Order had been issued but not paid. The next course of action was to instruct bailiffs to visit the premises.

**Resolved** that;

- i) the report be noted;
- ii) the bailiffs be instructed; and
- iii) Lancashire Police be asked again for their assistance with this matter, advising them of the next course of action to be undertaken.

**Action TG**

## **25/13 VILLAGE MATTERS**

- iv) Adderbury Library

Councillor Stuart Phipps reported that leaflets had been distributed around the village and there were a number of fundraising events which would be happening in the next few weeks.

**Resolved** that the report be noted.

- v) Shrub Land next to 12 Margaret Road

The Chairman reported that she had looked at this area of land but did not feel that there was a problem

Councillor David Griffiths reported that he had unsuccessfully tried to get hold of the resident on a number of occasions to discuss the issue and was going to suggest that they undertook the necessary works. He stated that he would try and talk to the resident again.

**Resolved** that the report be noted and Councillor David Griffiths will try and contact the resident again. **Action DG**

- vi) Play Area Inspections

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

Councillor Ann Lyons reported that there were no issues at the Lucy Plackett Playing Field, except for the chains on the bridge were loose again.

**Resolved** that the report be noted and Dave Chandler be asked to complete the works to the chains on the bridge. **Action TG**

vii) Tree Felling and Biodiversity

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

viii) Mill Lane, Adderbury

The Chairman reported that she had met with Jean Moore from Mill Lane and Louise Wilson and Tracy Moreton from the County Council on Monday 10 June 2013, to discuss the issues with the parking and drainage in Mill Lane.

They had discussed the possibility of bollards being installed and using the Area Stewardship Fund to meet the costs. Tracy and Louise also had both had a look at the issues with the drain.

**Resolved** that;

- i) the report be noted;
- ii) the cost and number of bollards required be obtained from the County Council;
- iii) the Area Stewardship Fund be used to pay for the bollards; and
- iv) an update on the issues with regard to the drain be obtained.

**Action TG**

ix) Youth Club

Councillor Patricia Leeman reported that the Youth Club had now closed down due to attendance numbers being too low. There was £699 in the bank account and this would be transferred to the Parish Council, with a view to it being held there until such a time that there was a youth project in the village which it could be spent on.

The Chairman thanked Councillor Leeman for all her work at the Youth Club.

**Resolved** that the report be noted.

x) Village Signage

The Chairman reported that there had been a number of issues with illegally placed signs in the village. Estate Agents had been advised that their boards should be placed within the boundary of the property which was for sale and local businesses had been advised that their signs should be close to their premises.

It was reported that the Bell Inn was still placing their signs by the Parish Institute and other local businesses who had moved their signs were not happy about this.

**Resolved** that the report be noted and a further letter be sent to the Bell Inn.

## 26/13 CORRESPONDENCE

There were no items of correspondence to be circulated.

The Chairman reported that a letter had been received from Val Scarff with regard to Parish Councillors delivering letters on behalf of Adderbury Conservation Advisory Group (ACAG).

The members concerned were not acting in their capacity as a Parish Councillor when delivering the letters and were aware of their obligations to declare interests. However, on this occasion, they felt there was no need to declare an interest.

**Resolved** that the letter be noted and a reply be sent to Val Scarff. **Action TG**

## 27/13 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 28/13, 29/13, 30/13 & 31/13 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

## 28/13 RURAL EXCEPTION SITE (RES)

Andy Sumser from Green Square and Tom McCulloch for Oxfordshire Rural Community Council attended the meeting and discussed the options available for the RES.

The process for moving the project forward was also discussed.

**Resolved** that the Parish Council's supports 16 units on the Rural Exception Site.

Councillor Tony Gill voted against the proposal.

Councillors Colin Astley, Sue Jelfs, Stuart Phipps and Martin Rye abstained from voting.

### **29/13 FRIENDS MEETING HOUSE**

The Chairman reported that she had looked at the old minutes at the archives in Oxford and when the cottage had been demolished in 1957, due to being unsuitable for habitation, it had been with the consent of The Friends.

When the roof was replaced in the early 1960's, the Parish Council had paid for the work and The Friends had not contributed. It was in the 1970's and 1980's when the costs started to be shared between the Parish Council and The Friends.

The Parish Council had also obtained three quotes for a structural survey of the Meeting House.

**Resolved** that the report be noted and the quote from Wellen, be accepted.  
**Action TG**

### **30/13 ADDERBURY COURT**

The Clerk reported that this was almost at completion and the paperwork would hopefully be received shortly for signing.

**Resolved** that the report be noted.

### **31/13 CLERKS' CONTRACT**

The Parish Council discussed an amendment to the Clerks' Contract of Employment.

**Resolved** that that no amendment be made to the Clerks' Contract of Employment.

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

### **THE LUCY JANE PLACKETT CHARITY**

There were no items to discuss with regard to the Lucy Jane Plackett Charity.

### **32/13 MEETING DATES**

The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 23 July 2013
- 17 September 2013
- 22 October 2013
- 26 November 2013

**32/13 ITEMS FOR THE NEXT AGENDA**

- i) Purchase of dog bins
- ii) Purchase of benches
- iii) Purchase of salt/grits bins
- iv) Monitoring of footpaths
- v) Party in the Park
- vi) Tree felling and biodiversity

(The meeting closed at 10.45pm)

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Diane Bratt - Chairman  
23 July 2013



**MINUTES OF THE MEETING OF ADDERBURY PARISH COUNCIL HELD  
AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 23 JULY 2013 AT  
7.30PM**

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

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

**APOLOGIES:** Apologies for absence were received from Councillor Patricia Leeman, Stuart Phipps and Martin Rye and these were accepted.

**33/13 DECLARATION OF INTERESTS**

There were no declarations of interest.

**34/13 MINUTES**

The minutes of the meeting held on 25 June 2013 were taken as read, duly adopted and signed by the Chairman with the following amendments:

Minute Number 24/13 (i) – Parish Council Matters The Adderbury Plan

The following paragraph be amended to read as follows:

At the recent Parish Liaison Meeting, Sue Smith, Chief Executive at Cherwell District Council, had assured the Adderbury Parish Councillors that they would not be out of pocket for producing their Plan.

Minute Number 28/13 – Rural Exception Site

Councillors Colin Astley, Sue Jelfs, Stuart Phipps and Martin Rye abstained from voting.

**35/13 MATTERS ARISING FROM THE MINUTES OF 25 JUNE 2013**

There were no matters arising.

**36/13 OPEN FORUM**

Andrew Barnes addressed the Parish Council and advised that weed killer had been applied to the weeds in the gutters around Twyford.

He also reported on the grass cutting in Twyford and the Chairman advised that this would be discussed later in the meeting. Mr Barnes asked that once the

grass had been cut, whether the contractor could blow the grass away from the pathways. The Chairman reported that there would be a cost implication to this but agreed to ask Bob Bickley whether it would be possible and if so, a quote would be obtained. **Action TG**

Colonel Stuckey advised the Parish Council that the issue with the lychgate was still ongoing.

The Chairman thanked Andrew Barnes and Colonel Stuckey for attending the meeting.

### 36/13 PLANNING

#### i) Planning Applications

**Resolved** that it be noted that no observations had been made by the Planning Committee in respect of the following applications:

- |              |   |
|--------------|---|
| 13/00159/TCA | Simon Ringrose, Ringrose Tree Services Ltd<br>The Lake House Lake Walk Adderbury<br>Various tree works as per schedule  |
| 13/00161/TCA | Mrs Harding<br>2 Adderbury Park Adderbury<br>H1 x Mixed Hedge - Reduce height by 4m, H2 x<br>Leylandii - Fell, T1 T2 x Malus – Fell, T3 T4 T5 x<br>Cypress – Fell, T6 x Ash – Fell  |
| 13/00853/LB  | Mrs Frances Blackburn<br>Corner Cottage High Street Adderbury<br>Replacement of existing lean-to greenhouse by a new<br>glazed structure in timber; demolition and re-<br>construction of unstable boundary wall to High Street   |
| 13/00612/F   | Mr and Mrs N Davis<br>Lindale, Berryhill Road, Adderbury<br>Demolish existing dwelling; erect new dwelling with<br>basement and underground garage; alterations to<br>drive and parking area  |
| 13/00861/F   | Adderbury Estates Limited<br>Adderbury House Lake Walk Adderbury<br>Bed 5: Relocate bathroom to dressing room, remove<br>door opening from bed 5 to dressing room and insert<br>new door between bathroom 5 and dressing room 5.<br>Bed 6: Remove door opening from bed 6 to dressing<br>room 6 and insert new door between bathroom 6 and<br>dressing room 6. Second floor service stair lobby:<br>Erect timber stud wall with door opening. |

**Resolved** that, it be noted that, no observations had been made by the Planning Committee in respect of any planning applications, since the last meeting.

**Resolved** that it be noted that objections had been made by the Planning Committee in respect of the following planning application, since the last meeting.

13/00631/F Ms Lois Lere  
2 Stud Farm Cottages East End Adderbury  
Single storey rear extension. Rebuilding of collapsed rear retaining/boundary wall including new timber gated access and new stairs serving the new access.

13/00632/LB Ms Lois Lere  
2 Stud Farm Cottages East End Adderbury  
Single storey rear extension, removal of internal wall at ground floor level, conversion of existing ground floor bathroom into a utility room including removal of existing roof light window, conversion of existing first floor void to accommodate a new bathroom and en-suite bathroom including the formation of two new doors openings in existing rear wall, new stud wall and doorway to enclose existing stairs in attic room including installation of roof window. New stud wall in attic room to form storage cupboard. Re-build garden wall.

**Resolved** that it be noted that the Planning Committee was currently considering the following planning applications;

13/00926/LB Adderbury Estates Limited  
Adderbury House Lake Walk Adderbury  
Change of internal door design

13/00996/F Cala Homes  
OS Parcel 3491 North of Adderbury Court, Oxford Road, Adderbury  
Proposed residential development of 26 Units

13/00648/F Ms Lynda Thirzie Smart  
Nell Bridge House Aynho Road Adderbury  
Replacement two storey dwelling

13/00851/LB Mr Steven Satchwell  
Hill House Oxford Road Adderbury  
Alterations to dormer windows and plinth

13/00184/TCA Mr P French  
Gothic Cottage, Oxford Road, Adderbury  
G1 x Small Woodland - Thin by 20%

ii) Planning Results

These had been circulated to all members prior to the meeting.

**Resolved** that the report be noted.

### 37/13 FINANCE

#### xii) Banks Accounts and Bank Reconciliations

**Resolved** that the bank reconciliations for the Barclays and Santander bank accounts and the 12 month deposit accounts with Natwest and Cambridge Building Society be noted.

The Chairman queried the large balance in the Parish Council's current account and it was agreed to discuss moving funds into the reserve account, at the next meeting. **Action TG**

#### xiii) Accounts

**Resolved** that the following accounts be approved for payment:

T Goss – Salary for July & August 2013	£1513.32
T Goss – Expenses for July 2013	£55.30
Green Scythe Ltd – Gang mowing at the LPPF	£259.20
DesignGrow – June Maintenance at The Lakes	£50.00
St Mary's Church – Grant	£200.00
John Hicks – Pay Area Inspections	£123.12
R. Bickley – Grass Cutting	£1033.72
Oxfordshire Nature Conservation Trust – Annual Subscription	£35.00
T Jordan – TAP prize draw winner	£50.00
Banbury Litho – Printing for TAP (Residents Letters)	£164.40
Banbury Litho – TAP Questionnaires	£1047.60
Richco Ltd – Anti-slip decking strips at The Lakes	£569.38
Wellan Ltd – Dam at Adderbury Lakes	£252.00
Edge Signs Ltd – Engraving Memorial Plaque for John Harper	£88.80
Arien Designs Limited – Map cases	£525.70
Rascal Horticultural – Allotment and Cemetery Maintenance	£221.88
D Chandler – Collect and erect parish maps and repairs to play equipment	£290.00
Ebsford Environmental – Works at The Lakes	£264.00

#### xiv) Investments

The Chairman asked the Parish Council whether it felt that Councillor Tony Gill should have the authority to make decisions on its behalf, with regard to the investment with Hargreaves Lansdown.

Once the money had been placed in an account with Hargreaves Lansdown, Councillor Gill would be watching the markets for a suitable time to make the investment. Therefore, it would be difficult to make the most of these opportunities, if the whole Parish Council had to be consulted every time.

**Resolved** that:

- 1) the report be noted;
- 2) Councillor Tony Gill, in consultation with the Chairman in the first instance, or any other Parish Councillor should the Chairman not be available, be given delegated authority to act on behalf of the Parish Council with regard to the investment with Hargreaves Lansdown;
- 3) any decisions taken, be reported to the next meeting of the Parish Council.

### **38/13 PARISH COUNCIL MATTERS**

#### xiv) General Power of Competence

Prior to the meeting, the Clerk had circulated information with regard to the General Power of Competence.

The Clerk reported that now she was CiLCA qualified and because two thirds of the Parish Council were elected members, the Parish Council was eligible to award itself the General Power of Competence.

This meant that the Parish Council had fewer restrictions with regard to its spending powers and gave it more flexibility in other areas too.

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

#### xv) The Adderbury Plan (TAP)

Councillor Tony Gill advised the Parish Council that the analysis of the questionnaires was still on-going and would hopefully be completed by next week.

Work was still on-going with regard to the Sustainability Assessment and Councillor Gill and John Osbourne were working on this.

Once the TAP questionnaire analysis had been completed, work would start on the scoping report and this would then feed into the Sustainability Assessment.

Councillor Colin Astley reported that he had the draft letter ready to send out to the stakeholders once the scoping report had been completed.

Councillor Gill also reported that there was limited availability for grant funding mainly because grants could not be awarded retrospectively for issues and tasks which had already been completed. However, funding would be obtained where possible.

He felt that the overall cost of TAP would be approximately £10,000, or possibly less.

Meetings had been held to discuss how the actual Plan would be written and the first draft should be completed by mid-August. The draft would be emailed to all Councillors for their comments and comments from the village would also be included.

It was hoped that the Plan would be ready for submission by the end of September to enable a referendum to be held before Christmas.

With regard to the consultation with the village, notices would be displayed on the village notice boards and in other suitable locations from mid-August onwards. A paper copy of the Plan would be available in the library and it would be loaded onto the Parish Council web site, [adderbury.org](http://adderbury.org) and the TAP web site. It would also be emailed to the stakeholders and other groups in the village.

It was planned to hold a public consultation event at Christopher Rawlins School during mid-September and another in the Church during the last week of September.

**Resolved** that the report be noted.

xvi) Flood Plan

In the absence of Councillor Stuart Phipps, this item was deferred to the next meeting.

**Resolved** that the report be noted.

xvii) Adderbury Green Association (AGA)

Councillor David Griffiths reported that he was meeting with David Miller and another trustee of AGA on Thursday 25 July 2013 to discuss how the costs for the grass cutting on The Green should be split.

The Chairman also volunteered to attend the meeting.

**Resolved** that the report be noted.

xviii) Tree Survey

The Chairman suggested to the Parish Council that it should undertake a survey of all the trees on land which it owned.

Clarification was still needed with regard to the ownership of Colin Butler Green, so members felt that when quotes were obtained, this should be priced separately.

**Resolved** that the report be noted and quotes be obtained for the tree survey. **Action TG**

xix) Monitoring of Footpaths

The Chairman reminded members of the offer by Mary Goodrum at the last Parish Council meeting to monitor the footpaths in the village.

It was highlighted that the footpaths around Adderbury were very good, but they were the responsibility of the County Council and the Parish Council did not have the authority to appoint a footpath monitor.

**Resolved** that Mary Goodrum be thanked for her offer and the Parish Council welcomed her efforts, but it is not within the remit of the Parish Council to appoint a monitor. Any issues should be reported to the County Council and a copy of the emails could also be sent to the Clerk. **Action TG**

xx) Committees

The Chairman reported that following discussions with the Clerk, it was suggested that the Parish Council should consider appointing an Environment Committee.

At the present time, the majority of issues were discussed by the full Parish Council, and to appoint an Environment Committee, would enable the Parish Council to work more efficiently. Some possible items which may have fallen within the remit of the Committee were also suggested.

Some members felt that an Environment Committee could be established once the Neighbourhood Plan had been published as there would be items with regard to the environment, which would need to be addressed.

Councillor Tony Gill also highlighted some issues he had with regard to agenda setting.

**Resolved** that a Environment Committee not be established at the current time and this be reviewed later in the year.

a) Dog Bins

The Parish Council discussed whether there should be any further dog bins in the village, following requests from residents for a bin in Manor Road and at Long Wall.

**Resolved** that;

- 1) two dogs bins be purchased; **Action TG** and
- 2) the Chairman and Councillor Sue Jelfs will confirm the exact locations with the Clerk. **Action DB & SJ**

b) Replacement Benches

The Chairman advised the Parish Council that a bench survey had been undertaken sometime ago and this would indicate which benches needed to be replaced or maintained.

**Resolved** that Councillors David Griffiths and Paul Godwin assess the bench survey and report back on those which need maintaining or replacing. **Action DG, PG & TG**

c) Purchase of Salt Bins

The Chairman reported that at the last Parish Council meeting, members had expressed an interest in purchasing two new salt bins.

**Resolved** that;

- 1) the report be noted;
- 2) the County Council be advised that the Parish Council wishes to purchase at least, two new salt bins; **Action TG** and
- 3) the exact location of the bins be agreed at the next meeting.  
**Action TG**

d) Biodiversity and Trees

The Chairman reported that to address the Parish Council's requirements with regard to biodiversity and trees in the village, a small working group of Councillors maybe be needed to look into this.



The Parish Council felt that this would fall within the remit of the Environment Group within the Neighbourhood Planning process.

**Resolved** that the report be noted.

xxi) Section 106 monies

The Chairman reported on an email which had been received from Paul Newman, resident of Aynho Road. Mr Newman was raising queries with regard to the Section 106 monies which had been allocated to Aynho Road and how these had been spent.

**Resolved** that the report be noted and the Clerk to respond to Mr Newman, circulating the draft to all Councillors first. **Action TG**

xxii) Parish Council Surgery

Councillor Ann Lyons reported that two people had attended the last surgery.

The first had been a resident of Dog Close asking for the bushes at the back of their property, which were in the play area, to be cut back.

The Chairman reported that she had spoken to Bob Bickley about this and had obtained a quote.

The Landlord of the Coach and Horses had also attended the surgery and expressed his disappointment that he had moved his signs from The Green, as requested by the Parish Council, but other businesses were still displaying their signs. He also felt that moving his sign had been detrimental to his business.

**Resolved** that;

- 1) the report be noted;
- 2) further quotes for cutting back the bushes in the play area be obtained and this be completed later in the year;
- 3) a letter be sent to the Coach and Horses explaining how the Parish Council has addressed this issue; **Action TG**
- 4) Cherwell District Council be asked if signs belonging to The Bell, which are placed next to the Institute needed planning permission; **Action TG**
- 4) Patriotic Foodies be asked to consider where they are siting their signs; and **Action TG**
- 5) Councillor Tony Gill to investigate whether a policy on signage could be included in the Neighbourhood Plan. **Action T Gill**

**39/13 VILLAGE MATTERS**

xi) Adderbury Library

In the absence of Councillor Stuart Phipps, this item was deferred to the next meeting.

**Resolved** that the report be noted.

xii) Play Area Inspections

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

Councillor Ann Lyons reported that there were no issues at the Lucy Plackett Playing Field. However, Councillor Lyons had noticed that a number of adults were also using the play equipment when they were at the play area with their children, which was causing the problems with the chains being stretched.

**Resolved** that the report be noted and a notice be included in Contact asking adults not to use the play equipment. **Action T Fennell**

xiii) Benches and Bus Shelter

The Clerk reported that she had received a quote from Dave Chandler for maintenance of the bus shelter on Oxford Road and the benches in Chapel Lane and on The Green.

**Resolved** that the quotes be noted and another quote be sourced for this work. **Action TG**

xiv) Grass Cutting

The Chairman reported that the Parish Council had received a request from Sanctuary Housing to cut the grass on the corner of Crawley Road and Walton Avenue. The Parish Council used to cut these two areas of grass but when it came to light that Sanctuary Housing were also cutting it and subsequently charging their residents, the Parish Council ceased to do so.

If the Parish Council did agree to this request, then the residents would no longer be liable for this maintenance charge.

Members were happy to resume cutting this area of land as long as there were no further responsibilities relating to it.

The Chairman also reported on a letter and petition which had been sent to the County Council about the standard of the grass cutting in Twyford and also the weeds in the gutters.

The Chairman advised that the weeds in the gutters had been removed by the County Council and she had also met with Bob Bickley and he assured her the grass cutting would improve.

**Resolved** that;

- 1) the reports be noted;
- 2) the Parish Council will take over responsibility for cutting the grass at the two area of land on the corner of Crawley Road and Walton Avenue;
- 3) the Clerk should contact Bob Bickley and ask him to monitor his operatives so that the grass cutting is back to the standard it has previously been; and
- 4) the Clerk to respond to the letter advising that the weeds in the gutters had now been removed and the grass cutting would be monitored.

#### **Action TG**

- xv) Proposal for a Footpath on Berry Hill Road

The Chairman reported on a letter which had been received from Donald Higham suggesting that a footpath should be laid in Berry Hill Road.

Members were reminded that the Parish Council had looked into this option before, in consultation with the County Council and this would be expensive and funds were not available.

**Resolved** that the report be noted and the Clerk should respond to Mr Higham. **Action TG**

#### **40/13 CORRESPONDENCE**

There were no items of correspondence to be circulated.

#### **41/13 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 42/13 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

#### **42/13 FRIENDS MEETING HOUSE**

The Chairman reported on the structural survey which had been undertaken on the Friends Meeting House and on a letter from The Friends suggesting a meeting between the two parties.

**Resolved** that;

- 1) the report be noted;
- 2) the Clerk should contact Rory Duff and arrange a meeting for the end of September and ask for clarification of the status of the TAG group and its membership; **Action TG** and
- 3) the Chairman and Councillors Colin Astley, Pul Godwin and Patricia Leeman will attend the meeting.

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

### **THE LUCY JANE PLACKETT CHARITY**

There were no items to discuss with regard to the Lucy Jane Plackett Charity.

#### **43/13 MEETING DATES**

The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 17 September 2013
- 22 October 2013
- 26 November 2013

#### **44/13 ITEMS FOR THE NEXT AGENDA**

- 1) Apologies from Councillor Ann Lyons.
- 2) Adderbury Running Club event in 2014
- 3) Moving Parish Council funds into the reserve account
- 4) Bench survey
- 5) Location of salt bins
- 6) Quotes for maintenance of the bus shelter

(The meeting closed at 9.50pm)

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Diane Bratt - Chairman  
17 September 2013

**MINUTES OF THE MEETING OF ADDERBURY PARISH COUNCIL HELD  
AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 17 SEPTEMBER  
2013 AT 7.30PM**

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

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

**APOLOGIES:** An apology for absence was received from Councillor Ann Lyons and this was accepted. County Councillor Arash Fatemian also submitted an apology.

**45/13 DECLARATION OF INTERESTS**

The following interested were declared:

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

Councillor Tony Gill – Member of the Running Club.

Councillor Paul Godwin – Tenant at the Walled Garden Allotments.

**46/13 MINUTES**

The minutes of the meeting held on 23 July 2013 were taken as read, duly adopted and signed by the Chairman.

Councillor Colin Astley requested clarification with regard to the process for amending the minutes, when amendments had been agreed by the Parish Council, as he had concerns that minutes could be manipulated, which could affect their transparency and correctness.

The Clerk explained the process which involved minutes being drafted by the Clerk and then her draft was presented to the following meeting of the Parish Council. If amendments were then agreed by the Parish Council, the Clerk would include these in the minutes of the meeting and amend the draft minutes of the previous meeting accordingly, and update the version on the web site.

**47/13 MATTERS ARISING FROM THE MINUTES OF 23 JULY 2013**

There were no matters arising.

