

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 18 OCTOBER 2022 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY

PRESENT: Councillor Diane Bratt (Chairman); Councillors Jacky Atkinson, Simon Davies, Joel Greenberg, Oliver Ighani, Ann Lyons, Rachel Moffat, Lucy Wells and Rob Yeatman.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), District Councillor David Hingley and two members of the public.

49/22 Apologies – Parish Councillor Sue Jelfs submitted her apologies because she was unwell.

Resolved that the apologies from Parish Councillor Sue Jelfs be accepted and the absence authorised.

50/22 Declarations of Interest – All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 61/22 - Trees in the Lucy Plackett Playing Field - Councillor Ann Lyons declared an interest in this item because she was a resident of Dog Close.

Resolved that the interests be noted.

51/22 Minutes – Prior to the meeting, the minutes of the meeting held on 26 July 2022 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 26 July 2022 be approved and signed by the Chairman.

52/22 Matters Arising from the Minutes of 26 July 2022 – There were no matters arising.

53/22 Chairman's Announcements

- Trish Fennell was retiring after 33 years of reporting on the Parish Council meetings. The Parish Council passed its thanks to Trish and asked the Clerk to send Trish some flowers to show its gratitude.
Action TG

54/22 Open Forum – The residents did not wish to address the meeting.

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents and provide details of issues within its minutes, unless they are addressing the Parish Council in an official capacity or they specifically request for their name to be included)

55/22 Reports from County and District Councillors – District Councillor David Hingley reported that there was a Local Plan meeting at Cherwell District Council for Parish Councils being held on Wednesday 19 October 2022, 7.00pm to 8.30pm. There would also be a Local Plan consultation process in due course.

Cherwell District Council was holding a virtual Parish Liaison Meeting on Thursday 17 November 2022 at 6pm, which all Parish Councillors were encouraged to attend.

Following the conclusion of the Community Governance Review, land north of Twyford Road was being removed from Bodicote Parish and allocated to Banbury.

A number of applications for 5G masts had been submitted to Cherwell District Council, including in Bodicote and surrounding villages such as Cropredy. However, the main concerns with these applications were their locations in Conservation Areas.

Cherwell District Council had allocated funds to deal with cost of living crisis and to support 'Warm Spaces' around the District.

Code of Conduct training was being held at Cherwell District Council on Wednesday 23 November 2022.

Councillor Hingley was thanked for his report.

Resolved that the report be noted.

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56/22 Planning

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

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

- | | |
|---------------|--|
| 22/02419/F | Cross Hill House, Cross Hill Road, Adderbury |
| & 22/02420/LB | Construction of a pool house and gym, swimming pool and tennis court within the grounds of Cross Hill House. Annexe accommodation to be provided at 1st floor above the gym |
| 22/02244/F | Nell Bridge House, Nell Cottage, Aynho Road, Adderbury,
Rebuilding the single storey part with the addition of a first floor extension above to the rear and internal alterations to Nell Cottage. Converting a ground floor room and a first floor room from Nell Cottage into part of Nell Bridge House dwelling. |
| 22/02634/TPO | Greenhill House, Greenhill, Twyford
T1/T2/T3 - Fell 3 x Scotts pines that have died. They are located within reach of a close - Subject to TPO 29/01989 |
| 22/02790/F | Callaly Cottage, Tanners Lane, Adderbury
Erection of a timber summerhouse & pergola |
| 22/02835/TCA | Weston House, 3 Lambourne Way, Adderbury, Banbury
Works to trees |
| 22/02896/TPO | The Maltings, 10 Adderbury Court, Adderbury
Beech (T1) - Crown lifting the lowest section of crown on the north side to an approximate height of 5 metres to match the remainder of the crown - subject to TPO 02/2015 |
| 22/02901/F | White House, Manor Road, Adderbury
Two storey rear extension |
| 22/02881/F | Bo Peep Farm Caravan Park, Aynho Road, Adderbury
Enlarge the office space and create a bridal suite within the reception building |
| 22/02882/F | Bo Peep Farm Caravan Park, Aynho Road, Adderbury,
Addition of a single storey extension with a pitched roof to enlarge the food prep kitchen area |

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

- | | |
|------------|---|
| 22/02055/F | The Gables, The Green, Adderbury
Installation of solar power panels to the roof of our home - 14-18 panels |
| 22/02796/F | 66 Rochester Way, Twyford
Erection of one new dwelling - re-submission of 22/01890/F |

Resolved that, it be noted that the Parish Council was considering the following planning applications/works to trees:

- | | |
|---------------|---|
| 22/02679/DISC | Grooms Lodge, Oxford Road, Adderbury
Discharge of Conditions 3 (stone sample panel), 4 (sheeting roof details) and 5 (rooflights) of 22/01232/F |
| 22/02684/DISC | Grooms Lodge, Oxford Road, Adderbury
Discharge of Conditions 3 (stone sample panel), 4 (sheeting roof details) and 5 (rooflights) of 22/01233/LB |

