

ADDERBURY PARISH COUNCIL

TUESDAY 30 APRIL 2024

Clerk & Responsible Financial Officer

Theresa Goss
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23 April 2024

Dear Councillors,

A meeting of the Parish Council will be held on **Tuesday 30 April 2024 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 David Hingley, Adam Nell and Rob Pattenden 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 26 March 2024 and any matters arising from those minutes. **(Attached)**
7:45pm – 7:50pm
5. **Chairman's Announcements**
 - Grass cutting and 'No Mow May'**7:50pm – 8:00pm**
6. **Open Forum** - Members of the public are invited to raise any items which concern the Parish.
(10 minutes maximum/3 minutes per person)
8:00pm – 8:10pm

7. **Reports from County and District Councillors** - To receive reports from the Adderbury County Councillor and District Councillors.

8:10pm – 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)**
- iii) Adderbury Neighbourhood Plan (ANP) – To note the progress which the ANP Working Group has made in relation to updating the Plan.
- iv) 21/01966/F, Land to Rear of Gracewell Care Home, Gardner Way Adderbury – To discuss the planning permission which has been granted for the erection of 18 dwellings and access road and the latest response from Cherwell District Council.

8:15pm – 8:30pm

9. **Village Matters**

- i) FOCAL – To receive a report on the work of FOCAL. (Report to follow)
- ii) Community and Sports Centre Project (Milton Road) - To receive a progress report on:
- the building project;
 - grant funding applications; and
 - fundraising organised by the Parish Council & Working for Adderbury Community (WFAC) Working Group.
- iii) Flood Risk Management - To discuss the opportunity for funding from Oxfordshire County Council. **(information previously circulated)**

8:30pm – 8:45pm

10. **Parish Council Matters**

- i) Parish Council Elections – To note that the Parish Council elections on Thursday 2 May 2024 are uncontested and from 7 May 2024, there will be eight Parish Councillors. The remaining four vacancies can be filled by co-option.
- ii) Health and Safety:
- To note the play area inspections at The Rise and Lucy Plackett Playing Field from Councillor Simon Davies;
 - To note the inspection at Adderbury Lakes from Councillor Diane Bratt; and
 - To note the inspection at the Walled Garden Allotments from Councillor Rachel Moffat.
- iii) Parish Council Newsletter – To discuss the contents of the next Newsletter.
- iv) Parish Council Representative on the Feoffees – To discuss the Parish Council's representative on the Adderbury and Milton Feoffees.

- v) Provision of Hearing Loops at Meetings – To discuss the issue raised at the Annual Parish Meeting regarding the availability of a hearing loop at Parish Council meetings and the Annual Parish Meeting.

8:45pm – 9:00pm

11. **Finance**

- i) Internal Auditor's Report 2023/2024

- To review the Internal Auditor's Report for 2023/2024 and note the recommendations and actions; and **(Report to follow)**
- To note the Annual Internal Auditor's Report 2023/2024 within the Annual Governance and Accountability Return for the year ended 31 March 2024. **(Report to follow)**

- ii) Accounts 2023/2024 - To receive and approve the Receipts & Payments Account as at 31 March 2024. **(To follow)**

- iii) Annual Governance and Accountability Return for the year ended 31 March 2024 - To approve Section 1, the Annual Governance Statement 2023/2024. **(To follow)**

- iv) Annual Governance and Accountability Return for the year ended 31 March 2024 - To approve Section 2, the Accounting Statements for 2023/2024. **(To follow)**

- v) Notice of Public Rights – To note that the public has the right to inspect the Parish Council's accounting records for 2023/2024 for 30 days starting from 10 June 2024 until 19 July 2024. **(To follow)**

- vi) Appointment of Internal Auditor for 2024/2025 – To appoint Auditing Solutions Ltd as the Internal Auditor for 2024/2025.

- vii) Financial Matters

- To approve the accounts for payment; and
- To note the income received since the last meeting, the uncashed receipts & uncashed payments and the bank reconciliation. **(Reports to follow)**

- viii) Budget Monitoring – To note the budget monitoring report for 2024/2025. **(Report to follow)**

- ix) General and Ear-Marked Reserves – To note and approve the Parish Council's Reserves. **(Report to follow)**

- x) Adderbury Green Association – To review the annual contribution from the Adderbury Green Association towards cutting the grass on The Green.

9:00pm – 9:20pm

12. **Correspondence** - Items of correspondence will be circulated to members.

9:20pm – 9:25pm

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 item numbered 14, 15 & 16 on the grounds that it could involve the likely disclosure of private and confidential information.

9:25pm

14. **Track to the Railway Embankment** – To receive an update on the ownership of the track.

9:25pm – 9:30pm

15. **The Pound** – To discuss the lease at The Pound.
9:30pm – 9:35pm
16. **Adderbury Cemetery** – To consider quotes for the maintenance works to the headstones in Adderbury Cemetery.
9:35pm – 9:40pm
17. **Meeting Dates** – Future meeting dates to be agreed as follows and will commence at 7.30pm at Church House, High Street, Adderbury.
 - 21 May 2024
 - 25 June 2024
 - 30 July 2024
 - 10 September 2024
 - 22 October 2024
 - 26 November 2024**9:40pm**
18. **Items for Future Agendas/Items of Information 9:40pm**