#### 48/13 OPEN FORUM

The Chairman advised the Parish Council that since the last meeting, Colonel Stuckey had sadly passed away and a letter of condolence had been sent to his family.

The Parish Council was reminded that Colonel Stuckey had once been a Parish Councillor and had always supported community initiatives and all members agreed that he would be sorely missed by the whole community.

It was noted that in recent years Colonel Stuckey had been pursuing with the County Council, having the hand rail outside of the Church encased in wood. It was agreed that the Clerk should contact the County Council to find out how this was progressing. **Action TG**

Trevor Trivitts from the Adderbury Green Association was in attendance at the meeting and it was agreed that this item be brought forward on the agenda and Trevor would speak at that point.

The Chairman reported that an email had been received from Simon Lutter with regard to speed on Aynho Road. Mr Lutter's concerns were noted by the members, but the issue of speeding traffic affected a number of areas in the village. Members were reminded that the Parish Council had requested from the County Council, that gateways be installed at all entrances to the village (including Aynho Road) and VAS' were due to be installed on Berry Hill Road and Milton Road. The Parish Council was also waiting for confirmation as to whether a pinch point could be installed somewhere through the centre of the village, around the Water Lane area. It was highlighted that there was only a limited amount of money in the budget and the Parish Council was trying to spread the available funds around the village as best it could.

It was suggested that if funds were available at the conclusion of the other projects, then another VAS could possibly be installed on Aynho Road. However, a commitment could not be made at this time, as the total costings of the other projects had not yet been finalised.

The Clerk was asked to respond to Mr Lutter accordingly. **Action TG**

#### 49/13 PLANNING

i) Planning Applications

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

13/00926/LB	Adderbury Estates Limited Adderbury House Lake Walk Adderbury
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- Change of internal door design
- 13/00184/TCA Mr P French  
Gothic Cottage, Oxford Road, Adderbury  
G1 x Small Woodland - Thin by 20%
- 13/00851/LB Mr Steven Satchwell  
Hill House Oxford Road Adderbury  
Alterations to dormer windows and plinth
- 13/01093/TPO Mr P French  
Gothic Cottage, Oxford Road, Adderbury  
T1 - Pine - Fell in order to make safe. Rot found in  
base of tree. Subject to TPO 10/88
- 13/01098/TPO Mrs C Jones  
Court End House Manor Road Adderbury  
2no. Fastigate Hornbeam - Remove or reduce lower  
lateral and secondary lateral branches overhanging  
neighbouring property to an approximate height of 3-  
4m. Prune remaining lower canopy to symmetrically  
balance and raise and reduce overall canopy spread.  
Removal of overcrowded, dead, diseased or suspect  
wood from remaining crown. Subject to TPO 16/96

**Resolved** that, it be noted that, observations had been made by the Parish Council in respect of the following planning applications, since the last meeting and these be approved.

- 13/00648/F Ms Lynda Thirzie Smart  
Nell Bridge House Aynho Road Adderbury  
Replacement two storey dwelling

**Resolved** that, it be noted that, objections had been made by the Planning Committee in respect of the following planning applications, since the last meeting and these be approved.

- 13/00996/F Cala Homes  
OS Parcel 3491 North of Adderbury Court, Oxford  
Road, Adderbury  
Proposed residential development of 26 Units
- 13/01088/F Mr Graham Appleton  
Ridgeway Lodge Manor Road Adderbury  
Demolition of existing glasshouse and erection of  
single storey dwelling

**Resolved** that it be noted that the Planning Committee was currently considering the following planning applications;

- 13/01255/TPO Greenhill Residents Association  
Greenhill Estate Adderbury Twyford

- 13/01243/ADV T1 - Yew - Reduce crown by up to 2.5m to remove dieback; tip back western canopy by 1m to shape for aesthetic purposes. Subject to TPO 8/97  
Colliers C/o Concept Design and Display  
Pembroke House, Trinity Way, Adderbury  
1 No external non-illuminated directory sign
- 13/01296/F Mr Jonathan Williams  
The Cedars The Green Adderbury  
To fit a new Bespoke pedestrian wrought iron gate at the front of the property together with a yew hedge along the front perimeter
- 13/01312/TPO Mr Wright  
The Green, The Green, Adderbury  
Various tree works subject to TPO 10/86 reference appendix 1

ii) Planning Results

These had been circulated to all members prior to the meeting.

**Resolved** that the report be noted.

**50/13 Adderbury Green Association (AGA)**

The Chairman reported that a meeting had taken place between David Miller, Trustees of the Adderbury Green Association, herself and Councillor David Griffiths to discuss how the costs for the grass cutting on The Green should be split between the two parties.

Trevor Trivett, a Trustee of the Green Association was present to clarify, if necessary, any points of uncertainty. After a lengthy discussion, it was agreed that their contribution of 25% of the cost should remain unchanged for this year, with a 2% increase next year.

In the long term, the AGA would look into the possibility of having less cuts per year to reduce the cost and it was a possibility that the AGA could take back the grass cutting responsibility and obtain their own quotations from contractors.

The Parish Council also felt that it would be useful to have a representative on the Adderbury Green Committee.

It was highlighted by Mr Trivett, that the AGA made no financial gain from The Green and that the condition of the trees were monitored regularly.

**Resolved** that:

- a) the report be noted;



- b) the Parish Council's contribution to the grass cutting on The Green for 2013/2014 would be 75% and also for 2014/2015 (which would include a 2% increase on 2013/2014);
- c) Councillor David Griffiths be the Parish Council's representative on the AGA; and
- d) when the grass cutting is renewed in April 2015, the Parish Council will expect a 50% contribution from the AGA or they will have to appoint their own contractors.

## 51/13 FINANCE

### xv) Parish Council Insurance

The Clerk reported that the renewal from Came and Company had been received and suggested that the Parish Council should consider the 3 year long term agreement.

**Resolved** that the 3 year long term agreement with Came and Company be accepted and Councillors Patricia Leeman and Stuart Phipps to review the Policy. **Action TG, SP & PL**

### xvi) Banks Accounts and Bank Reconciliations

**Resolved** that:

- a) the bank reconciliations for the Barclays, Santander, Natwest and Cambridge Building Society be noted;
- b) Councillor Tony Gill to look at suitable bank accounts for the funds in the Natwest and Cambridge Building Societies; and **Action T Gill**
- c) £60,000 be transferred from the Santander current account to the Santander Direct Saver Account. **Action TG**

### xvii) Accounts

**Resolved** that the following accounts be approved for payment:

T Goss – Salary for September 2013	£801.22
T Goss – Expenses for August & September 2013	£82.75
Green Scythe Ltd – Gang mowing at the LPPF (July)	£247.20
DesignGrow – July & August 2013 Maintenance at The Lakes	£100.00
BDO – External Audit	£402.00
Dave Chandler – Fit plaque on memorial bench	£40.00
Viking – Stationery	£107.92
Thames Water – Allotments	£72.71
Cherwell District Council – Road Closure for Day of Dance	£91.92
Rascal Horticultural – Cemetery and Allotment Maintenance	£381.80
R Bickley – Village Maintenance	£2067.44
T Goss – Petty Cash top-up	£50.00
M Rye – Room Hire at the School for TAP meeting	£40.00
Green Scythe Ltd – Gang mowing at the LPPF (August)	£330.00
Cherwell District Council - Emptying Dog Bins	£697.38
Tony Gill – TAP expenses	£477.54
Broker Network Ltd – Parish Council Insurance	£940.32
HMRC – Quarterly payment	£112.45
Adderbury PC – Transfer to Savings Account	£60,000

xviii) Audit for 2012/2013

The Clerk reported that the audit for 2012/2013 had been completed by the external auditors, BDO, and there were no matters outstanding.

**Resolved** that the report be noted.

## 52/13 PARISH COUNCIL MATTERS

xxiii) Parish Council Vacancy

Two applications had been received for co-option onto the Parish Council and a secret ballot was held.

**Resolved** that Matthew Burnell be co-opted onto the Parish Council and Steve Walsh be advised that he has not been successful and he be thanked for his application. **Action TG**

xxiv) Roles and Responsibilities Training

The Chairman reminded members that the Roles and Responsibilities training was being held on Saturday 21 September 2013, from 930am to 3pm, at Godswell Park, Bloxham.

**Resolved** that the report be noted.

xxv) The Adderbury Plan (TAP)

Councillor Tony Gill advised the Parish Council that the questionnaire analysis and the sustainability assessment had been delayed so the Plan would probably not be submitted to Cherwell District Council until the end of October 2013. This meant that the referendum would be held sometime in the new year.

Councillor Gill reminded members that a draft had been loaded onto the web site and that 60% of households had responded to the questionnaire.

He highlighted that some of the issues which he would like to include in the Plan, such as education, health, and transport would have to be included as an appendices. This was because only issues which came within the remit of Cherwell District Council could be in the actual Plan.

Public meetings were being held on Wednesday 18 September 2013 and Thursday 19 September 2013 at the School and Church, respectively.

Councillor Gill was also hopeful that the Plan would stay within its budget of £10,000.

Councillor Gill also asked whether the Parish Council could approach the County Council with regard to the rollout of broadband and whether it could be obtained more quickly in the village.

**Resolved** that the report be noted and proposals for the broadband be worked on prior to approaching the County Council. **Action T Gill & SP**

xxvi) Flood Plan

Councillor Stuart Phipps reported that the Flood Plan had been reviewed and a draft would be submitted to the next meeting of the Parish Council.

Councillor Phipps felt that a small working group was needed to look at the Flood Plan and take it forward.

**Resolved** that the report be noted and the flood plan and the working group be discussed further at the next meeting. **Action TG & SP**

xxvii) Tree Survey

The Clerk reported that only one quote had so far been received for the tree survey.

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

xxviii) Walled Garden Allotments

Councillor Paul Godwin reported that plot 4 at the Walled Garden Allotments had been neglected for a long period of time and the weeds were spreading onto the adjoining plots.

The Clerk confirmed that she had written to the tenant, Mrs N Gibbs on two occasions, but the situation remained unchanged.

**Resolved** that the report be noted and Mrs Gibbs be given one months' notice that her tenancy is being terminated and that the greenhouse should also be removed. **Action TG**

The Parish Council then went onto discuss the allotment rents for 2014/2015.

The Clerk had obtained annual rent figures for an allotment plots in Bodicote and Banbury and the Parish Council rents were comparable.

**Resolved** that the rent for a plot at the Walled Garden Allotment for 2014/2015, be increased from £24 to £25. **Action TG**

(Councillor Paul Godwin left the room for the discussion on the Walled Garden Allotment rents)

xxix) Parish Council Surgery

It was reported that no one had attended the last Parish Council surgery.

**Resolved** that the report be noted.

**53/13 VILLAGE MATTERS**

xvi) Adderbury Library

Councillor Stuart Phipps reported that he had been updating the web site and a number of fundraising events were being held including a quiz night and a cocktail party.

**Resolved** that the report be noted.

xvii) Play Area Inspections

Councillor David Griffiths reported that there were no issues at The Rise apart from some litter and also the hut was starting to deteriorate.

Councillor Griffiths also reported that Southern Gas were currently working around Twyford and had erected a hut in The Rise and the litter bin had gone missing.

The Parish Council felt that Southern Gas should have asked permission before the hut was erected, however as it had already been sited, the grass should be reinstated once it was removed.

The Parish Council was not aware of any issues at the Lucy Plackett Playing Field.

**Resolved** that:

- a) the report be noted;
- b) Councillor David Griffiths is to approach Southern Gas and establish where the litter bin has gone and advise that the grass should be reinstated; and **Action DG**
- c) the Clerk to contact Cherwell District Council and Oxfordshire County Council to establish if they are aware where the litter bin has gone and ask about the agreement with Southern Gas about the reinstatement of the grass.

xviii) Benches and Bus Shelter Maintenance and Bench Survey

The Clerk reported that two quotes had been received for the maintenance of the bus shelter on Oxford Road.

Councillor Paul Godwin reported that he had inspected the benches in the village and he would paint them with linseed oil to keep them in a good condition. The bench on The Green, opposite the Coach and Horses, was in need of repair, as well as painting.

Councillor Godwin also reported that the bus stops in the village had been reviewed but the timetables had not.

**Resolved** that:

- a) the report be noted;
- b) the quote from Pete Miles for the bus shelter maintenance be accepted and he also be asked to complete the necessary works to the bench on The Green; and **Action TG**
- c) Stagecoach be contacted and requested to update the timetables. **Action TG**

xix) Day of Dance

The Chairman reported that a letter had been received from Andy Green in which he enclosed a £150 donation from the Scouts for the Day of Dance

2013 and made the suggestion that the road closure for 2014 may not be needed.

Councillor David Griffiths reported that next year, private security may not be needed, but the Police had requested the road closure on the grounds of public safety so this would need to continue.

**Resolved** that:

- a) the report be noted;
- b) a decision on the road closure be made nearer the time; and
- c) Andy Green be advised of the Parish Council's decision. **Action TG**

xx) Neighbourhood Action Group (NAG) Priorities

Councillor David Griffiths gave a brief update on the NAG and what it did and advised that following consultation with the village, the NAG was now asking the Parish Council which were the priority areas in the village for speeding, parking and anti-social behavior.

Councillor Tony Gill highlighted that these issues had been discussed as part of the Neighbourhood Plan process and a list was available on the TAP web site.

The Chairman also highlighted that in a letter from Penny Hopper she had asked for parking issues in East End Lane to be addressed, so it was suggested that this be included as a priority too.

**Resolved** that the report be noted and Councillor David Griffiths feeds the information from the TAP process onto the NAG, including the parking issues at East End Lane. **Action DG**

xxi) New Dog Bins

The Chairman reported that following the decision at the last meeting to install a new dog bin in Long Wall and Manor Road, two letters of objection had been received from residents in Manor Road. The Chairman had also had concerns raised with her from the residents on Woodbine Cottage on Long Wall.

It was suggested that Councillor Sue Jelfs should meet with the residents of Manor Road and discuss the positioning of the bin and the bin proposed for Long Wall could be installed in East End Lane instead, away from any properties.

**Resolved** that;

- a) the report be noted;

- b) Councillor Sue Jelfs to contact the residents of Manor Road to discuss the positioning of the dog bin; **Action SJ**
- c) the Chairman to contact the residents of Long Wall about the positioning of the dog bin; and
- d) when the bins are ordered, they be ordered in green. **Action TG**

xxii) Purchase of New Salt /Grit Bins

The Chairman reminded members that it had been agreed to purchase new salt/grit bins for the village and asked for suitable locations for them to be sited.

**Resolved** that three new green salt/grit bins be purchased and they be sited at the top of Dog Close, in The Rise and on Horn Hill Road by the notice boards. **Action TG**

xxiii) Footpath from Manor Road to Bloxham Grove and Milton

The Chairman reported that the Parish Council had received a copy of a letter to the County Council from Dr Mike Courtenay with regard to the footpath from Manor Road to Bloxham Grove and Milton.

The original footpath had been blocked and could not be walked because of a construction site. Therefore, an alternative route was walked, but this was still a permissive path and the Parish Council felt that this should now either be designated as a proper right of way or the original footpath should be reinstated.

Councillor Tony Gill advised that he would look into this and try to walk the original path and would report back to the next meeting.

The letter had been sent to Sarah Aldous at the County Council too, so an update from Sarah would also be helpful.

**Resolved** that:

- a) the report and letter be noted;
- b) this be discussed again when there has been further progress with the issue; and
- c) Sarah Aldous be contacted to establish if there has been any progress to date with this issue. **Action TG**

## 54/13 CORRESPONDENCE

There were two items of correspondence, which were circulated to members. One was a CPRE magazine and the other was a letter from a resident of the village.

The letter raised a number of issues, including parking issues in East End Lane, the poor state of the driveway to Yew Tree Cottage, which was owned by the County Council and the rubbish encroaching onto it from The Old Farm House and the recurring issue of household wheelie bins being left on the Long Wall footpath by Long Wall residents.

**Resolved** that:

- a) the letter be acknowledged;
- b) a letter be written to the residents of Long Wall asking them to put their bins back within the boundary of their properties once they have been emptied and not leave them on the footpath;
- c) the County Council be asked whether a sign could be erected in East End Lane stating 'residents parking only' and ask for the reinstatement of the grass on the B4100;
- d) contact be made with Bo Peep Farm asking the owners to advise their customers that they should not be parking in East End Lane;
- e) contact the County Council to remove the rubbish which has encroached onto their land which is coming from The Old Farm House; and
- f) Cherwell District Council be contacted about enforcement action with regard to the rubbish at The Old Farm House, as this is a listed building as well as being in the conservation area.

#### **Action TG**

### **55/13 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 56/13 and 57/13 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

### **56/13 FRIENDS MEETING HOUSE (FMH)**

Prior to the meeting, the Chairman circulated her notes with regard to the information which she had found in the archives relating to the Meeting House. She also advised the Parish Council that The Friends had requested a copy of the surveyor's report. However, the report was still in draft and needed to be approved by the Parish Council.

The Chairman also reported that a meeting was being held at the FMH on Monday 30 September 2013 at 10am

**Resolved** that:

- a) the report be noted;



- b) the Chairman and Councillors Patrica Leeman, Paul Godwin and Colin Astley attend the meeting on 30 September 2013;
- c) the structural survey be approved; and **Action TG**
- d) once the final structural survey has been obtained from the surveyor, it be forwarded to The Friends. **Action TG**

#### **57/13 RURAL EXCEPTION SITE (RES)**

The Chairman reported that Oxfordshire Rural Community Council (ORCC) had asked the Parish Council to arrange delivery of the Register of Interest Forms.

It was suggested that the forms could be delivered with the Roundabout magazine, which was circulated in the village every month.

Councillor Colin Astley raised concerns about the RES and whether the Parish Council could demonstrate that all options and alternative sites had been investigated. The Chairman advised that the process of looking at sites and then identifying a suitable site had been on-going for a number of years and the proposed site was the only one which was available.

**Resolved** that the report be noted and the editors of the Roundabout magazine and the Girl Guides be contacted to see if they can assist with regard to the delivery of the forms. **Action TG**

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

### **THE LUCY JANE PLACKETT CHARITY**

#### **58/13 ADDERBURY RUNNING CLUB**

The Parish Council considered a request from the Running Club to hold its annual event in the Lucy Plackett Playing Field on 12 July 2014.

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

#### **59/13 MEETING DATES**

The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- o 22 October 2013
- o 26 November 2013

#### **60/13 ITEMS FOR THE NEXT AGENDA**

- i) Flood Plan
- ii) Tree survey
- iii) Footpath from Manor Road to Bloxham Grove and Milton

(The meeting closed at 10.40pm)

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Diane Bratt - Chairman  
22 October 2013

**MINUTES OF THE MEETING OF ADDERBURY PARISH COUNCIL HELD  
AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 26 NOVEMBER  
2013 AT 7.30PM**

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

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

**61/13 WELCOME**

The Chairman welcomed Matthew Burnell to his first meeting of the Parish Council.

**62/13 DECLARATION OF INTERESTS**

The following interests were declared:

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

**63/13 MINUTES**

The minutes of the meeting held on 17 September 2013 were taken as read, duly adopted and signed by the Chairman, with the following amendment:

Minute Number 46/13 – Minutes

At the end of the second paragraph, the words ‘which could affect their transparency and correctness’ be included.

**64/13 MATTERS ARISING FROM THE MINUTES OF 17 SEPTEMBER 2013**

There were no matters arising.

**65/13 OPEN FORUM**

Keith Mitchell addresses the Parish Council as Chairman of FOCAL. He reported that FOCAL had been formed in 1997/1998 when the library was last under threat and at that time, £70,000 was raised to save it.

Currently FOCAL raised £3000 every year to cover the staffing costs so that the library could open on a Saturday. The rest of the staffing costs were covered by the County Council. However, the County Council was going to reduce its expenditure on the library, by one sixth, two sixths and three sixths over the next three years respectively.

Therefore, FOCAL was hoping to raise enough money to cover some of the staffing costs, whilst also using volunteers. This would be a total cost to FOCAL of approximately £11,700 per year.

Money had been raised from individual patrons and business patrons making donations, as well as other fundraising activities. However FOCAL was aware that there would be a shortfall and asked whether the Parish Council would consider giving financial support when planning its budget for future years.

Mrs Sarah Paton also addressed the Parish Council with regard to the library staffing costs and gave details on the number of volunteers and her concern that the County Council may cut their budgets further. She also highlighted the importance of the library and Church House for the community.

Keith Mitchell agreed to provide the Parish Council with a briefing note on the staffing costs and the footfall into the library.

The Chairman thanked Keith and his colleagues for attending the meeting and FOCAL would be added to the list of items to be considered by the Parish Council when it came to set the budget for 2014/2015.

Mrs Debbie Dickinson reported that Patriotic Foodies was no longer holding its events in the Institute and this had been taken over by the Community Food Market. The Market was going to be held every month from 6pm to 830pm and Mrs Dickinson requested a grant from the Parish Council to assist with getting it started. The Chairman advised that as this was not an item on the agenda, it would be considered by the Parish Council at its next meeting.

Mrs Dickinson was thanked for attending the meeting.

District Councillor Nigel Randall advised the Parish Council that the Local Plan had been adopted by Cherwell District Council and it would now be subject to scrutiny and approval by Central Government.

The appeal for South Milton Road would be held over two days starting on Wednesday 20 November 2013 at 10am. Councillor Randall would be addressing the Inspector.

Councillor Randall was thanked for his report.

County Councillor Arash Fatemain reported that he had approved the expenditure for the bollards in Mill Lane and he would consider the bid for the hand rail outside of the Church as part of the Community Fund. He confirmed that in the Community Fund there was about £1000 for Adderbury as the whole Fund had been split between his division. He was not applying such strict rules to the Area Stewardship Fund (ASF) and the £16,000 in that

Fund would be spent at his discretion. However, the bollards in Mill Lane would be funded by the ASF.

Councillor Fatemian also updated the Parish Council on the savings made by the County Council and that another £61m had to be saved over the next four years.

Councillor Fatemian was thanked for his report and for approving the expenditure on the bollards in Mill Lane.

## 66/13 PLANNING

### i) Planning Applications

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

- |              |  |
|--------------|--|
| 13/01255/TPO | Greenhill Residents Association<br>Greenhill Estate Adderbury Twyford<br>T1 - Yew - Reduce crown by up to 2.5m to remove dieback; tip back western canopy by 1m to shape for aesthetic purposes. Subject to TPO 8/97               |
| 13/01243/ADV | Colliers C/o Concept Design and Display<br>Pembroke House, Trinity Way, Adderbury<br>1 No external non-illuminated directory sign  |
| 13/01296/F   | Mr Jonathan Williams<br>The Cedars The Green Adderbury<br>To fit a new Bespoke pedestrian wrought iron gate at the front of the property together with a yew hedge along the front perimeter                                       |
| 13/01312/TPO | Mr Wright<br>The Green, The Green, Adderbury<br>Various tree works subject to TPO 10/86 reference appendix 1   |
| 13/01335/TPO | BT Facilities Ltd<br>Telephone Exchange Aynho Road Adderbury<br>9 no. Lime trees - Reduce crowns removing up to 2-3 meters off height and up to 2 meters of side this should be to previous crown reduction points where possible. |
| 13/00254/TCA | Mr A Meyrick<br>Lindum, The Green, Adderbury<br>T1 to T4 x Conifers – Fell   |
| 13/00251/TPO | Mr J Young<br>St Mary's House, Horn Hill Road, Adderbury   |

- T1 T2 x Cherry – Fell, T3 x Laburnum – Fell
- 13/00260/TCA Mr G Hipwell  
The Lake House, Lake Walk, Adderbury  
T1 x Walnut - various works
- 13/00264/TCA Mr Clarke  
Easton House, Manor Road, Adderbury  
T1 x Lawson - Reduce crown by 30%
- 13/01237/LB Mrs Christine Peacock  
Old Wheatsheaf, The Green, Adderbury  
Alterations to the front door
- 13/01264/F Fired Earth  
Fired Earth Unit 3 Twyford Mill Oxford Road  
Adderbury Banbury  
Erection of steel portal frame structure with steel  
cladding panels and 4 no. access roller shutter doors  
outbuilding.
- 13/01398/F Mr and Mrs Kevin Underwood  
Langley Berry Hill Road Adderbury  
Form enclosed porch to rear door and alterations to  
roof
- 13/00274/TCA Mrs Jefferis  
4 Round Close Road, Adderbury  
T1 x Sweet Chestnut - Crown reduce by 30% and  
shape

**Resolved** that, it be noted that, observations had been made by the Parish Council in respect of the following planning applications, since the last meeting and these be approved.

