

ADDERBURY PARISH COUNCIL

TUESDAY 29 NOVEMBER 2022

Clerk & Responsible Financial Officer

Theresa Goss
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22 November 2022

Dear Councillors,

A meeting of the Parish Council will be held on **Tuesday 29 November 2022 at 7.30pm** at Church House, High Street, Adderbury to transact the business set out in the Agenda below and you are summoned to attend.

The District Councillors Mike Bishop, David Hingley and Adam Nell and County Councillor Arash Fatemian are also invited to attend.

Members of the public are invited to attend the meeting, however please note that this will be for the purposes of viewing the meeting only and public participation will only be permitted during the Open Forum. The 3 minute public speaking rule, as per the Parish Council's Standing Orders, will apply.

T.Goss
Clerk to the Parish Council

A G E N D A

1. **Welcome** – The Chairman to welcome members of the public and Councillors to the meeting.
7.30pm – 7.35pm
2. **Apologies for absence** - To receive any apologies for absence from the meeting.
7.35pm – 7.40pm
3. **Declarations of Interest** - Members are asked to declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice cannot be given to Councillors at Parish Council meetings.
7.40pm – 7.45pm
4. **Minutes** – To consider the minutes of the meeting held on 18 October 2022 and any matters arising from those minutes. **(Attached)**
7.45pm – 7.50pm
5. **Chairman's Announcements**
 - Report from the Parish Liaison Meeting held on 17 November 2022
 - Report from the Meeting with Police and Crime Commissioner for Thames Valley Police held on 16 November 2022
 - Report from the Code of Conduct Training held on 23 November 2022
 - Christmas Tree Festival, 2 to 4 December 2022**7.50pm – 7.55pm**
6. **Open Forum** - Members of the public are invited to raise any items which concern the Parish.
(10 minutes maximum/3 minutes per person)
7.55pm – 8.05pm

7. **Reports from County and District Councillors** - To receive reports from the Adderbury County Councillor and District Councillors. **8.05pm – 8.15pm**
8. **Planning**
- i) Planning Applications - To note the planning applications considered by the Parish Council since the last meeting. **(Report to follow)**
 - ii) Results of Planning Applications - To note the results of planning applications determined by Cherwell District Council's Planning Committee. **(Report to follow)**
- 8.15pm – 8.25pm**
9. **Village Matters**
- i) FOCAL – To receive a report on the work of FOCAL. **(Report to follow)**
 - ii) The Community and Sports Centre Project (Milton Road) - To receive a progress report on the building project and an update on the grant funding/fundraising organised by the Parish Council & Working for Adderbury Community (WFAC) Working Group. **(Report to follow)**
 - iii) HM The Queen, Platinum Jubilee, 'The Queen's Green Canopy' – To receive an update on the project to plant 15 trees, which have been received from the Woodland Trust. **(Report to follow)**
 - iv) The Hedgehog Highway Project – To discuss the Hedgehog Highway Project. **(Report to follow)**
 - v) Traffic Calming Working Group/Parking Issues in Croft Lane – To note the minutes of the Traffic Calming Working Group held on 8 November 2022 and to note the outcomes of the meeting with the County Council Highway Officers regarding the parking issues in Croft Lane and at its junction with High Street. **(Minutes to follow)**
- 8.25pm – 8.45pm**
10. **Parish Council Matters**
- i) Parish Council Surgery – To note any issues raised at the Surgery held on 5 November 2022. There is no surgery in December 2022.
 - ii) Health and Safety:-
 - To note the play area inspection at The Rise from Councillor Simon Davies;
 - To note the play area inspection at the Lucy Plackett Playing Field from Councillor Simon Davies; and
 - To note the inspection at Adderbury Lakes from Councillor Diane Bratt.
 - iii) Parish Council Newsletter – To discuss the contents of the next Newsletter.
 - iv) Registration of Land – To receive an update on the registration of the Railway Embankment and Lucy Plackett Playing Field.
- 8.45pm – 8.55pm**
11. **Finance**
- i) Section 106 Funds – To discuss the Section 106 funds held at Oxfordshire County Council. **(Report to follow)**
 - ii) Information Security Policy – To approve an Information Security Policy for the use of card readers linked to the Parish Council bank account. **(Policy to follow)**

- iii) Approval of Accounts for Payment, Income, Uncashed Payments and Bank Reconciliation - To approve the accounts for payment and note the income received since the last meeting, the uncashed payments and the bank reconciliation. **(Reports to follow)**
 - iv) Financial Report - To note the financial report. **(Report to follow)**
 - v) Budget Monitoring – To note the budget monitoring from 1 April 2022 – November 2022. **(Report to follow)**
 - vi) Walled Garden Allotments – To review the rents for 2023/2024. **(Report to follow)**
 - vii) Adderbury Cemetery – To review the burial fees for 2023/2024. **(Report to follow)**
 - viii) Internal Audit 2022/2023 – To confirm the appointment of the Internal Auditor for 2022/2023.
8.55pm – 9.15pm
12. **Correspondence** - Items of correspondence will be circulated to members.
9.15pm – 9.20pm

The Lucy Jane Plackett Charity

(No Items)

13. **Public and Press** – To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for items numbered 14, 15, 16, 17 & 18 on the grounds that it could involve the likely disclosure of private and confidential information.
9.20pm
14. **Quotes for Tree Survey** – To consider quotes for a new survey of the Parish Council trees in the village.
(Report to follow)
9.20pm – 9.25pm
15. **Quotes for Work to Amenity Areas/Trees in the Village** - To consider quotes for work in the amenity areas and trees on Parish Council land. **(Report to follow)**
9.25pm - 9.30pm
16. **Fallen Sycamore Tree at Adderbury Lakes** – To consider quotes for the fallen Sycamore tree at Adderbury Lakes. **(Report to follow)**
9.30pm – 9.35pm
17. **Maintenance Contracts for 2023/2024** – To discuss quotes for the following contracts:
- Grass Cutting - Lucy Plackett Playing Field
 - Grass Cutting - Village areas and highways verges
 - Grass Cutting - Milton Road Field
 - Maintenance - Adderbury Lakes
 - Maintenance - Allotments and Cemetery
- 9.35pm – 9.40pm**
18. **Staffing Matters** – To note matters relating to the Clerk and Responsible Financial Officer.
9.40pm – 9.50pm
19. **Meeting Dates** – Future meeting dates to be agreed as follows and will commence at 7.30pm and Church House, High Street, Adderbury.
- 29 November 2022
 - 17 January 2023
 - 28 February 2023
 - 28 March 2023
 - 5 April 2023 (Annual Parish Meeting at the Methodist Hall)

- 25 April 2023

9.50pm

20. **Items for the Future Agendas/Items of Information**

- Induction for Councillors
- Day of Dance 2023
- Budget, Grant Applications and Precept for 2023-2024

9.50pm