- 13/01358/LB Mr L Pouyanne  
Tythe Barn House High Street Adderbury  
Repairs to laundry room and store (replacement  
windows, roof covering, facade and external door).  
Repair to wall in family room and replace rotten  
windows.
- 13/01405/F Miss K Handley  
19 Griffin Close Adderbury Banbury  
Single storey dual pitched garage to side of property  
with internal alterations

**Resolved** that, it be noted that, objections had been made by the Planning Committee in respect of the following planning applications, since the last meeting and these be approved.

None

**Resolved** that it be noted that the Planning Committee was currently considering the following planning applications;

- |              |   |
|--------------|---|
| 13/01435/TPO | Mrs Anne Allpress<br>1 Adderbury Park Adderbury<br>Copper Beach T1 - Crown raise to 15 ft all round - subject to TPO 10/72  |
| 13/00283/TCA | Mrs Jory<br>The Old House, Tanners Lane, Adderbury<br>T1 x Cherry - Section fell to ground level  |
| 13/01458/F   | Mr and Mrs N Davis<br>Lindale, Berry Hill Road, Adderbury<br>Demolition of existing dwelling and erection of new dwelling. Alterations to drive and parking area.                     |
| 13/00295/TCA | Sir Peter Jobe<br>The Old Vicarage, Church Lane, Adderbury<br>T1 x Willow – fell  |
| 13/00299/TCA | Mr Blundy<br>1 Church Close, Adderbury<br>T1 T2 T3 x Lime - Re-pollard back to previous pollard points  |
| 13/00297/TCA | Mr M Stevens<br>5 Lake Walk, Adderbury<br>T1 x Fir-Fell   |
| 13/01515/F   | Mrs Georgia Davies<br>Lindale Berry Hill Road Adderbury<br>Caravan together with one storage container beneath a site office container plus one single toilet cubicle (all temporary) |

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

**Resolved** that the report be noted.

- iii) Appeal Decisions – Councillor Nigel Randall advised the Parish Council that the appeals in Bloxham, Hook Norton and Salt Way which had been approved by the Secretary of State, had been called-in by Sir Tony Baldry MP. When the Secretary of State made his decisions, he could only take into consideration the housing figures in the District which were applicable at the time when the refusals were made by Cherwell District Council. Whatever planning applications had been approved since that date, were irrelevant.

The only challenge which could now be made to the approval of planning permission was a Judicial Review. This was a challenge with regard to the process which had been followed to arrive at the decision, not a challenge to the decision itself. He advised that a Judicial Review was very expensive and was unlikely to succeed.

However, the Parish Council felt that it should support the other Parishes by sending a letter to Sir Tony Baldry MP, Cherwell District Council and David Cameron.

**Resolved** that the report be noted and a letter be sent to Sir Tony Baldry MP, Cherwell District Council and David Cameron about the decisions which had been made by the Secretary of State and supporting a Judicial Review. **Action CA & TG**

- iv) Cala Homes – The Chairman reported that this item was on the agenda because there had been some queries by The Adderbury Plan (TAP) Committee about the refusal to approve planning permission by Cherwell District Council.

Councillor Colin Astley advised that there was a TAP meeting later in the week and the policies would be discussed at that meeting, which would hopefully make it clear why planning permission had been refused.

It was also noted that this application could now go to appeal.

**Resolved** that the report be noted.

- v) Berekley Homes Appeal – The Chairman reported that the appeal for the South Milton Road site was being held on 20 November 2013 at 10am and asked whether members wished to appoint a speaker to address the Inspector.

Members felt that the Parish Council should make a speech and Councillor Tony Gill volunteered to do this.

**Resolved** that the report be noted and Councillor Tony Gill should address the Inspector at the appeal, on behalf of the Parish Council, on Wednesday 20 November 2013. **Action T Gill**

## 67/13 FINANCE

- xix) Bank Reconciliations and Investment Options - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 22 October 2013 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

**Resolved** that;



- 1) the bank reconciliations for the Barclays, Santander, Natwest and Cambridge Building Society be noted;
  - 2) £7000 be transferred from the Santander Direct Saver Account into the Santander Current Account; and **Action TG**
  - 3) Investment options be discussed at the next meeting. **Action T Gill & TG**
- ii) Accounts/Quotes - The Clerk submitted to the Parish Council, the accounts to be paid and quotes for work in the Lucy Plackett Playing Field.

**Resolved** that the following accounts be approved for payment:

T Goss – Salary for October 2013	£766.90
T Goss – Expenses for October 2013	£71.44
Green Scythe Ltd – Gang mowing at the LPPF	£577.20
Rick Atkinson – Expenses at The Lakes	£327.14
Martin Rye – TAP Printing	£16.00
Purple Storm Graphic Designs – Domain name renewal	£17.98
Viking Direct – Stationery	£57.54
DesignGrow – September 2013 Maintenance at The Lakes	£50.00
P Godwin – Oil for Benches	£23.27
Bloxham Parish Council – Training Fees	£396.94
R Bickley – Village Maintenance	£1033.72
Oxfordshire Playing Fields Association – Training for D Griffiths	£25.00
Rascal Horticultural – Cemetery and Allotment Maintenance	£232.20
OALC – Good Councillors Guides	£96.00
S.Cochrane – Gutter cleaning at the Activity Centre	£45.00
FOCAL – Annual Grant	£500.00

**Resolved** that:

- 1) Mr Bob Bickley's quote of £156 for cutting back the trees around the Lucy Plackett Activity Centre be accepted;
- 2) the quote of £45 for cutting back the weeds etc. around the MUGA be noted, but it be agreed that only the end of the MUGA needed to be tidied up; and
- 3) clarification be sought from Mr Bickley for the works to cut back the trees in the play area, and this be progressed.

**Action TG**

- iii) Appointment of Internal Auditor for 2013/2014 - The Clerk asked the Parish Council to confirm the appointment of the Internal Auditor for 2013/2014.

**Resolved** that Phil Hood from Arrow Accounting be appointed as the Internal Auditor for 2013/2014. **Action TG**

- iv) Donation to the Girl Guides – The Chairman reported that the Girl Guides had kindly agreed to deliver the Register of Interest in Affordable Housing in Adderbury forms in relation to the Rural Exception Site, to all properties in the Parish. The forms would be delivered over half term, week commencing 28 October 2013. The Parish Council was reminded that when the Scouts undertook a similar exercise, a donation of £300 was made.

**Resolved** that the report be noted a donation of £300 be made to the Girl Guides. **Action TG**

- v) Budget 2014/2015 – The Chairman asked the Parish Council if they had any suggested items for inclusion in the budget for 2014/2015.

**Resolved** that the following be considered by the Finance Committee when drafting a budget for 2014/2015;

- FOCAL
- Friends Meeting House
- Community Food Market
- Play Equipment
- Handrail at St Mary's Church
- Any other items should be emailed to the Clerk for submission to the Finance Committee in December 2013.

## **68/13 PARISH COUNCIL MATTERS**

- xxx) The Adderbury Plan (TAP)

Councillor Tony Gill advised the Parish Council that work was continuing on the Sustainability Assessment and this would need to be checked by an outside consultant. Four different companies had been asked to submit a quote for this work and the closing date was 31 October 2013. The cost was likely to be around £500. Once this had been completed, it was hoped the Plan could be submitted to Cherwell District Council by Christmas.

**Resolved** that the report be noted.

- xxxii) Tree Survey – The Chairman report that only one quote had been received, therefore this would need to be considered at the next meeting.

**Resolved** that the report be noted and the tree survey be considered at the next meeting of the Parish Council. **Action TG**

xxxii) Parish Council Surgery

Councillor Patricia Leeman reported that Mr & Mrs Blencowe from Rawlins Close had attended the last surgery and asked for help with clearing the leaves in the road. They had undertaken this work themselves previously, but were no longer able to continue. The Chairman reported that she had visited Rawlins Close and could not see any issue with the leaves.

Mr & Mrs Blencowe also felt that the new refuge on Oxford Road was dangerous due to the positioning of the kerb. They also had issues with lorries parking in the layby next Twyford Grove because it was difficult to see oncoming traffic.

Councillor Leeman also reported that Joyce Cox had spoken to her about the Southern Gas works in Twyford and the inconvenience they had caused. The Clerk reported that the Parish Council had not been made aware of these work, however it appeared some residents had been advised but others had not.

**Resolved** that the report be noted and the Clerk to check with the County Council whether the Parish Council should have been made aware of these works, before they started. **Action TG**

xxxiii) Annual Parish Meeting – The Chairman reported that the Annual Parish Meeting would be on Thursday 24 April 2014 and asked the members to suggest who should be invited to speak.

**Resolved** that the date of the Annual Parish Meeting be noted and Sir Tony Baldry MP be asked to attend. **Action TG**

xxxiv) Sponsor Governor – The Chairman advised that the term of office for the Sponsor Governor at Christopher Rawlins School had come to an end and the Parish Council needed to appoint a Governor again, for another four year term.

Martin Rye had been the Sponsor Governor for the last four years and was happy to continue. Stuart Phipps also volunteered for the position because he was working on the school web site, as well as other issues at the school.

**Resolved** that the report be noted and Stuart Phipps be appointed as the Sponsor Governor at Christopher Rawlins School for the next four years. **Action TG**

xxxv) Village Benches – Councillor Paul Godwin reported that he had painted four benches in the village. He would also paint the remaining three, but this was dependent on the weather.

**Resolved** that the report be noted and Councillor Godwin be thanked for maintaining the village benches.

- xxxvi) Policies and Procedures – Prior to the meeting, the Clerk had circulated a number of policies for approval. However, members felt that there needed to be a special meeting of the Parish Council to discuss the issues arising from the training, which was held on 21 September 2013. The policies could then be discussed fully at that meeting.

**Resolved** that:

- 1) the report be noted;
- 2) a special meeting be held on Thursday 5 December 2013; and  
**Action TG**
- 3) the policies be deferred to the special meeting. **Action TG**

- xxxvii) Canal and River Trust Invitation – The Chairman reported that the Parish Council had been invited to attend a meeting about the Strategic Waterway Plan on Tuesday 19 November 2013 at 6.30pm at Bodicote House.

**Resolved** that the Chairman and Councillors Colin Astley and Sue Jelfs attend the meeting. **Action TG**

- xxxviii) Roles and Responsibilities Training – This item was deferred to the special meeting on 5 December 2013.

**Resolved** that the report be noted.

- xxxix) Seat at the Lakes – The Chairman reported that the Lakes Committee would like to have a new seat in the Lakes. The Clerk confirmed that there was £500 in the 2013/2014 budget for village seating and this had not yet been spent.

**Resolved** that the report be noted and a seat for the Lakes be purchased, up to a cost of £500. **Action DB**

## 69/13 VILLAGE MATTERS

- xxiv) Adderbury Library - Councillor Stuart Phipps had nothing further to add to Keith Mitchell's earlier report on the FOCAL and the Library.

**Resolved** that the report be noted.

- xxv) Play Area Inspections - Councillor Ann Lyons reported that the sit-on 'chicken' in the Lucy Plackett Play Area had been broken. The Clerk

reported that Dave Chandler had looked at this and felt that the manufacturer should be contacted to replace it.

Councillor David Griffiths reported that there were no issues at The Rise, however the equipment was in need of updating.

**Resolved** that the report be noted and the Section 106 Working Group should look into replacing the broken equipment in the Lucy Plackett Play Area and updating the equipment in The Rise. **Action Section 106 Working Group**

xxvi) Location of Dog bins/Signage – Councillor Sue Jelfs reported that she had a site meeting in Manor Road and the consensus by the residents was that they did not now want a dog bin. However, it was suggested that a bin could be placed away from residents, on the footpath by the new property at the end of Manor Road. Councillor Sue Jelfs would provide a contact for that property.

The Chairman reported that she had a site meeting with the residents around Long Wall/East End about the positioning of a dog bin. The residents agreed that the bin should be positioned in the verge on Aynho Road, near to the Sydenham Close amenity area. 'No Dog' Fouling' signs were also requested and it was suggested that they be positioned at both ends of Long Wall.

Councillor Tony Gill suggested that a dog bin was also needed on Colin Butler Green.

The Chairman also reported that at her site meeting, the residents felt that some of the dog fouling issues were arising from dog walkers who were staying at Bo Peep Farm, especially in the summer. There were already dog bins on Bo Peep Farm, but the residents felt that the owner of Bo Peep Farm should be asked to remind his customers to clean up after their dogs when in they are walking in the village and whether he would consider siting a new dog bin and the top end of his drive.

**Resolved** that:

- 1) the report be noted;
- 2) Councillor Tony Gill to investigate a suitable site for a dog bin on Colin Butler Green; **Action T Gill**
- 3) a dog bin be purchased for installation in the highways verge on Aynho Road, by the Sydenham Close Amenity Area, subject to approval by the County Council;
- 4) further quotes be obtained for 'no dog fouling signs'; **Action TG**
- 5) the owner of Bo Peep Farm be asked to site a new dog bin on his property and to also remind his customers to clean up after their dogs. **Action DB & TG**

- xxvii) Flood Plan - Councillor Stuart Phipps reported that he had updated the Plan and all the contact numbers were now correct. He would be contacting all the residents named in the Plan so they were aware that he was the Parish Council's Risk Manager and point of contact in an emergency. Councillor Phipps would also be loading the Flood Plan onto the Parish Council web site.

The Chairman thanked Councillor Phipps for his report.

**Resolved** that the report be noted.

- xxviii) Location of Salt Bin – The Chairman reported that the salt bin which the Parish Council had agreed to site on for Horn Hill Road, was actually on a gritting route. Therefore the County Council had suggested that it should perhaps be sited somewhere else in the village.

The Chairman also reported that she had recently received a request for a salt/grit bin in East End.

**Resolved** that:

- 1) the report be noted;
- 2) a green salt/grit bin be located in East End, Adderbury; and **Action TG**
- 3) the County Council be asked to grit the road around the V shaped green where the oak tree is sited on the junction of Horn Hill Road/Berry Hill Road and establish if Twyford Road is gritted; **Action TG**

- xxix) Neighbourhood Action Group (NAG) – Councillor David Griffiths reported that he had attended a NAG meeting and had been advised that Thames Valley Police was going to reduce the number of Police Officers covering the rural areas, from 2.4 down to 1.4.

The Parish Council was concerned about this change as it would have an impact on all of the rural areas, not just Adderbury.

**Resolved** that the report be noted and a letter be sent to the Chief Constable and the Police and Crime Commissioner expressing the Parish Council's concern. **Action TG**

- xxx) Parish Institute Discos – The Chairman reported that she had received a letter from Thomas Howarth, pupil at Warriner School and resident of South Newington, asking the Parish Council if it would hold discos for young people in the Parish Institute. This request was part of his Full Citizenship GCSE whereby he had to identify an issue in a local village and try to change it.

The Parish Council thought that it was a good idea and welcomed his enthusiasm, but it was not its responsibility to organise village events in the Institute. This would need a number of volunteers and there would also be cost implications for room and disco hire.

The Parish Council suggested that it may be able to support the disco if Thomas Howarth could find solutions to the issues of volunteers and covering the running costs, and could also get support from Adderbury children too.

**Resolved** that:

- 1) the report be noted;
- 2) Thomas Howarth be thanked for his letter; and
- 3) the Clerk respond accordingly to Thomas Howarth about pursuing the idea. **Action TG**

## **70/13 CORRESPONDENCE**

There were two items of correspondence, the Oxfordshire Rural Community Council Annual Report 2012/2013 and the Investment Times.

**Resolved** that the report be noted.

### **THE LUCY JANE PLACKETT CHARITY**

## **71/13 PARTY IN THE PARK**

The Parish Council considered a request from the Party in the Park to hold their annual event in the Lucy Plackett Playing Field on 21 June 2014.

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

## **72/13 SKATE PARK**

The Clerk reported that she had received an email from George Woolley asking if the Parish Council would consider putting a skate park in the Lucy Plackett Playing Field.

The Chairman reminded the Parish Council that there was Section 106 money available for amenity areas and this could be considered alongside other projects in the village.

The members felt they needed more details from George Woolley with regard to the facility that he would like. If this could be obtained, then the Section 106 Working Party could look at this further.

**Resolved** that:

- 1) the report be noted; and
- 2) George Woolley be thanked for his email and asked for further clarification on the details of the skate park. **Action TG**

### **73/13 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 71/413 and 75/13 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

### **74/13 FRIENDS MEETING HOUSE (FMH)**

The Chairman reported that a meeting had been held with The Friends on 30 September 2013 and there was agreement that both structural reports were largely stating the same recommendations. The notes of this meeting had been circulated to the Parish Council prior to the meeting.

It was also reported that The Friends would consider renegotiating or surrendering the lease.

At the meeting, it was reiterated that The Friends wished to use the meeting house on more than the four occasions per year, but the Parish Council could not break the terms of the lease.

It was also discussed about the installation of a gate between the cemetery and the next field. However, the Parish Council did not think it was appropriate at this time, to consider this request.

The next meeting with The Friends was scheduled for 21 January 2014.

**Resolved** that:

- 1) the report be noted;
- 2) if legal advice is necessary, the Chairman is authorised to contact Spratt Endicott;
- 3) Martin Walker from Wellen be asked to advise on the costs of the maintenance needed over the next five years; and **Action TG**
- 4) the structural survey not be passed to any other party, except for The Friends, at this time.

### **75/13 RURAL EXCEPTION SITE (RES)**

Councillor Colin Astley reported that there had been an article in the Banbury Guardian about issues Hornton Parish Council had, with regard to the letting of



affordable housing in Hornton. A property on a RES had been allocated to someone who was not from Hornton and Councillor Astley felt that this situation was cutting cross the principles of the Rural Exception Site.

Councillor Astley also reiterated that he felt further investigations were needed into alternative RES in the village.

The Chairman advised that this process had been ongoing for a number of years and a numerous had sites had been investigated. However, the only land owner who was prepared to use their land for an RES was on the Twyford Road.

Councillor Astley then proposed the following motion:

Adderbury Parish Council requests that alternative sites to the proposed RES be looked at, including zones A and E and any other sites which are suggested'

Councillor Paul Godwin then proposed the following motion:

Adderbury Parish Council requests that additional sites, as well as the proposed RES be looked at, including zones A and E and any other sites which are suggested'

Colin Astley's proposal was seconded by Councillor Martin Rye.

The vote on Councillor Astley's proposal was as follows:

Five votes in favour and six against. Therefore, the motion was not carried.

Councillors asked for their votes to be recorded and this was as follows:

In favour of the motion: Councillors Colin Astley, Matthew Burnell, Sue Jelfs, Tony Gill and Martin Rye.

Against the motion: Councillors Diane Bratt, Paul Godwin, David Griffiths, Patricia Leeman, Ann Lyons and Stuart Phipps.

Councillor Paul Godwin then withdrew his proposal.

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

## **76/13 MEETING DATES**

The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 26 November 2013
- 5 December 2013
- 14 January 2014

- 18 February 2014
- 25 March 2014

**77/13 ITEMS FOR THE NEXT AGENDA**

- i) Community Food Market
- ii) Investment Options
- iii) Tree Survey
- iv) Berekley Homes Appeal Update

(The meeting closed at 10.40pm)

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Diane Bratt - Chairman  
26 November 2013

## **MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 26 NOVEMBER AT 7.30PM**

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

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

**APOLOGIES:** District Councillor Nigel Randall.

### **78/13 DECLARATION OF INTERESTS**

The following interests were declared:

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

### **79/13 MINUTES**

The minutes of the meeting held on 22 October 2013 were taken as read, duly adopted and signed by the Chairman.

### **80/13 MATTERS ARISING FROM THE MINUTES OF 22 OCTOBER 2013**

Minute Number 69/13(iii) – Dog Bins - Councillor Sue Jelfs reported that the owner of a property in Manor Road had requested 'No Dog Fouling' signs for Manor Road instead of a dog bin.

### **81/13 OPEN FORUM**

Nick Fennell, Chair of the TAP Community Group, expressed his concern about the action group leaflets which had been circulated in the village, asking people not to support TAP and denounced the results of the survey. If the Group had enough support, it could lead to TAP not being supported in the referendum, as at least 51% of those who voted, had to be in support of it, for it to be adopted.

Nick highlighted that Jonathan Spring who had distributed the 'Stop TAP' leaflets and also Paul Gillett, resident who had various planning related queries, needed to be engaged so that the process could be explained to therefore try and avoid the results of the questionnaire being challenged.

The Chairman highlighted the Rural Exception Site (RES) and although it had been discussed in confidential session previously, now that the Register of Interest surveys had been distributed, it could be discussed in the public session. However, the Chairman reminded the members not to name the land

owner or identify the site specifically. It was agreed that this item would be discussed during the planning items on the agenda.

Nigel Wood, resident of Twyford, addressed the Parish Council with regard to the RES, following on from the Register of Interest Forms which had been distributed in the village. He felt that the way the Forms had been worded, gave the impressions like it had already been agreed.

The Chairman explained that this was not the case. Oxfordshire Rural Community Council (ORCC) had sent the forms out to establish the need in the village for affordable housing. Once that had been established, there would be a public consultation event, followed by the submission of a planning application to Cherwell District Council. At both the consultation event and the planning application stage, residents would be able to give their view on the proposal.

The Chairman went on to explain that the Parish Council had been working with ORCC and Cherwell District Council (CDC) for many years to find a suitable site in the village which could accommodate affordable housing, which would be allocated to people with Adderbury connections. The proposal was for 13 affordable units, which would be either rented or part-owned and 3 units to be sold on the open market. GreenSquare would be the housing association which would manage the site.

Mr Wood thanked the Chairman for the explanation but reiterated the distress which had been caused to those living in Twyford.

Mr Wood also highlighted the ongoing issues with the number of large lorries and the noise from vehicles using the Cherwell Valley Silos site, which was just over the border in Northamptonshire.

## **82/13 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

County Councillor Arash Fatemian reported that he had signed off some work to for handrailings by Adderbury Court. The Chairman advised that the Parish Council had not been made aware of this request, and Councillor Fatemian agreed to forward the details to the Clerk. **Action Councillor Fatemian**

He also reported that the Home to School transport policy was currently out for consultation and the nearest consultation event to Adderbury, was being held at Warriner School on 12 December 2013.

The Chairman reported that as part of the Neighbourhood Plan, she had contacted the County Council with some questions with regard to the effect on the roads in Adderbury. There had been a reply and the Chairman asked for some more details on the proposed traffic survey which was going to be completed in January. Councillor Fatemian agreed to follow this up. **Action Councillor Fatemian**

Following on from Mr Woods concerns about Cherwell Valley Silos, the Chairman asked Councillor Fatemain if he could assist with this matter. Councillor Fatemain was not familiar with the case but would look into it. The Chairman also asked the Clerk to follow it up with South Northants Council again. **Action TG**

The ownership of the bridges was also discussed and Chris Wardley, member of the public audience, offered to contact the Canal and River Trust and feedback to the Clerk. **Action Chris Wardley**

## 83/13 PLANNING

### i) Planning Applications

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

13/00283/TCA	Mrs Jory The Old House, Tanners Lane, Adderbury T1 x Cherry - Section fell to ground level
13/00295/TCA	Sir Peter Jobe The Old Vicarage, Church Lane, Adderbury T1 x Willow – fell
13/01458/F	Mr and Mrs N Davis Lindale, Berry Hill Road, Adderbury Demolition of existing dwelling and erection of new dwelling. Alterations to drive and parking area.
13/00299/TCA	Mr Blundy 1 Church Close, Adderbury T1 T2 T3 x Lime - Re-pollard back to previous pollard points
13/00297/TCA	Mr M Stevens 5 Lake Walk, Adderbury T1 x Fir-Fell
13/00295/TCA	Sir Peter Jobe The Old Vicarage, Church Lane, Adderbury T1 x Willow – fell
13/01515/F	Mrs Georgia Davies Lindale Berry Hill Road Adderbury Caravan together with one storage container beneath a site office container plus one single toilet cubicle (all temporary)
13/00309/TCA	Mrs M Krige Wren Cottage, Cross Hill Road, Adderbury

	T1 x Goat Willow – Fell
13/01587/F	Mr J Turner 4 Henry Gepp Close Adderbury Single storey rear extension
13/00328/TCA	Mr D MacParlane The Grange Manor, High Street, Adderbury Various tree works as per the schedule
13/01435/TPO	Mrs Anne Allpress 1 Adderbury Park Adderbury Copper Beach T1 - Crown raise to 15 ft all round - subject to TPO 10/72

Councillor Sue Jelfs highlighted that Archstone/Bloor Homes had submitted their planning application to Cherwell District Council and it was clear from their material, that they had done a lot of work looking at the draft Neighbourhood Plan and making comments on it.

The Chairman reminded members that the Parish Council had previously agreed to oppose any planning application which was submitted, until the Neighbourhood Plan was completed and asked whether the Parish Council wished to confirm this decision.

It was highlighted that even if the Parish Council did not support any planning application, if the planning authority was minded to approve it then the Parish Council should inform the planning authority on the community benefits it wanted, at the outline stage.

It was also noted that Archstone/Bloor was offering a community facility on Milton Road as part of the application. Banner Homes who were involved with the North Milton Road site, was offering a community hall and parking.

The Chairman also highlighted a letter from a resident of Twyford, Paul Gillett raising a number of questions about this development and TAP>

The Chairman also reported that the agents for the Gracewell Carehomes application, Dominic Lawson Bespoke Planning Ltd, had asked the Parish Council if it could come along to a meeting and make a presentation. Members were happy for a presentation to be made, however, members would not make any comments on the application, they would just listen and ask questions of clarification.

**Resolved** that:

- a) it be noted that, observations had been made by the Parish Council in respect of the following planning applications, since the last meeting and these be approved;

- b) the Parish Council confirms its decision to oppose all planning applications until the Neighbourhood Plan is complete;
- c) Alexandra Rook from Dominic Lawson Bespoke Planning Ltd be invited to the meeting on 14 January 2014; **Action TG**
- d) it be noted that, no objections had been made by the Parish Council in respect any planning applications, since the last meeting;
- e) Cherwell District Council be asked to extend the deadline for planning applications 13/01768/F and 13/01672/HYBRID; and
- f) it be noted that the Planning Committee was currently considering the following planning applications;

13/01636/CPA            Mitchell Taylor Workshop  
 Units 1 5 6 7 and 11 12 13 Somerville Court  
 Adderbury  
 Change of use of redundant offices Class B1 to residential units Class C3.

13/01650/TPO            Mr Peter Britton  
 16 Round Close Road Adderbury  
 To pollard to height of 2.5-3m 1 No Weeping Willow; Removal of 1 No Apple tree - subject to TPO 13/98

13/00334/TCA            Mr P Britton  
 16 Round Close Road Adderbury  
 T2 x Apple - Fell

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

**Resolved** that the report be noted.

- iii) Planning Debate – Prior to the meeting, Nick Boles’ response to the planning debate and Sir Tony Baldry’s Westminster speech on planning, had both been circulated to the Parish Council.

**Resolved** that the report be noted

- iv) Cala Homes – Councillor Colin Astley reported that following the refusal of the Cala Homes application, members of the Strategic Planning Working Group had met with CDC’s Planning Officer, Bob Duxbury, to discuss the reasons for refusal on this application.

Councillor Astley reported that design seemed to be an important reason for CDC’s refusal. The Chairman also stated that CDC highlighted other reasons for refusal, including landscape and there were a number of policy issues which would need to be overcome in any future application.

**Resolved** that the report be noted.

- v) Appeal Decisions in Bloxham, Hook Norton and Salt Way, Banbury – Councillor Colin Astley reported that there would be no Judicial Review with regard to these applications because there had been no procedural errors by the Secretary of State when the decisions had been made.

He highlighted that there were two different models for determining a five year land supply, either Sedgfield or Liverpool, but there were no Government guide lines recommending which one should be used.

Prior to the meeting, a draft letter to the Prime Minister had been circulated and there were no further comments.

**Resolved** that:

- a) the report be noted; and
  - b) the letter to the Prime Minister be approved and be sent to the County and District Councillors, Sir Tony Baldry MP and all Parish Councils in England. **Action TG**
- vi) Berkeley Homes – The Chairman thanked Councillor Tony Gill for speaking at the appeal hearing held on 20 and 21 November 2013 and the decision would be known in the New Year.

Councillor Colin Astley advised the Parish Council on a recent case with regard to planning permission being refused in St Albans, which may have an impact on how this appeal was determined.

Councillor Gill felt that at the appeal, the Barrister for CDC had been very good and put forward a good case.

Councillor Astley reported that at the appeal, the Neighbourhood Plan had been dismissed by the appellant and then he withdrew his comments.

**Resolved** that the report be noted.

- vii) 13/01636/CPA - Units 1, 5, 6, 7, 11, 12 & 13 Somerville Court, Adderbury

The Parish Council considered an application for the change of use of redundant offices Class B1 to residential units Class C3 at Somerville Court, Adderbury.



The Parish Council felt that this development was too far away from the main part of the village, so was therefore not a sustainable development and it hadn't been proven that this was not viable as a business premises. Therefore the Parish Council should object on these grounds.

**Resolved** that an objection be submitted to Cherwell District Council.  
**Action TG**

- viii) Rural Exception Site (RES) – The Chairman reported that along with Councillor Patricia Leeman, she had met with Cherwell District Council, ORCC and GreenSquare to discuss the public consultation process for the RES.

The Chairman reported that it was hoped that the public consultation would be held in January/February 2014 and then the planning application would be submitted after that.

Type and design of houses could not be agreed yet because this would be determined by the results of the Register of Interest Forms and would be dependent on the types of properties the respondents needed. However, there would be a maximum of 13 affordable units and 3 units sold on the open market.

The deadline for responses had been 22 November 2013 and over 20 people had replied. They would now be checked to ensure that they qualified for an affordable property and also had an Adderbury connection.

The Chairman advised that if there were not enough people with an Adderbury connection to fill the properties, then they would be offered to people in neighbouring villages, but she had been reassured that this was unlikely at the initial stage of the process because the houses were based on need.

However, if at any point they were allocated to those from another village, when those people moved out, the property would be offered again to a family with Adderbury connections.

The properties would be a mixture of rented and part-owned; none of the properties would be fully owned by the occupant.

The Councillors asked whether it was possible that if there were not enough Adderbury people to fill all the properties, then the scheme would not go ahead.

The Chairman felt that this was a possibility but it was very unlikely.

The Chairman also asked the Councillors to consider asking for additional buffers around the site when the planning application was submitted.

A letter from Mr D Bradshaw to ORCC, had been copied to the Councillors prior to the meeting. The Chairman advised the Parish Council of her response and the members had nothing further to add.

The Chairman advised that the RES was not part of the Neighbourhood Plan because by definition, the site was an exception, and planning permission would not normally be granted on such an area.

**Resolved** that the report be noted.

#### **84/13 FINANCE**

- xx) Bank Reconciliations and Investment Options - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 26 November 2013 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

The Councillors asked for confirmation of the expenditure so far, on TAP.

**Resolved** that;

- a) the bank reconciliations for the Barclays, Santander, Natwest and Cambridge Building Society be noted; and
  - b) the expenditure on TAP be circulated to the Parish Council. **Action TG**
- ii) Accounts - The Clerk submitted to the Parish Council, the accounts to be paid.

**Resolved** that the following accounts be approved for payment:

T Goss – Salary for November & December 2013	£1533.80
T Goss – Expenses for November 2013	£36.11
HMRC Quarterly Payment	£108.39
Thames Water – Water supply to the allotments	£68.48
Rascal Horticultural – Cemetery and Allotment Maintenance	£82.56
D Chandler – Remove padlock on bin at LPPF	£40.00
Green Scythe Ltd – Gang mowing at the LPPF	£212.40
Adderbury PCC Fees – TAP public meeting on 19.09.13	£150.00
Rick Atkinson – Expenses at The Lakes	£120.00
DesignGrow – October 2013 Maintenance at The Lakes	£50.00
Pete Miles – Bus shelter maintenance	£660.00
1 <sup>ST</sup> Adderbury Guides	£300.00
R Bickley – Village Maintenance	£1033.72
Viking Direct – Stationery	£67.39
T Goss – Petty Cash	£39.00
T Goss – Expenses	£34.40
Adderbury Community Food Market	£200.00

- iii) Investment Options – Councillor Tony Gill reported that he had been looking at various investment options, as well as taking advice from Oxfordshire Association of Local Councils, and he felt that the £30,000 was had been intended to investment in the markets with Hargreaves Lansdown, should now be put back into a high street bank account.

He felt that it was not appropriate to attach any risk to the money, therefore, it was safer in a bank account.

**Resolved** that:

- a) the account with Hargreaves Lansdown be closed and the £30,000 be moved back into the Parish Council's Santander current account and then into the Cambridge Building Society account; and **Action TG & T Gill**
- b) the Clerk to provide Councillor Gill with the relevant bank account sort code and account number. **Action TG**
- iv) Community Food Market – The Parish Council considered a grant application for £200 from the Community Food Market.

**Resolved** that a grant of £200 be awarded to the Community Food Market. **Action TG**

- iv) Cemetery Fees 2014 – Prior to the meeting, the Parish Council's cemetery fees for 2013 and the current burial fees in Bodicote had been circulated to the Parish Council.

**Resolved** that from 1 April 2014, the fees be increased by 2%, rounded up to the nearest pound. **Action TG**

- v) Adderbury Library – Prior to the meeting, Keith Mitchell had circulated information with regard to the future of the Library and the funding which was required. He had requested that the Parish Council includes in its budget for 2014/2015, between £3000-£4000 towards the Library.

The Chairman advised that the Finance Committee would be meeting in the next few weeks to draft a budget and asked for a decision in principle, to support the Library.

**Resolved** that:

- a) the report be noted; and  
b) the Parish Council, agrees in principle, to include £3000 (inclusive of the £500 already allocated) in the budget for 2014/2015 for the Library, this being subject to the discussions at the Finance Committee and agreement of the full budget at the Parish Council meeting in January 2014. **Action TG**

## 85/13 PARISH COUNCIL MATTERS

- xi) The Adderbury Plan (TAP) – Councillor Tony Gill reported that Cherwell District Council had not yet submitted the Local Plan to the Secretary of State because the Strategic Housing Land Area Appraisal (SHLAA) had not been completed.

Councillor Gill advised that the TAP scoping report would be completed by the end of the week ready for submission to the external consultant. He suggested that submission of TAP should be delayed to assess the impact of the Deddington Appeal. However, members felt that the Plan should be submitted week commencing 2 December 2013.

With regard to the external consultant, quotes had been obtained for examination of the scoping report and the sustainability assessment. The most cost effective choice was the quote from Rikki Therival. Therefore, Councillor Gill and Colin Astley recommended that this quote be accepted by the Parish Council.

Councillor Gill reported on the 'Stop TAP' leaflets which had been distributed around the village. Councillor Astley suggested that a meeting should be set up with Jonathan Spring and his colleagues, as soon as possible to discuss the issues. It was also suggested that Paul Gillett should also be contacted directly.

Members agreed that this should be the way forward because the Parish Council needed to move forward with TAP and it was important for the residents of Twyford to agree to TAP and have an input.

Prior to the meeting, a letter from the TAP Community Group had been submitted to the Parish Council and all Councillors had seen a copy and the reply from the Chairman.

Nick Fennell, Chairman of the Community Group, was happy with the response and the Parish Council did not wish to add anything further.

Nick Fennell stated that the village expected the Parish Council to continue to oppose developments. The Chairman advised that although the results of the questionnaire gave a good indication of the wishes of the village, the Plan had not been through a referendum yet and once TAP had been approved, applications still needed to be suitable.

**Resolved** that:

- a) the report be noted;
  - b) Riki Therival be appointed to examine the scoping report and the sustainability assessment; **Action TG & CA**
  - c) the scoping report be submitted to Riki Therival on 2 December 2013; **Action T Gill**
  - d) Councillor Colin Astley and Nick Fennell to arrange a meeting with Jonathan Spring to discuss the issues he raises; and **Action CA**
  - e) Nick Fennell and Councillors Colin Astley and Martin Rye to arrange a meeting with Paul Gillett to discuss the issues he raises. **Action CA**
- xli) Tree Survey – The Chairman report that only one quote had been received, therefore this would need to be considered at the next meeting.

**Resolved** that the report be noted and the tree survey be considered at the next meeting of the Parish Council. **Action TG**

- xlii) Parish Council Surgery – Councillor Martin Rye reported that he had been at the last Surgery and no members of the public had attended.

**Resolved** that the report be noted.

- xliii) Headstone in Cemetery – The Chairman reported on the request from a family to erect a headstone between two single depth graves. The graves were in Section 2, plots 5 & 6.

**Resolved** that the report be noted and request be approved. **Action TG**

- xliv) High Sheriff's Award – The Chairman reported that the High Sheriff's Office had asked the Parish Council for applications for the High Sheriff's award. The deadline for nominations was 13 December 2013.

**Resolved** that:

- a) the report be noted; and
- b) there be two nominations from the Parish Council; **Action SJ and T Gill**

- xlv) Grass Cutting – Councillor Sue Jelfs reported that she felt that the grass cutting around the village was not as frequent as it should be and at times over the last few months, the grass had not been cut properly.

**Resolved** that:

- a) the report be noted; and
- b) the Clerk to give to Councillor Sue Jelfs the grass cutting schedule to enable her to devise a way to monitor grass cutting and submit it to the Parish Council at a future meeting. **Action TG & SJ**

- xlvi) Assets of Community Value – Councillor Tony Gill highlighted to the Parish Council, that it now had the power to ask CDC to list community assets as 'Assets of Community Value' which would block a sale for a period of six months.

There were currently no assets which were under threat, but Councillor Gill asked members to bear this listing in mind for future reference.

**Resolved** that:

- a) the report be noted; and
- b) the Clerk to send information on 'Assets of Community Value' to the Councillors. **Action TG**

## **86/13 VILLAGE MATTERS**

- xxxi) Adderbury Library - Councillor Stuart Phipps reported that the AGM had been held and the Library needed about £11,000 of funding per year to keep it open. The County Council was pushing for a decision from FOCAL as to how the Library would continue to be funded, but there were three models which were still to be considered.

**Resolved** that the report be noted and Councillor Phipps was thanked for his report.

- xxxii) Play Area Inspections – Councillor Ann Lyons reported that there were no issues at the Lucy Plackett Playing Field.

Councillor David Griffiths reported that there were no issues at The Rise, however the litter bin had still not been reinstated, after it was knocked down by the Southern Gas contractors.

Councillor Griffiths also reported that he had attended a RoSPA training session and all weekly play area inspections should be recorded. Therefore, he and Councillor Lyons would need to do this in future.

The Chairman also reminded members that the green bin at the Lucy Plackett Playing Fields needed to be wheeled out to be emptied, once a fortnight.

**Resolved** that:

- a) the report be noted;
- b) the Clerk to circulate a rota for emptying the bin at the Lucy Plackett Playing Field; **Action TG**
- c) the Clerk to contact Southern Gas about the reinstatement of the litter bin; and **Action TG**
- d) a weekly inspection sheet template be emailed to Councillors Griffiths and Lyons. **Action TG**

xxxiii) Traffic Calming Measures – The Chairman reported on the meeting which had been held on 29 October 2013 with the County Council Highways Officers with regard to traffic calming in the village.

The Chairman reminded the Parish Council of the items which had already been agreed with the Parish Council and the County Council. These were:

Gateways: 3 agreed – Milton Road entrance/Berry Hill Road entrance/Twyford Rd entrance.

VAS: 5 agreed -- Berry Hill Road  
Milton Road  
Horn Hill Road  
2 x Ayhno Rd

With regard to other speed reduction measure, the pinchpoint on Water Lane was rejected because it was considered too urbanising because of signage etc. would also be needed and it was very expensive.

OCC Highways recommended widening the grass verge leading up to Dog Close entrance and to move the white lines at the junctions of Dog Close and Round Close Road outwards. This would have benefit of narrowing the main road (Water Lane) and slowing traffic, and would also improve vision for vehicles exiting the two side roads. It would only need one 'road

narrows' sign on the approach. An alternative suggestion was another VAS, but this was rejected.

It was also suggested that roundels showing speed be painted on the road at the Oxford Road entrance to the village. This would be a 30mph roundel with 'dragons teeth' to designate entrance to village and speed limit. Gateways were rejected by Highways because they would be ineffective in this position and/or possibly blocking vision.

On Aynho Road, there would be a 40mph roundel on the road as drivers entered the speed limit. Highways advised this was the only possible traffic calming option here as gateways would block vision. No 'dragons teeth' would be used here because this was more a rural area of the village and there would be too much of an urbanising effect.

It was suggested that there could be low level gateways on Aynho Road and Highways agreed to look into this and report back.

The Parish Council also discussed whether the 'Twyford' should be dropped from the road signs. However, it was agreed not to progress this suggestion, and that the moving of 'Adderbury' signs on Oxford Road be discussed at the next meeting.

**Resolved** that:

- a) the report be noted:
- b) the following speed reduction measures be approved:
  - widening the grass verge leading up to Dog Close entrance and move the white lines at junctions of Dog Close and Round Close Road outwards;
  - at the entrance on Oxford Road, 30mph roundel with 'dragons teeth' to designate entrance to village and speed limit;
  - on Aynho Road, a 40mph roundel on the road as drivers entered the speed limit;
- c) Investigations be made into low level gateways on Aynho Road; and
- d) moving the 'Adderbury' road signs be discussed at the next meeting.

**Action TG**

- iv) Dog Bins and 'No Dog Fouling Signs - Councillor Tony Gill reported that he had looked at the Colin Butler Green and there were a number of suitable sites. However, the final site would need to be away from any residential properties.

**Resolved** that:

- a) the report be noted;



- b) the 'No Dog Fouling' signs be deferred to the next meeting; **Action TG**
- c) a new green dog bin be purchased; and **Action TG**
- d) siting of the dog bin be agreed by the Chairman. **Action DB & TG**

#### **87/13 CORRESPONDENCE**

There were no items of correspondence to be circulated.

**Resolved** that the report be noted.

#### **88/13 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 89/13 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

#### **89/13 FRIENDS MEETING HOUSE (FMH)**

The Chairman reported that an email had been received from Martin Walker at Wellen outlining the FMH maintenance costs for the next five years. These costs were largely the same as those which had been stated in the Philip Cooper report. Therefore, the Parish Council was happy to continue to maintain the building as Philip Cooper had suggested.

The Chairman reported that the Cemetery perimeter wall was in need of some maintenance work.

**Resolved** that:

- a) the report be noted;
- b) the Parish Council continues to maintain the FMH as suggested by Philip Cooper; and
- c) the Chairman be authorised to obtain quotes for the work to the walls.  
**Action DB**

#### **THE LUCY JANE PLACKETT CHARITY**

There were no items to discuss with regard to the Lucy Jane Plackett Charity.

#### **90/13 MEETING DATES**

The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- o 5 December 2013 (Christopher Rawlins Primary School)
- o 14 January 2014

- 18 February 2014
- 25 March 2014

**92/13 ITEMS FOR THE NEXT AGENDA**

- i) Moving the 'Adderbury' Road signs on Oxford Road
- ii) Canal and River Trust
- iii) Meeting with the 'Stop TAP' group
- iv) 'No Dog Fouling' signs
- v) Quotes for wall maintenance at the cemetery
- vi) Tree Survey

(The meeting closed at 10.40pm)

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Diane Bratt - Chairman  
14 January 2014

## **MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 14 JANUARY AT 7.30PM**

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

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

**APOLOGIES:** Apologies for absence were received from David Griffiths and they were accepted. District Councillor Nigel Randall also submitted his apologies.

### **93/13 DECLARATION OF INTERESTS**

The following interests were declared:

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

### **94/13 MINUTES**

The minutes of the meeting held on 26 November 2013 were taken as read, duly adopted and signed by the Chairman.

The minutes of the meeting held on 5 December 2013 were taken as read, duly adopted and signed by the Chairman and the following paragraph be amended to read:

‘The Parish Council discussed succession planning and how long a Chairman and Vice-Chairman should be in post. It was noted that a Chairman and Vice-Chairman was elected every year, however, it was suggested that the same person should perhaps not be in these posts for longer than 8 years. The Clerk agreed to seek clarification on this issue.’

### **95/13 MATTERS ARISING FROM THE MINUTES OF 26 NOVEMBER 2013 AND 5 DECEMBER 2013**

There were no matters arising.

### **96/13 OPEN FORUM**

Nick Fennell addressed the Parish Council with regard to The Adderbury Plan (TAP). He felt that there was a lack of clarity about whether TAP would be submitted and when this would happen.

He highlighted that Councillor Colin Astley would be submitting a personal article on TAP in the February edition of Contact and to avoid any confusion between this and the Parish Council’s position, he suggested that information on the submission of TAP could go on the Parish Council and village web sites.

Mr Fennell also hoped that the production of TAP was not falling to just one person and TAP community group was willing to help with its production.

The Chairman thanked Mr Fennell for his comments and these would be addressed when the Parish Council discussed TAP later in the meeting.

**97/13 13/01672/HYBRID - LEONARD CHESHIRE DISABILITY & GRACEWELL PROPERTIES**

The Chairman welcomed Dominic Lawson, Town Planner and Tim Street, Founder of Gracewell Properties to the meeting. She then reminded them that the Parish Council would listen to their presentation on this planning application, but not discuss it until later in the meeting and that the Parish Council had previously taken a decision not to support any developments in the village, until TAP had been approved by the village.

Tim Street started the presentation by giving information about when Gracewell Properties was set up, how it worked and the importance of community engagement to the company. He advised that Adderbury had been chosen based on a needs assessment which had shown that the village had a strong community and that potentially some of the residents would come from the village, meeting a village need. It also had the potential to offer employment opportunities to members of the community.

Dominic Lawson highlighted that the development would include a new right of way around the site, as well as section 106 monies for bus services and Banbury Library. However, on top of these contributions there would be another £50,000 for specific parish projects.

The County Council had not asked for traffic calming but £15,000 had been included for a traffic island.

The Parish Council asked about the employment opportunities and there would be 75 positions, which was 60 full time equivalents, as some posts would be part-time. There would also be a variety of jobs, as well as possible links with businesses in the village, such as the hairdresser, for example.

The Chairman asked about consultation with the village and Mr Lawson confirmed leaflets had been distributed to Twyford but not to the whole of Adderbury itself advising of their consultation event. However, of the people that attended the event, many were very positive about the development.

The Chairman also felt that the design was quite stark and not suitable at the village entrance. Mr Lawson stated that the design could be amended and this option had been chosen, based on the comments received at the consultation event.

Mr Lawson advised that the parking had been increased and would be sufficient for staff and visitors.

The Chairman asked screening and Mr Lawson confirmed that the buffer could be increased.

The Chairman thanked Mr Street and Mr Lawson for their presentation and attending the meeting.

**98/13 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

There were no reports from the County or District Councillors.

## 99/13 THE ADDERBURY PLAN

xlvi) The Adderbury Plan (TAP)

- a) Update on the progress of TAP and the scoping report - Councillor Tony Gill reminded the Parish Council of the article in Contact in December which gave an overview of the planning applications which could be approved in Adderbury. However, Adderbury should expect approximately 45 houses over the next 20 years.

Councillor Gill confirmed that the scoping document had been drafted and had been sent to the Chairman. The Parish Council asked for the scoping document to be emailed to all Councillors.

Councillor Colin Astley highlighted the issues other Parish Councils have had when submitting their Neighbourhood Plan prior to the District Council submitting their Local Plan. Cherwell District Council should have been submitting their Local Plan on 24 January 2014, however this was in doubt because CDC could not demonstrate a five year land supply by both the Liverpool and Sedgefield calculations.

Sir Tony Baldry MP had also made a speech in the House of Commons about the planning process earlier that day.

Councillor Gill advised that the scoping document would be ready in the next four or five days, however, Cherwell District Council had advised that the submission of TAP should not be ahead of their Local Plan, especially as the SHMLA had not been finalised

The Chairman suggested that the writing of the scoping document should not just be the responsibility of Councillor Gill and that the writing group be widened to include Parish Councillors and members of the TAP community group.

She also felt that there was too much detail in the document at this stage and it could be slimmed down considerably and the input of other Parish Councillors was necessary. The scoping document had been due to be finalised at the beginning of December and she was concerned that it still had not been completed.

Councillor Gill and Astley expressed concerns about bringing other people in at this stage and Councillor Gill reiterated that the scoping document would be ready in the next five days for submission to Rikki Therival.

The Chairman suggested that herself and Councillor Sue Jelfs could step in and help and it was agreed that a meeting would be arranged with Councillor Gill.

**Resolved** that:

- i) the report be noted;

- ii) it be noted that the scoping document would be ready for circulation and submission to Rikki Therival in the next five days; and **Action T Gill**
  - iii) a meeting between Councillors Sue Jelf and Tony Gill and the Chairman be arranged. **Action DB**
- b) Terms of Reference for the Neighbourhood Plan - The Chairman of the Parish Council suggested that a broader group was needed to write TAP and the writing team stated in the scoping document was not sufficient. There had been a number of negative comments from residents of Twyford about TAP and therefore she felt that Parish Councillors from Twyford should be on the writing team. She also suggested that other members of the public could be invited to be part of the team. She highlighted that the Parish Council should be leading the process and it was important that Twyford was properly represented and the list of the current writing team should also be deleted from the scoping document.

As Chairman of the Neighbourhood Plan team, Councillor Tony Gill disagreed with involving more people as this may make out the process longer and he felt that the current team had the skills required to enable them to write the Plan.

Nick Fennell believed that TAP was partly written already from the responses which had been received via the questionnaire and these just needed to be critiqued.

**Resolved** that;

- i) the Chairman's concerns be noted; and
  - xlvi) consideration be given to the writing team being expanded to include Twyford Parish Councillors at the next Parish Council meeting. **Action T Gill**
- c) Meetings with Paul Gillett and Jonathan Spring - Councillor Colin Astley reported that he'd had email correspondence with Mr Spring, but he had refused invitations to meet with him, or not replied to his emails. The emails had been circulated to the Parish Council prior to the meeting. There was some considerable doubt that 'Mr Spring' was the real name of the person who had been corresponding with Councillor Astley.

He also reported that the meeting with Twyford residents, which Nick Fennell had attended too, had been very good and the process had been explained to the residents. The meeting with Paul Gillett had also been a good meeting.

**Resolved** that the report be noted.

- d) Meeting with Nick Boles which was held on 12 December 2013 – Councillor Colin Astley reported that six Councillors had attended the meeting with Planning Minister, Nick Boles MP and these were Councillors from Bloxham PC, Deddington PC, Hook Norton PC and Milton Parish Meeting.

It had been highlighted to the Planning Minister that the results of the planning appeals in Bloxham and Hook Norton had rode roughshod over the views of the villages. At that meeting, Mr Boles had confirmed that Cherwell DC did have a five year land supply and that the Local Plan would be submitted to him by 24

January 2014. The Local Plan would also carry weight from the date it was submitted to him and Neighbourhood Plans would carry weight from the date they were submitted to the District Council.

The Chairman highlighted the comments made earlier about the speed at which TAP should be submitted and the issues with CDC's lack of a five year land supply and the Local Plan possibly not being ready for submission by 24 January 2014. Therefore, members felt that an article in Contact and also on the Parish Council and Village web sites clarifying the Parish Councils' position would be helpful.

**Resolved** that;

- i) the report be noted; and
- ii) an article be written by the Chairman of the Parish Council and it be placed in Contact and on the Parish Council and village web site to clarify the position of the Parish Council with regard to TAP. **Action DB & TG**

## 100/13 PLANNING

- i) Planning Applications

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

13/01650/TPO	Mr Peter Britton 16 Round Close Road Adderbury To pollard to height of 2.5-3m 1 No Weeping Willow; Removal of 1 No Apple tree - subject to TPO 13/98
13/00334/TCA	Mr P Britton 16 Round Close Road Adderbury T2 x Apple – Fell
13/00359/TCA	Mrs T Goss Land to the west of Adderbury Lakes, Lake Walk, Adderbury Various tree works as per the schedule
13/01780/TPO	Mr M Sealy The Orchard, The Green, Adderbury 5 Lime Trees - Reduce by 50%
13/00380/TCA	Mr P Britton 16 Round Close Rod, Adderbury T2 x Apple – Fell

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

13/01636/CPA	Mitchell Taylor Workshop Units 1 5 6 7 and 11 12 13 Somerville Court Adderbury
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Change of use of redundant offices Class B1 to residential units Class C3.

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

- 13/01768/F Archstone Land Ltd and Bloor Homes Ltd  
OS Parcel 8300 East of Deene Close Aynho Road  
Adderbury  
Demolition of existing agricultural building and development of 59 dwellings with new highways access from Aynho Road, public open space, landscaping and infrastructure
- 13/01672/HYBRID Leonard Cheshire Disability & Gracewell Properties  
Full Planning - Site A - Phase 1 - Construction of a 60 bedroom elderly nursing home (Use Class C2) with associated access, new public footpath, parking, landscaping, tree planting, ecological enhancement measures and site infrastructure. Outline - Site B - Phase 2 - Construction of extra care facility of up to 3,450 sq m (GIA) (Use Class C2) with associated circulation, new public footpath, parking, landscaping, tree planting, ecological enhancement measures and site infrastructure.
- 13/00381/TCA Mr R Thistlethwayte  
Sorbrook Manor, Cross Hill Road, Adderbury  
T1 x Scots Pine – Fell
- 13/00394/TCA Mr R Blackburn  
Westfields, Chapel Lane, Adderbury  
G1 x 6 Birch Trees – Fell  
TG x Weeping Birch - Fell
- 13/01814/F Urban Wind Ltd  
Land south east of Quarry Frm, Oxford Road, Adderbury  
Installation of 2 no. Wind turbines

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

**Resolved** that the report be noted.

- iii) 13/01672/HYBRID - Leonard Cheshire Disability & Gracewell Properties - Full Planning - Site A - Phase 1 - Construction of a 60 bedroom elderly nursing home (Use Class C2) with associated access, new public footpath, parking, landscaping, tree planting, ecological enhancement measures and site infrastructure. Outline - Site B - Phase 2 - Construction of extra care facility of up to 3,450 sq m (GIA) (Use Class C2) with associated circulation, new public footpath, parking, landscaping, tree planting, ecological enhancement measures and site infrastructure

The Parish Council had a long discussion on this planning application. Some members felt that the development would bring opportunities to the village and had a lot to offer, however others had concerns about parking,



the design, the employment opportunities, the size and prominence of the building at the gateway to the village, it was not in-keeping with the village and there was already this type of facility at Katherine House Hospice and Lake House.

It was proposed and duly seconded that the application be supported.

A recorded vote was then requested by all Councillors. This was proposed by Councillor Tony Gill and seconded by Councillor Colin Astley.

Councillors Paul Godwin, Patricia Leeman, Ann Lyons and Stuart Phipps voted in favour of the motion.

Councillors Colin Astley, Diane Bratt, Tony Gill, Sue Jelfs and Martin Rye voted against the motion.

Therefore the motion was not carried with four votes in favour and five against.

**Resolved** that the Parish Council objects to planning application 13/01672/HYBRID on the following grounds:

1. this application is premature before The Adderbury Plan is finalised and does not give the community a chance to make its own decisions on planning;
2. design of the building is not suitable as a gateway site to the village, particularly the use of white render and the 'clock tower' which makes it more prominent;
3. the mass of the building and its prominence in that as well as being two floors it has a high roof (to allow room for the 'workings' of the building) and has the clock tower, all of which adds to its mass on a prominent ridgeline and the entrance to the village;
4. there was not enough public consultation since only nearby houses in Twyford were told of the consultation, not the whole village. Also within the results of the public consultation for the Neighbourhood Plan, so far this area has been the least favoured by people in the village for development as it is near Bodicote and Banbury;
5. there is not enough screening from the footpaths to the west of the site, particularly as this is so prominent a site;
6. the development will not benefit the village enough in employment as there can be no guarantee of jobs for village people;

7. there are already two similar facilities in the village(Katharine House Hospice and Lake House) as well as an exception housing site for disabled people and their families (Summers Close) and Adderbury should not be overloaded with this type of development, which could easily be sited in a town;
  8. concerned about the 'second phase' as there is no real detail on this;
  9. concerned at the lack of parking spaces as many of the spaces will be taken up by employees; and
  10. this is on a greenfield site and outside the built up edge of the village.
- iv) 13/01768/F - Archstone Land Ltd and Bloor Homes Ltd - OS Parcel 8300 East of Deene Close Aynho Road Adderbury - Demolition of existing agricultural building and development of 59 dwellings with new highways access from Aynho Road, public open space, landscaping and infrastructure

The Parish Council had a discussion about this planning application and all members did not support it.

Members had concerns that it was too close to Deene Close, it pushed out the extremities of the village, better integration of affordable housing was needed, 59 houses exceeded the number Adderbury expected over the next 20 years, impact on the School and design issues.

**Resolved** that the Parish Council objects to planning application 13/01768/F on the following grounds:

1. this application is premature before The Adderbury Plan and therefore would not allow the residents of Adderbury a chance to guide development as they should be able to under the Localism Act;
2. concerned there is not enough parking and some needs to be moved to a less prominent position or have more screening, especially on the eastern boundary;
3. the development is outside the built up area of the village and is a greenfield site. As such this is against Cherwell District Council's policies for development in rural areas which only allow brownfield or in filling
4. concerned about the layout of the site as it is too close to properties in Deene Close and the affordable housing needs better integration within the site. While some attempt has been made to give some Deene Close properties more space from the new houses, this is not followed through at

the northern end of the site and the Parish Council would like more thought given to this. Also the affordable properties should be interspersed with market housing rather than being pushed against the Deene Close corner;

5. the impact on the School which would not be able to accommodate the number of places required by the new families in the village. It would impact on families already living in the village who may not be able to obtain a place for their children at the School;
  6. the design of properties is not in keeping with the village. This is a gateway site into the village, but the design does not reflect this important position. Also the design is not good enough next to the conservation area and a number of listed buildings. The use of barge boards and reconstituted stone is not acceptable for such a prominent site. Only Horton stone should be used and also more care should be taken over roof materials, preferably using welsh slate as most of the buildings opposite;
  7. the number of houses (59) exceeds the total allocation which Adderbury should expect for the next 20 years which is about 40. A reduction in housing numbers would have given more space for LAP and LEAP and it could allow a better barrier for Deene Close properties; and
  8. there is not enough screening on the eastern side of the site as this currently has a very poor hedge line which should be increased, although the Parish Council is pleased to see that the access way to Tarver's Lock Cottage has been preserved.
  9. With regard to the community facilities, the Parish Council requests that it is involved in any discussions with the developer.
- v) 13/01814/F - Land South East of Quarry Farm, Oxford Road, Adderbury - Installation of 2 no. Wind turbines

The Parish Council had a discussion about this application and all members expressed their opposition to it.

Members had issues with the height and prominence of the turbines, location being so close to Papermill Lane, the possible flicker effect and the noise.

**Resolved** that the Parish Council objects to planning application 13/01814/F on the following grounds:

1. height and prominence of the turbines in this is a very prominent position and the site is too close to the village. The height of the turbines (120 ft for the extended blade) will dominate the view and will have a detrimental effect on this side of Adderbury. They will be seen from Adderbury Grounds Farm, which includes listed buildings, and from Bo Peep Caravan Park, also with listed buildings, as well as from other properties in this part of Adderbury. Also the turbines and their movement will be seen from Adderbury Lakes and the Parish Council objects since this will detract from the enjoyment of this very well used Local Nature Reserve. The application itself admits that turbines of this size can be viewed for 'a few kilometres';
2. the flicker effect the turbines will have on those living and working near to the proposed site. This will have an adverse effect which may be greater than just early morning and evening, particularly in winter when the sun is low and will be from the south, behind these turbines. Therefore any views will be through the blades, potentially causing a flicker effect for much of the day when viewed from Adderbury;
3. the turbines will be very close to Papermill Lane which is both a footpath and bridle way, therefore detracting from the public's enjoyment of this facility;
4. there does not appear to have been a meteorological mast and survey completed beforehand to test the viability of this site or its effects on the surrounding landscape;
5. the information given is misleading in that the application suggests that the turbines will replace the existing telecom mast, but this is not in the same position and is smaller and a far more neutral installation;
6. there will be noise from the turbines which will affect the enjoyment of people living and working in the area. There should certainly be a noise level limitation put on these turbines if they were permitted;
7. the turbines have no proven benefit which would out-weigh the detrimental effects of turbines have being so close to the built up village; and
8. the application allows for 'upgrading the access' to the farm but gives no details. This could be very urbanising and will be viewed from the Oxford Rd, and could change the rural character of this area.

The Chairman reported that there was a meeting with Jill Brooks from Oxfordshire Rural Community Council on Wednesday 15 January 2014 and they would be discussing RES public consultation event in more detail. Information would be provided to members after the meeting and at the next Parish Council meeting.

**Resolved** that the report be noted.

## 101/13 FINANCE

- xxi) Bank Reconciliations and Investment Options - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 14 January 2014 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

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

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

**Resolved** that the following accounts be approved for payment:

T Goss – Salary for January 2014	£766.90
T Goss – Expenses for December 2013/January 2014	£70.40
National Association of Local Councils – Reference book	£54.99
Mike Dolamore – Reimbursement of Allotment Rent	£18.00
Glasdon UK Limited – Two dog bins	£370.94
Design Grow – November 2013 Maintenance at The Lakes	£50.00
Design Grow – December 2013 Maintenance at The Lakes	£50.00
Viking – Stationery	£37.51

- iii) Budget and Precept 2014/2015 – Prior to the meeting, the proposed Budget for 2014/2015 had been circulated with a recommended figure for the precept. The Chairman highlighted the main points and reminded members about the grant from Cherwell District Council.

**Resolved** that the precept for 2014/2015 be set at £38,754 and the grant of £1489.83 be in addition to this figure. **Action TG**

## 102/13 PARISH COUNCIL MATTERS

- xlix) Parish Council Surgery – Councillor Paul Godwin reported that at the last Surgery, Roberti Stilgoe had attended and reported that a 30mph sign had been installed on Berry Hill Road blocking one of his gateways.

**Resolved** that the report be noted and Councillors Patricia Leeman agreed to look into this matter. **Action PL**

- l) Friends Meeting House – The Chairman reported that there was a meeting with The Friends on Tuesday 28 January 2014 at 1030am at the Methodist Hall. The Parish Council gave the Chairman a steer with regard to matters to be discussed at the meeting.

It was also reported that the Friends had requested permission to carry out weekly inspections of the building, as this was a requirement of their insurance.

**Resolved** that:

- a) the report be noted;
- b) a copy of the insurance policy be obtained; **Action TG**
- c) the inspections be carried out by a named key holder, preferably George Mason; and **Action TG**
- d) the Friends be requested to advise on the day on which the inspections will be carried out. **Action TG**

### 103/13 VILLAGE MATTERS

xxxiv) Adderbury Library - Councillor Stuart Phipps reported that the web site had been updated and there was a meeting on Saturday.

**Resolved** that the report be noted and Councillor Phipps was thanked for his report.

xxxv) Play Area Inspections – Councillor Ann Lyons reported that there were no issues at the Lucy Plackett Playing Field.

Councillor Stuart Phipps reported that there were no issues at The Rise.

**Resolved** that the report be noted.

xxxvi) Flooding – Councillor Stuart Phipps reported that there had been a number of difficulties getting hold of the County Council during the recent flooding which had occurred in the village. He felt that better warnings needed to be given to the residents and the alerts at Bodicote and Banbury had not been working. Sandbags had been delivered to Mill Stream but they had been vandalised by some children.

Councillor Phipps also reported that he would be arranging a meeting with the residents of Dog Close to agree on a way forward with the issue of flooding in the Lucy Plackett Playing Field. He would also be completing the update to the Flood Plan shortly.

Councillor Patricia Leeman reported that a number of drains had become blocked due to the heavy rainfall and because the pumps from the Thames Water Pumping Station were not working, some manhole covers had come up, spilling out sewerage.

**Resolved** that;

- a) the report be noted;
- b) a meeting be held with Dog Close residents to discuss the flooding issue; and **Action SP**
- c) checks be made to ensure that the flood alerts in Bodicote and Banbury are working properly. **Action SP**

xxxvii) Canal and River Trust – Councillor Sue Jelfs reported on the meeting which she had attended at the Canal and River Trust. The meeting had been held to explain to Parish Councils and other interested parties, the changes to the management structure. No longer were the canals under the umbrella of a Government agency. The newly formed Canal and River Trust was divided into 11 regions, nationally, the management of the canals was the responsibility of The Trust, however, funding had been reduced by some 40%.

Countrywide, the condition of the canals varied. Historically, volunteer groups had worked on the canals, in different capacities, but the Trust would like to see more volunteers, and in general, aimed to improve the accessibility whilst conserving and enhancing the canals' history, ecology and heritage.

The Oxford Canal followed the contours, so there were few locks. CDC had made that part of the Canal, which was in its district, a Conservation Area, whilst the Canal itself was listed. The overall aim was to increase the number of people (disabled, young, old) using the Canal(side), through leisure and tourism.

The Chairman thanked Councillor Jelfs for her report.

**Resolved** that the report be noted.

xxxviii) Grass Cutting – Councillor Sue Jelfs reported that since the last meeting, she had been looking at the grass cutting schedules and felt there could be some improvements.

Councillor Jelfs suggested that the first cut of the year should be in the last week of March and then the areas which were cut twice per month, should be made in the second and fourth week of the month. It would also be helpful to have the dates of the cuts stated on the invoices.

The Chairman thanked Councillor Jelfs for her report.

**Resolved** that;

- a) the report be noted;
- b) Bob Bickley be asked to include the dates of the cuts on his invoices and whether the first cut of the year could be in the last week of March and that the areas which are cut twice per month, be cut in the second and fourth week of each month. **Action TG**

#### **104/13 CORRESPONDENCE**

There were no items of correspondence to be circulated.

**Resolved** that the report be noted.

#### **105/13 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 105/13 &

106/13 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

#### **106/13 TREE SURVEY**

The Parish Council considered two quotes for a tree survey of the village. The quotes were from Joe Bridson and Andrew Barnes.

With regard to the tender for felling the poplar trees at Adderbury Lakes, the Chairman reminded members that the money for these works had previously been agreed by the Parish Council, to would be funded from the New Homes Bonus. The deadline for tenders was before the next Parish Council meeting and works needed to start promptly so ensure it did not clash with the nesting season. Therefore, the Chairman asked for delegated authority to award the contract, in consultation with Andrew Barnes and another Parish Councillor.

**Resolved** that:

- d) the report be noted;
- e) the quote from Andrew Barnes for the tree survey be accepted; **Action TG**
- f) Joe Bridson be thanked for submitting his quote for the tree survey; and **Action TG**
- g) delegated authority be given to the Chairman, Andrew Barnes and Councillor Martin Rye to award the contract for the felling of the poplar trees at Adderbury Lakes.

#### **107/13 WALL AT THE CEMETERY**

The Chairman reported that only one quote had so far been obtained and this item would be deferred to the next meeting.

**Resolved** that the report be noted.

#### **THE LUCY JANE PLACKETT CHARITY**

There were no items to discuss with regard to the Lucy Jane Plackett Charity.

#### **108/13 MEETING DATES**

The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 18 February 2014
- 25 March 2014
- 24 April 2014 – Annual Parish Meeting
- 29 April 2014
- 20 May 2014
- 24 June 2014
- 22 July 2014
- 9 September 2014
- 21 October 2014
- 25 November 2014



**109/13 ITEMS FOR THE NEXT AGENDA**

- i) Wall at the cemetery
- ii) Day of Dance 2014
- iii) Weed control quotes
- iv) Rural Exception Site public consultation

(The meeting closed at 10.15pm)

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Diane Bratt - Chairman  
18 February 2014

## MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 18 FEBRUARY 2014 AT 7.30PM

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

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

**APOLOGIES:** Apologies for absence were received from Ann Lyons and they were accepted. Trish Fennell, District Councillor Nigel Randall and County Councillor Arash Fatemian also submitted their apologies.

**110/13 DECLARATION OF INTERESTS** - The following interests were declared:

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

**RESOLVED** that the interests be noted.

**111/13 MINUTES** - The minutes of the meeting held on 14 January 2014 were taken as read, duly adopted and signed by the Chairman with the following inclusion:

Minute number 100/13 (iii) – ‘This was proposed by Councillor Tony Gill and seconded by Councillor Colin Astley.’

**RESOLVED** that the minutes be approved, with the inclusion of the amendment. **Action TG**

**112/13 MATTERS ARISING FROM THE MINUTES OF 14 JANUARY 2014** - There were no matters arising.

**RESOLVED** that the report be noted.

**113/13 OPEN FORUM**

Adrian Smith, resident of Arboretum House, Horn Hill Road attended the meeting to discuss the recent flooding of his property. His property had flooded because of a blocked pipe which ran from the ditch in the cemetery and under Eridge House. The Chairman reported that the pipe was underneath Eridge House and was therefore the responsibility of the owners of that property. The owners, however, were currently overseas and the property was being rented out.

Mr Smith highlighted that the drains in the village were not being maintained and no one appears to be taking ownership.

The main issue for him was that the drain and pipe were not big enough for the amount of water going through them and a better solution was needed. The drain could be widened or another way of emptying the drain was needed when there was a flood. An alternative overflow drain or a retention pond would be a solution or a storm drain through the cemetery. Until a solution was found, this drain would continue to be a

danger to his and other properties. Mr Smith also offered to contribute to a three way split of the costs for the drainage problem.

Mr Smith also highlighted the flooding at the top end of the cemetery and that in his opinion, it would be an unsuitable area for an extension to the cemetery.

The Chairman thanked Mr Smith for attending the meeting and advised him that flooding was an issue to be discussed later on the agenda.

Nigel Wood attended the meeting to discuss the Rural Exception Site (RES). He advised that he had attended a meeting on 14 February 2014 with representatives from Cherwell District Council, Oxfordshire Rural Community Council and the Parish Council but felt that he had not been able to get answers to the questions he had about the RES. The Chairman responded that he had ample opportunity during the meeting to have his questions answered, however, most questions had been directed at the Parish Council rather than the CDC and ORCC representatives. He highlighted the issues he had with the project and these were noted by the Parish Council.

Andrew Barnes attended the meeting and addressed the Parish Council with regard to grass cutting in the village. He reported that the County Council was reducing its grass cutting grant by 50% and asked whether the Parish Council would be continuing to maintain the same standards of cutting in the village. The Chairman advised that the budget cut would be during 2015/2016 and the Parish Council would try to maintain the same standard of grass cutting and the Parish Council's budget for this would be agreed in January 2015.

Mr Barnes also raised the issue of gullies and was informed the Parish Council had put extra funds into the budget to deal with the removal of weeds from the gullies during this coming year. The Chairman thanked Mr Barnes for attending the meeting.

**114/13 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – Prior to the meeting, District Councillor Nigel Randall and County Councillor Arash Fatemian had circulated their reports. There was nothing further to add.

**RESOLVED** that the report be noted and the Councillors be thanked for their reports.

**115/13 PLANNING**

i) Planning Applications

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

13/00381/TCA            Mr R Thistlethwayte  
                                  Sorbrook Manor, Cross Hill Road, Adderbury  
                                  T1 x Scots Pine – Fell

13/00394/TCA            Mr R Blackburn  
                                  Westfields, Chapel Lane, Adderbury  
                                  G1 x 6 Birch Trees – Fell  
                                  TG x Weeping Birch - Fell

14/00013/TCA            Mrs Betts

Tanners, Tanners Lane, Adderbury  
T1 x Acer - fell T2 T3 T4 x conifer – fell

13/01911/F Mrs Carmen Hancock  
Swinford Twyford Grove Twyford  
Kitchen extension with accessible toilet on the ground floor

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

14/00038/TCA Sir Peter Jobe  
The Old Vicarage, Church Lane, Adderbury  
G1 x Robina - reduce and thin by 20% formative prune and deadwood

14/00039/TCA Mrs K Dwyer  
5 Lambourne Way, Adderbury  
T1 x Black Locust - remove, T2 x Cherry - pollard by 50%,  
T3 T4 x Acer - Reduce and thin by 20%, T5 x Silver birch -  
Reduce by 20%

13/01944/LB Ms Lois Lere  
2 Stud Farm Cottages East End Adderbury  
Non material amendment to 13/00631/F and 13/00632/LB -  
Remove existing partition wall between kitchen and existing  
bathroom, French doors to the current kitchen window  
space.

14/00094/LB Mr & Mrs J Potts  
Ivy House, Church Lane, Adderbury  
Various works

14/00119/F Mr and Mrs C White  
13 Sydenham Close Adderbury  
Single storey glazed extension to rear

14/00105/F Mr & Mrs J Levett  
7 Margaret Road, Twyford  
Single storey rear extension: garage conversion; proposed  
single garage

14/00123/F &  
14/00125/LB Mr J Potts  
Ivy House, Church Lane, Adderbury  
Demolition of existing lean-to structure, construction of  
single storey extension and alterations to existing kitchen.

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

**Resolved** that the report be noted.

- iii) Berkeley Homes Appeal Decision & Section 106 Monies – Prior to the meeting the decision notice, stating that the appeal by Berkeley Homes had been upheld, had been circulated to the Parish Council. Following on from

this, a meeting with Andy Preston from Cherwell District Council (CDC) had been arranged for Friday 28 February 2014 at 3pm, to discuss the Section 106 allocation for this development and other future developments in the village.

It was highlighted that as part of The Adderbury Plan (TAP), the draft of which was available on the TAP web site, there was a list of suggestions of where Section 106 monies could be used in the village.

**Resolved** that the report be noted.

- iv) 13/01768/F, Archstone Land Ltd and Bloor Homes – The Chairman reported that this application had been deferred at the last meeting of Cherwell District Council's Planning Committee as there had been some amendments to the plans. These were yet to be formally submitted to CDC, but the developer had emailed the amended plans to the Parish Council that afternoon.

The changes which had been made had addressed many of the issues and concerns detailed in the Parish Council's objection.

It was highlighted that this development included more houses than the village needed over the next 20 years and CDC had also now submitted their Local Plan, so the five year land supply could be met.

However, the Chairman highlighted the figures allocated to Adderbury were only part of the 250 houses allocated to all the category 1 villages, so these may not be accurate figures, depending on how the total was split between the villages.

There was discussion about the proposed football pitch on Milton Road, which would be part of the Section 106 agreement, should be application be approved. It was highlighted that this was an advantage to the village and could be used for other sports too, such as Hockey.

Councillor Sue Jelfs was concerned that there was insufficient and very costly demand for football pitches and any conditions attached the land, could include future development. Councillor Jelfs also reminded members that the Parish Council had stated it would object to any development prior to the Adderbury Plan being approved.

Councillor Tony Gill proposed that the Parish Council should continue to object to this development because the Parish Council had agreed to object to any development prior to TAP being approved and also because the Berkeley Homes appeal for 65 houses had been approved. This was seconded by Councillor Colin Astley.

Councillors Gill and Astley requested a recorded vote and the Councillors agreed.

Those in favour of the proposal were Councillors Astley, Gill, Jelfs and Rye.

Those against the proposal were Councillors Bratt, Burnell, Griffiths and Phipps.

Councillors Godwin and Leeman abstained from voting.

As the vote was tied at four votes each, the Chairman used her casting vote to vote against the proposal. Therefore, the proposal was not carried.

**Resolved** that the report be noted and when the amended plans are received, the Chairman and Clerk to respond supporting the changes to the application. **Action DB & TG**

- v) Rural Exception Site (RES) – The Chairman reminded the Parish Council that the consultation event was being held on Thursday 27 February 2014 from 1pm to 9pm. There would be presentations at 230pm and 730pm.

Bob Duxbury from Cherwell District Council, Jill Brooks from Oxfordshire Rural Community Council and Andy Sumner from GreenSquare would be attending the event, as would the Chairman.

The Chairman encouraged members to attend the event if they were able to.

**Resolved** that the report be noted.

- vi) Flooding – Councillor Patricia Leeman reported that one of the main issues with regard to the recent flooding, was with sewerage coming up from the drains. The system was unable to cope and sewerage had been coming up from the manhole covers. This had been reported to Thames Water and they had been on site to access the situation. Councillor Leeman also reported that the Fire Service had been very helpful in Dog Close assisting with positioning of sand bags.

Councillor Gill highlighted that the flood waters had spread from Dog Close down to the Old Laundry and the Old Mill.

Councillor Stuart Phipps, Risk Manager for the Parish Council, had spoken to the Environment Agency and they had been monitoring the area every morning. They had two telemetries in the area; one in Banbury and one in Bloxham. However, Councillor Phipps had been unsure if the telemetry in Bloxham was working, but he had been assured that it was. He had also asked for a new telemetry in Adderbury too, as the alerts from Bloxham and Banbury were not adequate.

The Chairman reported that she had checked the ditch at the cemetery and recommended that the Parish Council should request for this to be added to the alert system.

Councillor Gill asked whether there was a contingency plan and check list to be followed in the event of a flood. Councillor Stuart Phipps confirmed that this was contained within the Parish Council's Flood Plan and he would circulate a laminated copy to all Parish Councillors.

The Councillors discussed the drain and pipe underneath Eridge House and this issue needed to be highlighted to the owners so that they could come up with a solution to alleviate the problems.

Adrian Smith highlighted that he had been clearing the ditch in the cemetery but the main issue was the drain and the pipe underneath Eridge House.

**Resolved** that:

- a) the report be noted;
- b) letters of thanks be sent to the Fire Service at Hook Norton, Deddington and Banbury; **Action TG**
- c) a laminated copy of the Flood Plan be sent to all Councillors; **Action SP**
- d) flooding be added to the agenda for the next meeting of the Parish Council; **Action TG**
- e) the invoice for the clearing of the pipe underneath Eridge House be forwarded to the owners and they be asked to look into the issue with the pipe underneath their property; and **Action TG**
- f) the County Council be asked to review the drains and gullies in the village to ensure that the whole drainage system in the village is clear. **Action TG**

## 116/13 FINANCE

- xxii) Bank Reconciliations - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 18 February 2014 for the accounts at Santander, Barclays, Natwest, Cambridge Building Society and Hargreaves Lansdown.

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

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

**Resolved** that the following accounts be approved for payment:

T Goss – Salary for February 2014	£766.90
T Goss – Expenses for February 2014	£20.83
Bloxham Parish Council – Travel to meeting with Nick Boles	£50.00
OALC – Chairmanship Training	£156.00
Glasdon UK Ltd – Dog Bin	£185.47
Design Grow – January 2014 Maintenance at The Lakes	£50.00
Oxfordshire Playing Fields Association – Annual Membership	£50.00
Adderbury PCC Church House – Room Hire	£60.00
JRB Enterprises – Litter bin	£240.00
D Chandler – Installation of litter bin and dog bins and repair to gate at The Rise play area	£410.00
Levett-Therival – Review of Scoping Report	£600.00
Northants Waste Control Ltd – Clearance of the pipe at cemetery (To be paid on receipt of the report)	£570.00
Information Commissioner – Annual Subscription	£35.00
R Bickley – Winter Maintenance	£544.00

- iii) New Homes Bonus 2014/2015 – The Chairman reported that the Parish Council had been given a New Home Bonus of £7618.00 by Cherwell District Council for 2014/2015.

It was suggested that the money could be used at the Friends Meeting House, the Lakes or on footpaths around the village.

It was highlighted that the Duchess Bridge on Oxford Road needed to be tidied up and it was suggested that this could be paid for via the County Council's Area Stewardship Fund.

**Resolved** that:

- a) the report be noted;
  - b) the Chairman to contact Kevin Lerner to discuss the New Homes Bonus possibly being spent on the Friends Meeting House, the Lakes and clearance of footpaths around the village; **Action DB**
  - c) following the Chairman's discussions, the Clerk to submit the necessary paperwork to Cherwell District Council to claim the New Homes Bonus; and **Action TG**
  - d) the Clerk to contact County Councillor Arash Fatemian to request that the Area Stewardship Fund be used to tidy up the vegetation etc on Duchess Bridge on Oxford Road. **Action TG**
- iv) Internal Auditor's Report 2012/2013 – Prior to the meeting, the Internal Auditor's Report had been circulated to the Parish Council. No issues had been raised by the Internal Auditor.

**Resolved** that the Internal Auditor's report for 2012/2013, be noted.

- v) Parish Remuneration Panel on the Review of Members' Allowances 2014/2015 – Prior to the meeting the report of Parish Independent Remuneration Panel had been circulated to the Parish Council.

**Resolved** that:

- a) the report be noted;
  - b) no Chairman's or basic allowances will be paid during 2014/2015; and
  - c) travel, subsistence, childcare and dependent carers' allowances be paid, in accordance with the scheme.
- vi) Transfer of Parish Council funds from Hargreaves Lansdown to the Santander Current Account – The Chairman reported that the £30,000 which was deposited in the Hargreaves Lansdown account still needed to be transferred back to the Parish Council's current account at Santander.

Councillor Gill agreed to make the transfer by 28 February 2014.

**Resolved** that the report be noted and the £30,000 be transferred to the Parish Council's current account by 28 February 2014. **Action T Gill**

## 117/13 PARISH COUNCIL MATTERS

- li) The Adderbury Plan (TAP) – Councillor Tony Gill reported that along with Councillor Colin Astley, he had attended a meeting with Riki Therival to discuss



the Scoping Report. There was still some work to do on the report and the Executive summary to complete too.

Councillor Astley reported that as soon as the scoping document was legally compliant it could be sent out to the stakeholders and it should be ready by early next week. The consultation period would then last 6 weeks.

Councillor Gill confirmed that he would email the scoping document to all Councillors the following day, for their comments.

In early March, work would start on the Sustainability Appraisal and would be completed by the end of March. Councillor Gill confirmed that the Sustainability Team consisted of himself, Councillors, Astley, Bratt, Jelfs and Rye, Sam Brown, John Osbourne and Andrew Barnes.

Councillor Gill highlighted that the Chairman and Councillor Sue Jelfs would be looking at education and highways, including the consequences of the Milton Road and Aynho Road developments and the RES. Councillor Phipps would be reporting on broadband and mobile coverage.

The Adderbury Plan would now be known as the Adderbury Neighbourhood Plan, and the writing team would be starting work on it during mid-March. Hopefully by the end of March to mid-April the Plan would be delivered to Cherwell District Council.

The Chairman asked members if they were still happy to continue with the Plan, bearing in mind the recent planning appeal decision and other applications which were forthcoming. It was agreed that the Plan should be proceeded with as the consequences of not continuing, meant that the Parish was open to more and more development and the Plan was needed as the defensive barrier from developers.

**Resolved** that the report be noted and the Adderbury Neighbourhood Plan be continued with.

- lii) Parish Council Surgery – The Chairman reported that at the last surgery, Mrs Sandra Fearne had attended requesting that the trees in the Lucy Plackett Playing Field be cut back. This work had been allocated and would be completed this spring by the Parish Council's contractor.

**Resolved** that the report be noted

- liii) Press and Media Policy – Prior to the meeting, a draft Press and Media Policy had been circulated to the Parish Council.

The members were happy with the policy, subject to the inclusion of, 'or the relevant Councillor' after 'and in their absence, the Vice-Chairman'.

**Resolved** that the Press and Media Policy be approved. **Action TG**

- liv) Friends Meeting House (FMH) – Prior to the meeting, notes produced by Mrs Virginia Pawlyn from the Friends, had been received by the Clerk. These had

been circulated to the Councillors who had attended the meeting and were not an approved set of minutes.

At that meeting, the Chairman highlighted that the Friends had again requested use of the meeting house on more than four occasions per year, and had also offered to pay rent.

The Parish Council felt that even with the offer of rent, the terms of the lease stated that it should only be used on four occasions and the lease should not be broken. Conservation Officer from CDC, Rose Todd had also advised that in order to preserve the building, it would be preferable that it was used less often, rather than more.

The Friends also asked for further clarification with regard to the use of the balcony and the recommendation by Martin Walker from Wellen that numbers of people using the balcony should be limited.

**Resolved** that:

- a) the report be noted;
- b) the Friends be advised that the building should only be used on the four occasions per calendar year, as stated in the lease; **Action TG**
- c) Martin Walker from Wellen, be contacted and asked for further details with regard to the use of the balcony in the FMH. **Action TG**

#### **118/13 VILLAGE MATTERS**

- i) Adderbury Library - Councillor Stuart Phipps reported that the coffee mornings had been re-launched and was being run by volunteers. Investigations were also being made to replace the computers and improving the broadband.

The Chairman reported that she had received an email from Keith Mitchell advising that the County Council had made a miscalculation and the funds needed to run the library per year, was £9000, and not £11,000. On this basis, the Chairman asked if the Parish Council was still happy to allocate £3,000 to the library from its budget for 2014/2015.

**Resolved** that:

- a) the report be noted; and
  - b) Keith Mitchell be advised that the Parish Council will still be budgeting £3,000 to the library for 2014/2015. **Action TG**
- ii) Play Area Inspections – Councillor David Griffiths reported that there were no issues at the play area in The Rise. There was no report for the Lucy Plackett play area.

**Resolved** that the report be noted.

- iii) Day of Dance 2014 – Councillor David Griffiths reported that the Day of Dance was being held on Saturday 26 April 2014. As there had not been any public

order issues for the last few years, he suggested that there would be no need to employ a private security team again.

A road closure would still be required and residents needed to be made aware of it and an application for a Temporary Event Notice would also be required. The Parish Council would also need to organise the litter and recycling bins again.

**Resolved** that:

- a) the report be noted;
  - b) the Clerk to organise the litter and recycling bins; **Action TG**
  - c) an application for a Road Closure and Temporary Event Notice be made to Cherwell District Council; **Action DG & TG**
  - d) a private security team not be employed for the 2014 event.
- iv) Consultation on Draft Rights of Way Management Plan – Prior to the meeting, information on the Draft Rights of Way Management Plan had been circulated to the Parish Council.

**Resolved** that the report be noted and any comments be forwarded to the Clerk.  
**Action ALL**

- v) Speed Reduction Measures – The Chairman reported on an email from Mark Hewish from Horn Hill Road about the speed reduction measures in the village. He had highlighted that more measures may be needed once the houses had been built on Milton Road.

The Chairman reported that the VAS for Horn Hill Road would be positioned opposite Mr Hewish's house, and that the Parish Council would be pushing for more Section 106 money from the Milton Road development to address speed reduction. This would be discussed with Andy Preston at CDC at the meeting on 28 February 2014.

The Parish Council asked the Clerk to contact the County Council again about widening the verge at the entrance to Dog Close, as no information had yet been received.

**Resolved** that:

- a) the report be noted;
- b) Mark Hewish be advised of the continuing efforts of the Parish Council to address speeding vehicles in the village; and
- c) the County Council be asked for an update on the suggestion of widening the verge at Dog Close **Action TG**

**119/13 CORRESPONDENCE** - There were no items of correspondence to be circulated.

Councillor Martin Rye reported that he had been contacted by Robert Keith from Planning Aid England with regard to support which he could provide for the Adderbury Neighbourhood Plan.

**Resolved** that the report be noted and Mr Keith be thanked for his offer, but it be declined. **Action MR**

**120/13 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 121/13, 122/13, 123/13, 124/13, & 125/13 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**121/13 POPLAR TREES TENDERS** – The Chairman reported that the contract for the cutting down of the poplar trees at the Lakes, had been awarded to A. M. and M. J. Harper and work had started yesterday.

**Resolved** that the report be noted.

**122/13 WEED CONTROL QUOTES** – The Clerk reported that she had contacted four companies for quotes to treat the weeds in the gutters in the Parish, but only one company had replied.

**Resolved** that:

- a) the report be noted; and
- b) the quote from Complete Weed Control be accepted for 2014. **Action TG**

**123/13 QUOTE FOR HANDRAIL** – The Clerk reported that she had received a quote from Will Page to replace the metal handrail outside of St Mary's Church, with a hardwood rail.

**Resolved** that:

- a) the report be noted;
- b) the quote from Will Page be accepted; and **Action TG**
- c) the PCC be advised of the works which are going to be carried out. **Action TG**

**124/13 QUOTES FOR WORK TO THE WALL AT THE FRIENDS MEETING HOUSE** – The Chairman reported that she had received three quotes for the works to the wall at The Friends Meeting House.

**Resolved** that:

- a) the report be noted;
- b) the quote from Martin Corbett be accepted; and
- c) Will Page and C J Charles and Son Ltd be thanked for their quotes.

**THE LUCY JANE PLACKETT CHARITY**

**125/13 GRASS CUTTING AT THE LUCY PLACKETT PLAYING FIELD** – The Clerk reported that quotes had been received from Green Scythe Limited and Mr N Prickett for the gang mowing at the Lucy Plackett Playing Field. A third contractor had declined the invitation to submit a quote.

**Resolved** that:

- a) the report be noted;
- b) the quote from Green Scythe be accepted; **Action TG**
- c) Green Scythe be asked to complete their first cut at the end of March and provide the Parish Council with a schedule of when the cuts will be carried out; and **Action TG**
- d) Mr N Prickett be thanked for his quote. **Action TG**

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

**126/13 CHRISTOPHER RAWLINS PRIMARY SCHOOL PTFA** – The Chairman reported that the PTFA had requested to use of the Lucy Plackett Playing Field on 14 June 2014 for their summer fete.

**Resolved** that:

- a) the report be noted; and
- b) the request for the use of the Playing Field on 14 June 2014 between 12 noon and 4pm, be approved. **Action TG**

**127/13 MEETING DATES** - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 25 March 2014
- 24 April 2014 – Annual Parish Meeting
- 29 April 2014
- 20 May 2014
- 24 June 2014
- 22 July 2014
- 9 September 2014
- 21 October 2014
- 25 November 2014

**128/13 ITEMS FOR THE NEXT AGENDA**

1. Flooding

(The meeting closed at 10.20pm)

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Diane Bratt - Chairman  
25 March 2014

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

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

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

**APOLOGIES:** Apologies for absence were received from Ann Lyons and they were accepted

**129/13 DECLARATION OF INTERESTS** - The following interests were declared:

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

Councillor Diane Bratt declared an interest in item 134/13 (iii), under the Code of Conduct, because her husband had dealings with Banner Homes. She left the room for this item.

**RESOLVED** that the interests be noted.

**130/13 MINUTES** - The minutes of the meeting held on 18 February 2014 were taken as read, duly adopted and signed by the Chairman.

With regard to minute number 115/13 (iv), 13/01768/F, Archstone Land Ltd and Bloor Homes, Councillor Colin Astley reported that he felt that the vote on this item contravened the Parish Councils Standing Orders, because a vote had been taken at the previous meeting in January. The Chairman highlighted that at the February meeting the application had been amended and was therefore different to the application which had been considered in January. Therefore, the vote in February did not contravene the Standing Order which stated that a decision could not be changed for three months, because the application was materially different.

Councillors Astley and Tony Gill, also expressed their concern that the Parish Council had based its decision at the February meeting on the information which had been received from the developer not from Cherwell District Council. The Chairman highlighted that when the vote was taken, all members were aware that the information had come from the developer and it was not raised as an issue at that point. However, in future, the Parish Council would only consider planning applications once they had been submitted to Cherwell District Council.

Also, due to the tight timescales for making comments on the amended application, the Parish Council had not received the formal application from CDC, however the information on which the decision was made, was entirely accurate and the same information which was later made available on CDC's web site.

**RESOLVED** that:

- 1) the minutes be approved with the following amendments:

- i) minute number 113/13 - 'the pipe was underneath Eridge House and was therefore the responsibility of the owners of that property' be amended the read 'The Chairman reported that the pipe was underneath Eridge House and was therefore the responsibility of the owners of that property';
  - ii) minute number 113/13 - Mr Smith also offered to help fund a solution to the flooding issue.
  - iii) minute number 113/13 - Mr Smith also highlighted the flooding at the top end of the cemetery and that in his opinion, it would be an unsuitable area for an extension to the cemetery.
  - iv) minute number 115/13(iv) – the word ' no' be replaced with 'insufficient and very costly' in paragraph six.
- 2) the concerns raised by Councillors Astley and Gill be noted and further legal advice be sought on this issue from Oxfordshire Association of Local Councils (OALC).  
**Action TG**

**131/13 MATTERS ARISING FROM THE MINUTES OF 18 FEBRUARY 2014** - There were no matters arising.

**RESOLVED** that the report be noted.

**132/13 OPEN FORUM**

Mr Nigel Wood addressed the Parish Council and circulated his notes as he did not think that currently the minutes of Parish Council meetings accurately reflected everything that happened, everything that was said and who said it.

So, he read his statement and providing multiple copies so that everybody on the Council could have a copy. He could therefore see no reason why all the points that he raised should not be included in the minutes.

The points raised by Mr Wood were as follows:

He stated that whether or not it was true, in his opinion, there was a widely held impression that the Parish Council had not been dealing with planning issues in a clear and transparent way.

He felt that far too many things were conducted in secret and far too many issues were discussed 'behind closed doors'. By doing these things so often, there was an apparent abuse of process and power.

He thought that for democratic reasons it was important that this sort of thing must stop and confidence in the Parish Council be restored.

He made a number of proposals:

**Proposal 1** - Every single stage of any process should be easy for anybody to see, understand and, if required, to check all the details. He felt that the Parish Council must stop using the word confidential.

**Proposal 2** - Any future discussions and/or negotiations with landowners, developers or building companies should not take place unless parishioners and the press had been invited. They did not have to attend but they should be invited. The same should apply to any discussions with the Cherwell District Council. After all this was their village and the Parish Council were supposed to be representing the village and looking after the interests of the village.

With regard to the Rural Exception Site (RES) proposed for land north of Twyford Road, he reported that 97.7% of the respondents to The Adderbury Plan (T.A.P) survey were against any building there.

He claimed that the opposition during the Presentation/Consultation Meetings on the 27<sup>th</sup> February was overwhelming.

He believed the Parish Council surgery the following Saturday had been a very 'lively' affair with strongly expressed opposition to the Parish Council's behaviour in planning matters.

In Mr Woods' opinion, the RES plainly did not have public support and therefore fell at the first hurdle. He felt that he did not even need to discuss the other faults with the proposal.

Mr Woods stated that it seemed that there were a number of occasions where local councils had withdrawn plans for an RES before planning application because they did not have public support and there had also been a couple of occasions when planning applications had been refused because residents were able to demonstrate to the district council that they (the residents) did not support it.

Mr Woods said 'If you added all those things to the email from Bob Duxbury on the 27<sup>th</sup> February 2014, together with the fact that he had clearly stated on previous occasions that local support was paramount, you would have to agree that any normal person could assume that it would be impossible to proceed further with the proposal'.

However, if the Parish Council was still planning to plough ahead with the plans, then he made another proposal.

**Proposal 3** - On the 14th February 2014, he alleged that the Chairman said that there was an opportunity to have a Parish Meeting about the RES. Mr Wood stated that he would like to take up that offer and he was stating that he wished to call a Parish Meeting on the specific subject of the proposed RES. He understood that he was entitled to do this because he had the necessary signatures from 6 electors.

At that Parish Meeting he intended to call for a Parish Poll on the subject of whether or not there was public support for the RES.

He was aware that he needed to have the support of 10 electors who were present at the meeting, and he was confident that he could get them. Then maybe this could be settled once and for all whether or not there was enough public support for the RES.

In response, the Chairman reported to Mr Wood that there had not been any secret meetings with regard to any planning applications and the Parish Council was as transparent as it could be and issues were not discussed behind closed doors.



The Chairman acknowledged that there were residents who objected to the Rural Exception Site, but others had also expressed their support. The Chairman said that if the project goes further, the RES would now follow the planning process and a planning application would be submitted to Cherwell District Council which would give everyone the opportunity to object or support the application.

The Chairman reported that she did not offer either the possibility of a public meeting or to arrange a public meeting with regard to the RES as a public consultation event had already been held. However, Mr Wood was entitled to investigate calling a Parish Meeting if he wished and to also conduct the Parish Poll.

**RESOLVED** that:

- i) the report be noted; and
- ii) investigations be made into convening a Parish Meeting. **Action TG**

**133/13 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – Councillor Nigel Randall had no issues to report to the Parish Council.

County Councillor Arash Fatemian reported that he had contacted Anthony Kirkwood at the County Council with regard to the issues at Cherwell Valley Silos and would be in contact with the Parish Council about this. The Clerk reported that she had received an email from Northants County Council about this matter and would forward the email to Councillor Fatemian.

Councillor Fatemian asked if the work to the railings by the school, funded by the Area Stewardship Fund for 2013/2014, had been completed. It was confirmed that they hadn't. Councillor Fatemian also confirmed that the work on Duchess Bridge was on his list of issues to be addressed from the 2014/2015 Area Stewardship Fund. Councillor Fatemian stated he would circulate his report to the Parish Council in due course.

**RESOLVED** that the report be noted.

**134/13 PLANNING**

- i) Planning Applications

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

- |              |   |
|--------------|---|
| 14/00038/TCA | Sir Peter Jobe<br>The Old Vicarage, Church Lane, Adderbury<br>G1 x Robina - reduce and thin by 20% formative prune and deadwood   |
| 14/00039/TCA | Mrs K Dwyer<br>5 Lambourne Way, Adderbury<br>T1 x Black Locust - remove, T2 x Cherry - pollard by 50%,<br>T3 T4 x Acer - Reduce and thin by 20%, T5 x Silver birch -<br>Reduce by 20% |

- 14/00094/LB Mr & Mrs J Potts  
Ivy House, Church Lane, Adderbury  
Various works
- 14/00105/F Mr & Mrs J Levett  
7 Margaret Road, Twyford  
Single storey rear extension: garage conversion; proposed single garage
- 14/00123/F & 14/00125/LB Mr J Potts  
Ivy House, Church Lane, Adderbury  
Demolition of existing lean-to structure, construction of single storey extension and alterations to existing kitchen.
- 14/00119/F Mr and Mrs C White  
13 Sydenham Close Adderbury  
Single storey glazed extension to rear
- 14/00052/TPO Mrs Harding  
Camlo House, 2 Adderbury Park, Adderbury  
Works to 1 no. Beech tree - Removal of 3 lowest limbs on garden side. Tree subject to TPO 10/1972
- 14/00074/TCA Mr G Fisher  
Weston House, 3 Lambourne Way, Adderbury  
T1 x Ash - reduce extended limbs at 15ft by 2m back to property line and T2 x Yew - reduce two extended limbs at 15ft by 1.5m back to property line
- 14/00064/TCA Mr T Bestwick  
The Old Mill House, Mill Lane, Adderbury  
Various tree works

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

- 13/01944/LB Ms Lois Lere  
2 Stud Farm Cottages East End Adderbury  
Non material amendment to 13/00631/F and 13/00632/LB - Remove existing partition wall between kitchen and existing bathroom, French doors to the current kitchen window space.

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

- 14/00250/F Banner Homes Midlands Ltd  
Land North of Milton Road Adderbury  
Demolition of existing agricultural buildings and erection of 20 private houses and 11 affordable dwellings, provision of public open space and land for a possible community use
- 14/00351/F Cala Midlands Ltd  
OS Parcel 3491 north of Adderbury Court, Oxford Road, Adderbury

Erection of 25 homes and associated landscape infrastructure

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

**Resolved** that the report be noted.

- iii) Section 106 Monies – Prior to the meeting, the notes of the meeting between the Parish Council and Andy Preston at Cherwell District Council held on 28 February 2014, had been circulated.

The Chairman highlighted that Bob Duxbury had advised the Parish Council that even when it was objecting to a planning application, it should always make comments on the Section 106 contributions, in the event that the application was approved.

Members agreed that Barbara Chilman should be contacted and invited to a meeting of the Parish Council to discuss the County Council's plans for a school expansion to accommodate new developments in Adderbury.

Councillor Sue Jelfs reported that she had been in communication with Mrs Chilman before Christmas and she had been advised that a new publication was due out sometime in the New Year.

Councillor Astley also highlighted that there would be impact on traffic and infrastructure and the County Council have already highlighted that their resources were stretched.

The Chairman reported that the Parish Council needed to collate and submit to Cherwell District Council, a priority list of where the Section 106 money could be spent in the village and this would be completed by the Section 106 working group.

Councillor Tony Gill highlighted that some of the input needed to come from the results of TAP questionnaire and should be considered when the list was drawn up.

**Resolved** that:

- 1) the report be noted; and
- 2) Barbara Chilman be invited to the next meeting of the Parish Council to discuss the County Council's policy with regard to school expansions, especially now that a number of planning applications have been approved for the village, and surrounding areas.. **Action TG**

### 135/13 ADDERBURY NEIGHBOURHOOD PLAN

Councillor Tony Gill reported that before TAP or the Sustainability assessment could continue, he needed assurance that the Parish Council would unanimously object to all further planning applications and take into account the results of TAP survey.

The Chairman reported that she was not happy to commit to this as the Plan had not yet been through a referendum and approved by the whole village.

Councillor Matthew Burnell reported that he was unhappy to continue to use the reason that TAP was not yet finalised as grounds for the Parish Council objecting to all planning applications. He stated that time had moved on and a number of applications were now being submitted to CDC and the Parish Council could lose its voice if it kept using the same excuse.

However, other members disagreed and it was highlighted that the TAP should not be submitted too early, in advance of the approval of the Local Plan.

**Resolved** that the report be noted.

### 136/13 PLANNING APPLICTIONS

- i) 14/00250/F, Land North of Milton Road – The Parish Council considered the planning application from Banner Homes Midlands Ltd for the demolition of existing agricultural buildings and erection of 20 private houses and 11 affordable dwellings, provision of public open space and land for a possible community use.

The Parish Councillors had a number of concerns with the application and it was proposed and seconded that the Parish Council should object to the application.

Councillor Tony Gill requested a recorded vote and this was seconded by Councillor Colin Astley.

Councillors Colin Astley, Matthew Burnell, Tony Gill, Paul Godwin, David Griffiths, Sue Jelfs, Patricia Leeman, Stuart Phipps and Martin Rye all voted in favour of the objections. There were no votes against.

**Resolved** that Parish Council objects to planning application 14/00250/F on the following grounds:

1. this application is premature before The Adderbury Neighbourhood Plan and therefore would not allow the residents of Adderbury a chance to guide development as they should be able to under the Localism Act;
2. the development would cause significant material harm to the village as it is beyond the built up limit .;
3. part of the development is within a conservation area, which includes listed buildings in close proximity and therefore, it is detrimental to the setting of Adderbury Conservation area;
4. the building design is not in keeping with the overall character of the Parish. There is a mix of brick buildings alongside stone ones. APC feels they should be all stone in this development as it is adjacent to the stone buildings of the Conservation area and would impact on the view of these buildings when entering the village;
5. this is a gateway site into the village, and it will be prominent from each direction entering the village. This side of Milton Road is the only remaining rural entrance to the village which is not currently spoilt by housing;

6. the impact on the School which would not be able to accommodate the number of places required by the new families in the village. It would impact on families already living in the village who may not be able to obtain a place for their children at the School; and
7. there have been reports of Great Crested Newts on this site and the developer has not shown any survey work to check on this possibility or to show how this potential damage to wildlife could be mitigated.

APC notes the inclusion of an area of land to be handed over to APC for community use. With regard to the community facilities and Section 106 agreements, the Parish Council requests that it is involved in any discussions with the developer, prior to any agreements being finalised.

(Councillor David Griffiths chaired the meeting for this item)

- ii) 14/00351/F, OS Parcel 3491 North of Adderbury Court, Oxford Road, Adderbury – The Parish Council considered the planning application from Cala Homes for the erection of 25 homes and associated landscape infrastructure.

The Parish Councillors had a number of concerns with the application and it was proposed and seconded that the Parish Council should object to the application.

Councillor Tony Gill requested a recorded vote and this was seconded by Councillor Colin Astley.

Councillors Colin Astley, Diane Bratt, Matthew Burnell, Tony Gill, Paul Godwin, David Griffiths, Sue Jelfs, Patricia Leeman, Stuart Phipps and Martin Rye all voted in favour of the objections. There were no votes against.

**Resolved** that Parish Council objects to planning application 14/00351/F on the following grounds:

1. this application is premature before The Adderbury Plan and therefore would not allow the residents of Adderbury a chance to guide development as they should be able to under the Localism Act;
2. it is an extension of the village boundary into open countryside. This is against CDC policies on the grounds that this site is outside of the village envelope and therefore an unsuitable site. PPS3 only allows the need for housing numbers to override other planning concerns if the site is suitable but APC does not believe this is such a site. There is no other housing in this area and the development site does not have any strong relationship with nearby residential areas. It is cut off from the nearest housing to the West (Adderbury Court) by APC amenity land and land which has been recently purchased by APC. There are two open fields to the East of this site before reaching Summers Close and there is open countryside to the south of the site. Houses in Oxford Rd are on the opposite side of the road and therefore are set back and removed from this field area. Houses on the Oxford Road are clearly divided from this site by the Oxford Road (A4260) which forms a very defensible boundary;

3. while there is limited building on the West side of the Oxford Road (A4260), APC do not feel this creates a precedent because two sites were brown field sites: Adderbury Court was the old garage site and Greenhill House was previously the Cheshire Home. The other development on this south side is Summers Close which was given permission specifically as an Exception site for disabled residents, which it still is. The proposed site does not comply with any of these categories;

APC also believes that this site may have been included in restrictions on building which were imposed on the land as part of the Adderbury Court planning permission in the mid 1980s. If this is correct then APC also opposes the application on those reasons.

4. the site is an area of High Landscape Value and is designated as such in CDC's adopted Local Plan. This site is an extremely prominent site. It is set high on the side of the valley and will cause undue visual intrusion into open countryside. APC does not believe that the increased planting on the boundaries suggested by this amended plan will achieve any mitigation of the intrusion into open countryside due to the prominence of the site;
5. this application will severely detract from the amenity value of this area of open countryside by the residents and public of Adderbury. The site is bounded on three out of four sides by public FPs. These are extremely well used by Adderbury residents and the FP101/11 forms part of the Adderbury circular walk. As such the proposed development would be very visible from these FPs and, even with the suggested screening, would detract from their amenity value as these would become FPs through or edging a housing estate rather than through open countryside as they are now. Also the public view from a further distance on the Adderbury Circular walk (FP 101/11) and from FP 101/14 and from FP 101/10 would all be compromised by this development. From the Oxford Rd to the North of the site the view into open countryside would be lost. Also APC feels development here will detract from the amenity value of the APC amenity area attached to Adderbury Court, which currently enjoys views over open countryside on all aspects. These would be lost. Because of the loss of amenity value and open countryside APC believes this application is not consistent with the local character of this part of the village;
6. it does not comply with the emerging Local Plan. Particularly the SHLAA does not see this as a suitable site for development in Adderbury. The SHLAA says 'Development on the site would have an unacceptable impact on landscape character, and potentially impact on the setting of the village'. APC agrees with these comments and is opposed to this application on these grounds;
7. it only includes 30% affordable housing, which APC believes is below the normal 35% affordable housing allocated in rural areas. APC is also concerned that the suggested mix of housing is too focused on 1 and 2 bed dwellings rather than family homes;
8. the building design is not in keeping with the overall character of the Parish and should be Horton stone and slate. The view across to the main village

and the church (which would have the development in the foreground) is all of Horton Stone and slate roofed buildings. Building in any other materials would detract from the setting and views of this integral part of Adderbury Conservation area;

9. the building on the top right of the site is out of character especially in relation to its mass and density. This revised application still has 3 storey houses at the front which will be overbearing in a small site. Three storey properties on an already elevated site will be extremely intrusive.

The impact on the School which would not be able to accommodate the number of places required by the new families in the village. It would impact on families already living in the village who may not be able to obtain a place for their children at the School. APC's policy is that children should be educated in their own community; and

10. Should this application not be rejected, APC would like CDC Planning officers to consider more screening of this site and also a better mix of houses, including more affordable houses together with suitable building materials which reflect the historic quality of housing in this village for what would be a prominent gateway site.

Also APC requests that CDC involves the Parish Council in any discussions with Developers over 106 funds or community benefits resulting from this development.

However, APC hopes that the above concerns and points of objection will be taken into consideration by CDC and that this application will be rejected.

- iii) Consultation on Draft Oxfordshire Minerals and Waste Local Plan: Core Strategy. Prior to the meeting, information on the Plan and Core Strategy had been circulated to the Parish Council.

Members had no comments to make and the Chairman asked that if they had any issues, to advise the Clerk before the deadline of 7 April 2014.

**Resolved** that the report be noted.

- iv) Street Naming – Following the receipt of a letter from Sir Tony Baldry MP, the Parish Council considered street naming on the new developments and whether the names of those who had fallen in World War 1 and were named on the War Memorial, should be used.

The Parish Council felt that this would be a fitting tribute, but it was noted that some surnames had already been used in the village, such as Summers and Walton.

The Chairman suggested that the names of the Morris Dancers from the village who had been killed in WW1 could be used and she had contacted Edd Frost to try and obtain some more details.

Rev'd Fletcher had also spoken to the Chairman and his son would be looking into the family details of those named on the memorial.

It was also suggested that the Parish Council should keep a list of those soldiers so that they could be used for future reference.

**Resolved** that:

- a) the report be noted; and
  - b) the names of the morris dancers who fell during WW1 be used in the first instance, as road names on the new developments. **Action DB & TG**
- v) Cherwell District Council Local Plan – It was reported that the CDC Local Plan had now been submitted to the Secretary of State and an Inspector had been appointed to conduct an examination of the soundness of the Plan. The hearing was due to start on 3 June 2014 and the pre-hearing would be held on 25 March 2014. If the Parish Council wished to make any further comments, these had to be submitted by 21 May 2014.

**Resolved** that the report be noted.

- ix) Complaint – The Parish Council considered a proposal from Bloxham Parish Council to submit a joint complaint to Oxfordshire County Council about the way in which their officers dealt with planning applications.

The Parish Councillors agreed with the issues that Bloxham Parish Council had raised and agreed to support the submission of a complaint. It was noted that Bodicote and Hook Norton Parish Councils had already given their support to the complaint.

**Resolved** that:

- 1) the report be noted; and
- 2) the submission of a complaint to Oxfordshire County Council be supported, and the details of the complaint be forwarded to the Parish Council prior to submission. **Action TG**

## **137/13 FINANCE**

- xxiii) Bank Reconciliations - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 25 March 2014 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

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

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

The Chairman highlighted that last year, the Parish Council had agreed to fund, in the region of £500, to clear the ditch at the top of the cemetery. She had recently met with John Colgrave to discuss the clearance of the ditch on land belonging to the Colgraves and he had offered to organise clearing the cemetery ditch too, if APC



was willing to contribute. The Chairman emphasised that this had no bearing on the flooding issues in the other ditch at the bottom of the cemetery.

John Colgrave also offered to dig a french drain at the rear of the FMH to help the drainage and dig the soak-away required to re-route the gutter at the rear of the building and then a builder would just need to join up to the soak-away. He also agreed to clear the rubbish from the next door field, and all this would be completed in early April.

**Resolved** that:

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

T Goss – Salary for March 2014	£766.90
T Goss – Expenses for March 2014	£20.25
HMRC Quarterly Payment	£108.39
Colin Astley – Expenses for meeting in Oxford	£41.50
Oxfordshire County Council – 3 Salt bins	£900.00
Design Grow – January 2014 Maintenance at The Lakes	£50.00
Arrow Accounting – Internal Audit for 2013/2014	£240.96
Cherwell District Council – Emptying Dog Bins for Winter Period	£435.86
Cherwell District Council – Non-domestic rates for Cemetery	£169.56
Spratt Endicott – Legal fees for land at Adderbury Court	£914.00
ORCC – Annual Membership	£65.00
OALC Annual Membership	£518.02
Thames Water – Water services for the allotments	£45.07
Rascal Horticultural – Works at the Allotments/Cemetery	£371.52

- 2) the works to the cemetery be completed by John Colgrave, if the cost is in the region of £500. **Action DB**
- iii) Parish Council Insurance – The Chairman reported that a review of the Parish Council insurance policy was to be undertaken. Councillor Stuart Phipps reported that he thought the policy was adequate but would check this with Councillor Patricia Leeman.

**Resolved** that the report be noted and this be deferred to the next meeting.  
**Action PL, SP & TG**

### 138/13 PARISH COUNCIL MATTERS

- iv) The Adderbury Plan (TAP):
- a) Update on TAP - Prior to the meeting, Councillor Tony Gill had circulated an email detailing the notes of the SPWG & TAP meeting held on 17 March 2014.

Councillor Tony Gill requested that the Parish Council acted upon the opinions of the village, which had been expressed in the TAP report and to object to all applications until TAP was approved.

Councillor Gill highlighted that it was due to Cherwell District Council's limited resources that their Local Plan had not been submitted in good time and did not meet the criteria for a five year land supply. District Councillor Nigel Randall reminded Councillor Gill that it was not due to inactivity that the Local Plan had not been ready, it was the due process which had to be followed which had caused the issues, especially the evidence gathering.

The Chairman highlighted that the RES had been left out of TAP and this had been a decision of the Parish Council some time ago, at the start of the neighbourhood planning process.

The Chairman also highlighted her concern at the proposal that the Parish Councils should 'act' upon the opinions of the village. She stated that she would be happier if the Parish Council could be informed or guided by the views of the village, not bound by them.

Councillor Matthew Burnell again highlighted his concern at using the lack of TAP as a reason for objecting to planning applications.

Councillor Stuart Phipps reported that he would be joining the sustainability team.

Roger Dickinson reported to the Parish Council that it needed to communicate to the village as soon as possible, where it had got to with TAP as the village needed to be on board with the process to ensure TAP got a positive response at the referendum stage.

It was highlighted that the Parish Council still fully supported TAP but it should be in place before the Parish Council was bound by its contents.

It was then proposed and seconded that the Parish Council's decisions on strategic planning applications should be informed by the opinions of the village expressed in the TAP report.

Councillor Martin Rye asked when the Plan would be ready for submission to Cherwell District Council. Councillor Gill confirmed that it should be ready for the six week consultation period by the end of June and be in place by September 2014.

Councillor Tony Gill requested a recorded vote and this was seconded by Councillor Colin Astley.

Councillors Colin Astley, Diane Bratt, Matthew Burnell, Tony Gill, Paul Godwin, David Griffiths, Sue Jelfs, Patricia Leeman, Stuart Phipps and Martin Rye all voted in favour of the proposal. There were no votes against.

**Resolved** that the Parish Council's decisions on strategic planning applications be informed by the opinions of the village, expressed in the TAP report.

It was then proposed and seconded that the Parish Council should object to all strategic planning applications, except the Rural Exception Site, between now and when TAP was in place.

Councillor Tony Gill requested a recorded vote and this was seconded by Councillor Colin Astley.

Councillors Colin Astley, Tony Gill, Paul Godwin, David Griffiths, Sue Jelfs, Patricia Leeman, Stuart Phipps and Martin Rye all voted in favour of the proposal. Councillor Matthew Burnell voted against the proposal and Councillor Diane Bratt abstained from voting.

**Resolved** that the Parish Council will object to all strategic planning applications, except the Rural Exception Site, between now and when TAP is in place.

b) Other TAP issues – The Chairman highlighted that there were other issues which had been highlighted from the TAP survey which were not included in the report, such as traffic and infrastructure. However, she felt that these should be part of the report. Roger Dickinson again highlighted that the Parish Council needed to communicate what it was doing and it was noted that Nick Fennell would be taking the lead on communications.

Councillor Astley reported that each item had to be analysed and then it would be decided on whether they could be facilitated or left out of TAP for the time being.

Councillor Gill reported that he would produce a positional report on TAP. The Chairman stated that the team would decide which items would not go into the Plan and then the Parish Council would need to agree how these would be dealt with.

Councillor Gill also highlighted that a volunteer was needed to investigate the design brief into the type and design of houses. Councillor Matthew Burnell agreed to undertake this issue.

**Resolved** that:

- 1) the report be noted;
  - 2) the TAP team to recommend which items should be left out of the Plan and report back to the Parish Council; and
  - 3) Matthew Burnell to investigate the design brief for the type and design of houses for TAP. **Action MB**
- lvi) Parish Council Surgery – The Chairman reported that she had attended the last surgery and there had been a number of people present wishing to discuss the Archstone planning application on Aynho Road.

**Resolved** that the report be noted.

- lvii) Notice in Contact – The Chairman asked the Parish Council if it would like to publish an article in Contact, giving details of the Parish Councillors, including a photograph.

**Resolved** that an article be published in contact providing details of the Parish Councillors and their responsibilities. **Action TG**

## 139/13 VILLAGE MATTERS

- vi) Adderbury Library - Councillor Stuart Phipps reported that there was a fundraising auction on Friday 28 March 2014 at Adderbury Institute. There would also be a meeting of volunteers next week.

**Resolved** that the report be noted.

- vii) Play Area Inspections – Councillor David Griffiths reported that there were no issues at the play area in The Rise. There was no report for the Lucy Plackett play area.

Councillor Matthew Burnell reported that he felt that the play area at The Rise, needed to be redesigned. The Chairman advised that there were section 106 monies available for this, if he would like to investigate this further. He agreed to do so.

**Resolved** that:

- a) the report be noted;  
b) Councillor Matthew Burnell to investigate redesigning the play area at The Rise and report back to a future meeting. **Action MB**
- viii) Flooding – Councillor Stuart Phipps reported that he was still waiting for a response to his request for new telemetry in Adderbury and asked Councillors Fatemian and Randall if they would be able to help with this issue. They agreed to do so.

Councillor Phipps also thanked Councillors Fatemian and Randall for all their help with the flooding issues which happened over the Christmas period.

The Chairman also reminded Councillor Fatemian about the issues with the flooding at Eridge House and the assistance that had been requested by the Parish Council from the County Council. Councillor Fatemian agreed to chase this up.

**Resolved** that the report be noted.

**140/13 CORRESPONDENCE** - There were no items of correspondence to be circulated.

## 141/13 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 142/13 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**142/13 CLERKS' PAY REVIEW** – The Chairman reported that the Parish Council needed to review the Clerks' pay for 2014/2015

**Resolved** that the Clerk be awarded a one incremental pay rise to point 28, with effect from 1 April 2014. **Action TG**

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

**THE LUCY JANE PLACKETT CHARITY**

**143/13 LUCY JANE PLACKETT CHARITY** - There were no items to consider.

**Resolved** that the report be noted.

**144/13 MEETING DATES** - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 24 April 2014 – Annual Parish Meeting
- 29 April 2014
- 20 May 2014
- 24 June 2014
- 22 July 2014
- 9 September 2014
- 21 October 2014
- 25 November 2014

**145/13 ITEMS FOR THE NEXT AGENDA**

1. Letter from Donald Bradshaw
2. Parish Council insurance

(The meeting closed at 10.20pm)

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Diane Bratt - Chairman  
29 April 2014

## MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 29 APRIL 2014 AT 7.30PM

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

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

**APOLOGIES:** Apologies for absence were received from Stuart Phipps and they were accepted

**146/13 DECLARATION OF INTERESTS** - The following interests were declared:

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

Councillor Diane Bratt declared an interest, under the Code of Conduct, in minute number 158/13 because her nephew had submitted a quote for consideration by the Parish Council.

**Resolved** that the interests be noted.

**147/13 MINUTES** - The minutes of the meeting held on 25 March 2014 were taken as read, duly adopted and signed by the Chairman with the following amendments:

Minute Number 129/13 – Declarations of Interest – The Chairman asked that her declaration of interest be amended to read:

Councillor Diane Bratt declared an interest in item 134/13 (iii), under the Code of Conduct, because her husband had dealings with Banner Homes. She left the room for this item.

The Chairman reminded members that it was their responsibility to declare their interests and the general rule was still that if a member of the public, knowing all the relevant information, would feel that you would potentially be biased, then an interest should be declared.

Councillor Colin Astley asked the Chairman if she should be declaring a pecuniary interest. The Chairman confirmed that it was not a pecuniary interest as there was no financial connection with the Banner application in Adderbury and her declaration was correct.

Minute Number 130/13 – Minutes - Councillor Tony Gill asked that after the sentence; 'The Chairman highlighted that when the vote was taken, all members were aware that the information had come from the developer and it was not raised as an issue at that point' the following be included:

'However, in future, the Parish Council would only consider planning applications once they had been submitted to Cherwell District Council.'

Minute Number 130/13 – Minutes Councillor Tony Gill asked that in the resolution to this item, the following sentence 'Mr Smith also offered to help fund a solution to the

flooding issue' be amended to read 'Mr Smith also offered to contribute to a three way split of the costs for the drainage problem'

Minute Number 138/13 – The Adderbury Plan (TAP) – Councillor Gill asked for the word 'inactivity' in the third paragraph to be amended to 'limited resources'. This was agreed, however, the Clerk then confirmed that from her written notes that the word 'inactivity' had been used by Councillor Gill at the meeting.

Minute Number 130/13 – Minutes - Councillor Sue Jelfs asked that in the resolution to this item, the following sentence 'the word 'no' be replaced with 'insufficient' in paragraph six' be amended to read 'the word 'no' be replaced with 'insufficient and very costly' in paragraph six'

**Resolved** that the minutes be approved with these amendments.

#### **148/13 MATTERS ARISING FROM THE MINUTES OF 25 MARCH 2014**

**132/13 Open Forum** – Following on from Mr Wood's statement at the previous meeting, the Chairman responded as follows:

The Chairman rejected Mr Wood's opinion that the minutes did not reflect accurately what happened at Adderbury Parish Council. The minutes were always agreed at the following meeting and members could request alterations which then also had to be agreed by a majority. Also in PC rules, the Clerk was only required to record decisions made so any extra information was merely to give a flavour of the discussion leading to the decision, not to reflect verbatim what was or was not said by whom. The Clerk did include Mr Wood's notes in full from the open forum, but there was no requirement for any points raised in open forum to be minuted.

The Chairman disputed Mr Wood's idea that there was a 'widely held impression' that APC had not dealt with planning issues in a clear and transparent way. This was his view but he gave no evidence that it was widely held and therefore cannot claim such.

The Parish Council always dealt with Planning issues as required by law. Members discussed applications for large developments at Parish Council meetings in public before any response was made to Cherwell District Council (CDC). Members did pass around applications for porches, extensions, tree work etc on email amongst all members and then replied to CDC.

These decisions were then recorded at the next meeting, when any comments or queries could be raised in public. It would be very long winded to discuss every single small application, especially as these days, many were granted under permissive development rights.

The Parish Council was perfectly entitled to discuss other matters in confidence under its Standing Order 36(a) which allowed for business of a 'special or confidential nature' to be conducted without the public present.

With regard to Mr Wood's second proposal, it would be impossible for members of the public and press to be invited to the sort of meetings which he described. Also the Parish Council agreed to listen to developers / building companies some time ago, in order to be informed about any proposals they might have. CDC had confirmed there

was nothing wrong or illegal in Parish Council's talking to developers, in fact the Chief Planning Officer, Bob Duxbury, recommended that the Parish Council did exactly this, when we spoke to him with regard to Section 106 funds or other community benefits which could come from developments. This was also exactly what other Parish Councils did too.

With regard to Mr Wood's comments on the Rural Exception Site project, this was on the agenda this evening. The Chairman had written a detailed response to the questions raised by members of the public which would be in the May edition of the Contact magazine. The Chairman suggested he read that for clarification.

Mr Wood had further questions about the Rural Exception Site and the Parish Council agreed these would be considered when that item arose on the agenda.

Minute Number 130/13 – Minutes – Councillor Colin Astley asked the Clerk if she had a response from the Association of Local Councils with regard to the legal advice. The Chairman confirmed that legal advice had been received and the Archstone Land Ltd, 13/01768/F planning application, had not been dealt with illegally. It had been confirmed that it was not best practice to work to developers plans, but it was not illegal.

**RESOLVED** that the report be noted.

**149/13 OPEN FORUM** – Peter Burrows addressed the Parish Council and asked the Chairman about the article in the Banbury Guardian where she had spoken about the register of interest forms relating to the Rural Exception Site. The Chairman confirmed that she would not comment on an article from the Banbury Guardian, which had been printed some time ago. Mr Burrows raised his voice to the Chairman and she suggested that he should leave the meeting if he was to continue to address the Parish Council in such a manner. He refused to leave the meeting, but did not raise any further issues nor address the Parish Council again.

Mr Nigel Wood addressed the meeting and thanked the Chairman for her response to him. He asked the Chairman that because she had declared an interest in the Banner Homes planning item that she should also declare an interest in the Cala Homes planning application because Cala had now bought out Banners Homes. The Chairman reported that they were still separate companies and she did not need to declare any further interests.

Mr Wood then asked the Chairman why her wording announcing that the RES project was not going ahead, was different to the wording used by GreenSquare. The Chairman confirmed that herself and GreenSquare had both advised that the project was not going ahead, and the slightly different wording didn't make any difference, the message was still the same.

District Councillor Nigel Randall then addressed the Parish Council and as a member of the public who came along to Parish Council meeting to listen to the debate, he asked that rather than going through the minutes in such fine detail, this and other minor issues should be sorted out, outside of the meeting to enable to Parish Council to discuss the more important and strategic issues.

**Resolved** that the reports be noted.



**150/13 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – Prior to the meeting, County Councillor Arash Fatemian had circulated his report. District Councillor Nigel Randall had no matters to report to the Parish Council.

Mr Wood asked Councillor Fatemian about the issues with traffic on Twyford Road. Councillor Fatemian advised that he was looking into the matter and liaising with his counterparts at Northamptonshire County Council.

**RESOLVED** that the report be noted.

**151/13 PLANNING**

i) Planning Applications

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

- |               |  |
|---------------|--|
| 14/00106/TCA  | Mr G Osborne<br>The Bridge House, Horn Hill Road, Adderbury<br>T3 x Birch fell, T x 6 Poplar fell  |
| 14/00112/TCA  | Mr S Satchwell<br>Hill House, Oxford Road, Adderbury<br>Various tree works   |
| 14/000476/ADV | Mrs S Robinson-Smith<br>The Pickled Ploughman, Aynho Road, Adderbury<br>Retrospective - 1 no non illuminated fascia sign, 1 no illuminated hanging sign and 1 no illuminated hoarding sign |
| 14/00253/LB   | Mrs S Robinson-Smith<br>The Pickled Ploughman, Aynho Road, Adderbury<br>Retrospective - New internal access between bar area and new extension, new advertisements and signage             |
| 14/00111/TCA  | Mrs J Eatwell<br>11 Meadow View, Adderbury<br>Various tree works   |

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

- |             |   |
|-------------|---|
| 14/00124/LB | Mrs J Gleed<br>The Old Farmhouse, East End, Adderbury<br>Replace one window to rear. Replace one window with double doors. Replace concrete lintels with hardwood. Fill doorway to kitchen with window and stone. |
|-------------|---|

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

- |            |  |
|------------|--|
| 14/00250/F | Banner Homes Midlands Ltd<br>Land North of Milton Road Adderbury |
|------------|--|

Demolition of existing agricultural buildings and erection of 20 private houses and 11 affordable dwellings, provision of public open space and land for a possible community use

14/00351/F                      Cala Midlands Ltd  
OS Parcel 3491 north of Adderbury Court, Oxford Road,  
Adderbury  
Erection of 25 homes and associated landscape  
infrastructure

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

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

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

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

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

**Resolved** that the report be noted.

- iii) Archstone Land – The Chairman reported that Archstone Land Ltd was acting for Geoff Colgrave with regard to the Aynho Road planning application, and this application included a piece of land on Milton Road, which may or may not be used as a football pitch. It may be necessary to apply for a change of use on this land for recreational purposes, and this needed to be discussed further by the Parish Council.

Clarification was also needed from Mr Colgrave about the cemetery extension. This matter had nothing to do with Archstone, it was in relation to a previous application for three houses on a piece of land, which dog legged around the cemetery. An application for three houses had been made previously, but it was then withdrawn, but the application had included a change of use for a cemetery extension, which had been passed by CDC.

Councillor Tony Gill suggested that if the land was to be used as a cemetery extension, then it should first be evaluated by a specialist in the light of recent problems at the cemetery.

However, the Chairman felt that it would be difficult to judge how the land would react to a flash flood and the cemetery had to be extended at some point. If an alternative site in the village had to be found for a new cemetery, when the current one was full, it would be far more expensive developing the infrastructure on a new site, than it would be to extend the current site.

Councillor Sue Jelfs felt that the Parish Council should be cautious, and the Chairman agreed, however, until discussions had started there was no way of knowing what the potential pitfalls would be.

The Chairman then suggested to the Parish Council, that it should move forward with this matter.

Councillor Ann Lyons proposed that a meeting with Archstone Land Ltd and Mr Colgrave should be arranged. This was seconded by Councillor Patricia Leeman. The motion was then carried.

**Resolved** that a meeting be arranged with Archstone Land Ltd and Mr Geoff Colgrave and Councillors Colin Astley, Diane Bratt, Paul Godwin, David Griffiths, Sue Jelfs, Patricia Leeman and Ann Lyons should attend the meeting. **Action DB**

(The was no request from any Parish Councillor for a recorded vote)

**Resolved** that the report be noted.

- iv) Section 106 Monies – The Chairman reported that Barbara Chilman from Oxfordshire County Council had been invited to attend the Parish Council meeting, but despite three emails being sent by the Clerk, there had been no reply. The Chairman asked Councillor Fatemian if he could contact Mrs Chilman and he agreed to do so.

The Parish Council discussed whether or not, Christopher Rawlins Primary School could be extended. Councillor Paul Godwin advised that a primary school could not be increased in size upwards and the School currently had works in hand to meet the needs of a disabled child at the School.

Councillor Colin Astley felt that a meeting with the County Council to discuss transport and education issues needed to be arranged as soon as possible, as this was also an area of concern.

County Councillor Fatemian reported that following his attendance at the Joint Parish Councils meetings in the last few months, he had followed up with senior managers on the criticism of the County Council with regard to the lack of joint working with Parish Councils.

The Chairman also reported that the Section 106 Working Group had been looking at the play areas in the village and was in the process of arranging meetings with contractors to obtain some quotes for refurbishing the equipment. The Chairman also reported that it was hoped that at some point, there would be some new equipment for teenagers and older people to use.

Councillor Gill also highlighted that the Parish Council could be guided by the Neighbourhood Planning process when allocating the Section 106 funds.

**Resolved** that the report be noted and Councillor Fatemian to contact Barbara Chilman on behalf of the Parish Council. **Action Cllr A Fatemian**

## 152/13 FINANCE

- xxiv) Bank Reconciliations - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 29 April 2014 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

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

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

**Resolved** that:

- 3) the following accounts be approved for payment:

T Goss – Salary for April 2014	£791.42
T Goss – Expenses for April 2014	£48.66
Nigel Claxton – Expenses at The Lakes	£44.54
Mr N Wood – Room Hire for the Parish meeting	£16.00
Green Scythe Ltd – Grass Cutting at the Lucy Plackett Playing Field	£85.20
Design Grow – Lakes Maintenance for March 2014	£50.00
Viking – Stationery Order	£45.86
S.Cochrane – Cleaning gutters at the LPAC	£45.00
Rascal Horticultural – Allotment and Cemetery Maintenance	£201.38
T.Goss – Petty Cash Top-up	£40.00
R. Bickley – Village Maintenance	£2382.97
Mr P Fennell – Refreshment for Annual Parish Meeting	£7.00

- iv) Parish Council Insurance – Councillor Patricia Leeman reported that she had looked at the insurance policy, along with Councillor Stuart Phipps and there were amendments to the Assets Register, some of which, may need to be forwarded to the insurance company.

**Resolved** that the report be noted and the Clerk to make the necessary amendments to the Assets Register and the insurance policy. **Action TG**

- v) Accounts 2013/2014

- a) Annual Return for the year ended 31 March 2014

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

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

- b) End of Year Accounts as at 31 March 2014

The Parish Council considered the Receipts & Payments Account and the Summary of Receipts and Payments and Analysis of Funds as at 31 March 2014.

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

### 153/13 PARISH COUNCIL MATTERS

- lviii) The Adderbury Plan (TAP) – Councillor Tony Gill reported that there was not much happening with the Plan itself, however, Councillor Colin Astley had spoken to David Peckford at Cherwell District Council and he had advised that Cherwell District Council's Local Plan should be adopted by the end of 2014/start of 2015.

Councillors Astley and Gill gave examples of other Parish Councils who had submitted their Neighbourhood Plans ahead of the District Council's Local Plan and there had been a number of difficulties because the Parish Councils could not demonstrate their 'duty to cooperate'. It would also be important to wait and see if any Neighbourhood Plans, submitted without Local Plans being place, would be tested in the courts. Therefore, David Peckford advised the Parish Council to be cautious.

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

Councillor Gill reported that the SHMAA for Oxfordshire would be looking at the demand and the economics of where things were going. He also highlighted that the sustainability work could be completed in parallel while the Local Plan inquiry was going ahead.

With regard to the Scoping Report, Councillor Gill reported that there had been a number of responses from stakeholders and the criticisms from the Environment Agency would hopefully be resolved.

Councillor Astley stated that the Parish Council had already made comments on the Local Plan but if the Parish Council wanted to defend the village identity, then they had to do their best to address some of the issues in person.

County Councillor Arash Fatemian highlighted that the SHMAA related to a 20 year period and that on the first day of the inquiry, there would be discussions about the duty to cooperate. There had already been objections from other councils and there would be discussions about the duty to cooperate versus the duty to agree. Therefore, the inquiry could be stopped at that point.

District Councillor Nigel Randall advised that the Parish Council should address whether or not it agreed with the Local Plan, and if not, then why not. Also, did these issues need to be brought to the attention of the Inspector and had the Parish Council informed Cherwell District Council of its objections, prior to the Plan being submitted.

Councillor Colin Astley reported that the comments which had been submitted, were based on the information available at the time, therefore some of those would now be irrelevant. Any further comments would need to state why the Plan was unsound.

Councillor Astley agreed to lead on this matter and would look at each topic and advise which ones needed to be reviewed. Councillors Diane Bratt, Matthew Burnell, Sue Jelfs, Patricia Leeman, Ann Lyons and Martin Rye all agreed to assist Councillor Astley with this.

He reminded members that the Parish Council was testing the soundness of the Plan and would have to decide where it was relevant to comment. Councillor Tony Gill agreed to look further at the SHMAA.

**Resolved** that:

- 1) the Parish Council would address the Local Plan Inquiry on the topics to be agreed, once the reviews have taken place, to be lead by Councillor Colin Astley; and **Action CA**
  - 2) Councillor Tony Gill to review the SHMAA. **Action T Gill**
- lix) Parish Council Surgery – Councillor Ann Lyons reported that one resident had attended the last surgery and made slanderous comments about the Parish Council. These comments had been noted in the surgery book.

**Resolved** that the report be noted.

#### **154/13 VILLAGE MATTERS**

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

**Resolved** that the report be noted.

- x) Play Area Inspections – Councillor David Griffiths reported that there were no issues at the play area in The Rise. There were no issues at the Lucy Plackett play area.

Councillor Patricia Leeman reported that a tree stump in the corner of the Lucy Plackett Play Area needed to be removed, as did the fixings for the 'chicken' which had been broken. Councillor David Griffiths agreed to look into these.

**Resolved** that the report be noted and Councillor David Griffiths to look into the issues of the tree stump and the fixings for the 'chicken'. **Action TG and DG**

- xi) Rural Exception Site (RES) – The Chairman reported that following her announcement at the Annual Parish Meeting on 24 April 2014 that the Rural Exception Site was no longer going ahead, there would be no discussion on the comments from the consultation event held on 27 February 2014, as these were now irrelevant.

The housing need identified by the housing needs survey would largely be met by the new developments in the village. The Parish Council had been reassured by Cherwell District Council that this would be the case, therefore GreenSquare would not be progressing the RES project. The Parish Council would now be seeking reassurance from CDC that the affordable housing would be allocated to those with Adderbury connections as they had stated.

With regard to the Parish Meeting, scheduled for 7 May 2014 at 730pm at the Parish Institute, Mr Wood confirmed that this had now been cancelled.

Mr Wood circulated to the Parish Council a number of questions about the RES and the Parish Council responded as follows:

Q1. Why was there a difference between the wording that Adderbury Parish Council used at the Annual Parish Meeting on 24 April 2014 which included the words 'mothballing' and 'foreseeable future'? The reply e had received from GreenSquare did not use any of those words and implied the site would appear again.

A1. The Chairman confirmed that this was the wording which had been given to her verbally by GreenSquare and the site would not be going forward as a Rural Exception Site.

Q2. How many of the affordable homes on Milton Road South and Aynho Road were going to be bought by a Housing Association?

A2. Cherwell District Council required 35% of the houses being built on each site, to be affordable homes. It was intended that these would all be purchased and managed by a housing association.

Q3. How did this number compare with the total number of affordable homes that Cherwell District Council and Adderbury Parish Council were entitled to have built (35%)?

A3. On each site, there would be 35% allocated as affordable housing; of that 35%, . As part of that 35% , 70% would be rented and 30% would be shared equity. Of the rented element 50% would be allocated to those with Adderbury connections on the first let, and 1 in 3 on subsequent lettings. There is no provision at present for shared equity homes to have an Adderbury connection but APC will work on that. .

Q4. If the full entitlement was not required, would this mean new planning applications, or would the changes just be passed as a minor change and therefore not subject to any notification, consultation or scrutiny?

A4. The Parish Council was unable to answer this question and it would be put into the letter/email to Bob Duxbury and Gary Owens, which was referred to earlier.

Q5. Which Councils and/or Housing Associations were going to buy them?

A5. The Parish Council was unable to answer this question as it was not known at this point, however it was understood that it would not be GreenSquare.

Q6. If it turned out that GreenSquare Housing Association was not amongst the buyers, what was their justification?

A6. GreenSquare specialised in developing Rural Exception Sites, they were not a housing association which would be involved with any normal housing developments and the allocation of affordable housing thereof.

Q7. How did their justification compare with their reasoning behind wanting to be the Housing Association for the RES?

A7. This question had been answered in Q6 above.

Q8. If the demand for affordable housing was so great, then why had the Cherwell District Council and Adderbury Parish Council not demanded the 50%?

A8. The affordable housing on these sites was agreed by CDC and is never 50%. The Adderbury connection had been determined by the results of the Housing Needs Survey, which had been carried out by the Parish Council. Had this survey not been carried out, then the Parish Council would not be in such a strong position and be able to provide the evidence that Adderbury people needed affordable homes in their village. The allocation of these properties would be carried out by Cherwell District Council's Housing Enabling Officer.

In relation to the RES, the Parish Council's demand was for only 13 affordable homes and 3 market homes, just for Adderbury people. So it was now hoped that all of the eligible people would be allocated one of these properties, on the new developments.

With regard to the RES letter which had been received from Donald Bradshaw, it was agreed that he should be advised that information on the RES was available on the Parish Council web site and would be in the May edition of Contact.

With regard to one point in his letter, the Parish Council highlighted that no one seemed to be able to find a reference in any documents about the RES, nor the Neighborhood Plan, that 97.7% of respondents did not want development of the piece of land that separated Adderbury from Banbury. The Chairman had checked with Nick Fennell and Roger Dickinson and this figure did not appear anywhere.

The results of TAP did state that 2.3% of people did want development in that area, but the figures could not be simply turned around to say that 97.7% did not want development there, as people might have abstained or rated their preferences in another order.

**Resolved** that:

- 1) the report be noted;
- 2) it be noted that GreenSquare is not now progressing with the Rural Exception Site on Twyford Road;



- 3) it be noted that the Parish Meeting on 7 May 2014 has been cancelled;
- 4) Gary Owens and Bob Duxbury be contacted to seek clarification that the affordable homes on the sites in Adderbury, will be allocated to people with Adderbury connections; and **Action TG**
- 5) Mr Bradshaw be advised that information on the RES is available on the Parish Council web site and in the May edition of Contact; **Action TG**

**155/13 CORRESPONDENCE** – There was one item of correspondence, which was the Countryside Voice magazine from the CPRE.

The Chairman highlighted a letter which had been received from Mr Peter Burrows, asking a number of questions about planning matters. However, the letter dated 26 March 2014, had been received by the Parish Council on 25 April 2014, and asked questions about matters which were no longer relevant or had now been addressed previously.

Unfortunately Mr Burrows had left the meeting prior to his letter being discussed by the Parish Council.

The Parish Councillors had also had sight of an email which Mr Burrows had sent to the Rt. Hon. Sir Tony Baldry MP and the Chairman was surprised at the rudeness of his email, especially as he was representing and contacting Sir Tony, in his capacity as the Chairman of ACAG.

The Parish Council agreed that the inaccurate statement in his letter about the Parish Council agreeing to 126 houses should be highlighted to Mr Burrows, as this was forced on the village by the District Council, not through any agreement by the Parish Council. There was also nothing further to add about the Rural Exception Site, as this project was no longer going ahead and all the queries had been answered in the Chairman's statement in the May edition of Contact.

**Resolved** that a response be sent to Mr Burrows, as discussed during the meeting.  
**Action TG**

**156/13 PUBLIC AND PRESS**

**Resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 157/13 & 158/13 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**157/13 WORKS TO THE RISE AND LPPF PLAY AREAS** – The Chairman reported that quotes for this work were still being obtained and this would be discussed at the next meeting.

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

**158/13 FRIENDS MEETING HOUSE** – The Clerk reported that three quotes had been obtained to remove the sycamore tree at the Friends Meeting House.

**Resolved** that the report be noted and the quote from Arborwork be accepted, subject to clarification with regard to their public liability insurance. Arborwork also be asked to remove the tree stump, if this could be completed for less than £650. **Action TG**

(Councillor David Griffiths chaired this item because the Chairman had declared an interest and left the meeting)

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

### **THE LUCY JANE PLACKETT CHARITY**

**159/13 LUCY JANE PLACKETT CHARITY** - There were no items to consider.

**Resolved** that the report be noted.

**160/13 MEETING DATES** - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

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

**160/13 ITEMS FOR THE NEXT AGENDA**

1. Transport
2. Works to The Rise and LPPF play areas

(The meeting closed at 10.10pm)

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Diane Bratt - Chairman  
20 May 2014