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- 22/02696/DISC OS Parcels 3309 And 4319 Adjoining And North Of, Milton Road, Adderbury
Discharge of Conditions 3 (surface water drainage scheme), 6 (revised plan), 7 (landscaping scheme), 8 (site levels), 9 (surface water drainage scheme), 11 (turning area and parking spaces), 12 (boundary enclosures), 14 (public footpath) and 15 (covered cycle parking facilities) of 18/00220/F
- 22/02927/F 51 Walton Avenue, Twyford
First floor side and rear extension. Front porch extension
- 22/03037/LB 1 Lambourne House, Lambourne Way, Adderbury
Removal of existing modern plasterboard internal walls, doors and sanitaryware. Construction of new modern plasterboard walls, doors and sanitaryware to create new family bathroom and bedroom
- 22/0298/F Kelwyn, 15 Margaret Road, Twyford,
Alterations to front elevation, upwards extension of roof, erection of single and two storey rear extensions and application of render to walls
- 22/02880/F Bo Peep Farm Caravan Park, Aynho Road, Adderbury
Change of use of land from caravan site to Sui Generis (outdoor events including wedding ceremonies) and the erection of a wooden structure
- 22/03090/F Coromadel Cottage, Horn Hill Road, Adderbury
Variation of Condition 6 (use of dwelling) of 20/01627/F - Due to a change in circumstances the applicant would like to use the annexe for occasional holiday let use

- ii) Planning Results – The results of planning application determined by Cherwell District Council since the last meeting of the Parish Council, had been circulated to all Councillors prior to the meeting.

Resolved that the report be noted.

- iii) Proposed Base Station Installation Upgrade at Cornerstone 10873421 – The Parish Council considered a proposal for an upgrade to a monopole at Banbury Business Park.

Resolved that the Parish Council has no comments on this proposal at the current time.

- iv) Planning Application 22/00959/REM – The Parish Council discussed the reserved matters application for OS Parcel 9100 Adjoining and east of Last House adjoining and North of Berry Hill Road, Adderbury.

Resolved that the Parish Council objects to application 22/00959/REM on the following grounds:

1. Disappointment that the issues with the affordable housing had not been addressed and they were still located on the front of the development, butting up to the existing houses, which existing residents on Berry Hill Road and the Parish Council had objected to. The Parish Council requests that the affordable housing be located closer to the public open space and play area because these are family homes and will be closer for the children living in the affordable housing to use.
2. The design of the affordable housing is unacceptable and should be changed to replicate the other houses on the development. Currently, it is very clear that these are affordable homes and they should be better integrated into the development. They have none of the architectural features or finishing touches of the market homes. The Design and Access statement says the affordable housing will be 'tenure blind' but this is definitely not the case, both from the design of the affordable housing and from their position, all grouped together.
3. It was stated in the Design Access Statement that the new housing would replicate those on Berry Hill Road (and the D&A showed photos of such housing including architectural features), but this is not the case for the affordable housing and those that do replicate the Berry Hill Road homes, are located well inside the development. The Parish Council requests that whatever housing is along the frontage of the development (so continuing Berry Hill Road in effect) should

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replicate the different styles standard of other properties in Berry Hill Road. The applicant has suggested the existing hedge makes this unnecessary, but the hedge may not exist in future years or may be cut lower at various times, thus showing these properties.

4. There are too many red brick properties and not enough made from Hornton stone.
 5. The recently included block of flats is not in-keeping with the development and too prominent from Berry Hill Road. This forms part of the group of affordable housing and should be further into the development. Also points 1,2 and 3 apply to this building
 6. More information is requested on the landscaping, screening and vegetation which will be planted on the development. Particularly on the west boundary which is adjacent to existing properties. The Parish Council is pleased this has been widened slightly, but as a result the area of land there will need to be planted suitably. There does not appear to be any indication of this on the landscape drawings.
- v) Working Arrangements at Cherwell District Council – The Parish Council discussed querying with Cherwell District Council, why Officers were continuing to work from home and were not available for face-to-face meetings.

Resolved that contact be made with the Chief Executive at Cherwell District Council raising this issue and requesting an explanation. **Action TG**

57/22 Village Matters

- i) FOCAL – Prior to the meeting, Councillor Jacky Atkinson had circulated a report on the work of FOCAL.

Resolved that the report be noted.

- ii) The Milton Road Community Project – Prior to the meeting, the Chairman had circulated a progress report on the Milton Road community project. There was also an update on the fundraising activities of Working for Adderbury Community (WFAC) and a wine tasting event was being held on Friday 21 October 2022.

Resolved that:

- 1) the report be noted and approved;
 - 2) the Chairman and Clerk be authorised to continue the management of the land and the pitch area including the mowing and other requirements like fertiliser and spraying of weeds;
 - 3) the Project Management Team be authorised to continue working with the WFAC residents' group to progress the Building Phase of the project; and
 - 4) the Chairman and Architect be authorised to continue to work on the discharge of planning conditions.
- iii) HM The Queen, Platinum Jubilee, 'The Queen's Green Canopy' – The Parish Council discussed locations for the 15 trees which have been ordered, free of charge, from the Woodland Trust.

Resolved that:

- 1) contact be made with the County Council with regard to planting trees in their grass verges and along the strip of land on Aynho Road, running from John Harper Close to Deene Close;
- 2) contact be made with Cherwell District Council with regard to planting trees in The Rise;
- 3) contact be made with Cancer Research with regard to planting trees on their land, behind the Parish Council's land in Vera Wood Close; and
- 4) the Parish Council agrees in the principle to covering the cost plaques for the trees, once quotes have been obtained.

Action TG

- iv) Replacement Bench – The Parish Council discussed replacing the bench outside Christopher Rawlins Primary School.

Resolved that the Lowther Bench be ordered from Glasdon Ltd and Alan Bower be contacted for a quote for the installation. **Action TG**

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- v) Ukrainian Refugees in Adderbury – The Parish Council discussed arranging an event to welcome the Refugees and their families to the Village. Cherwell District Council had arranged an event for 26 October 2022 and it was agreed that the Parish Council would arrange an event if it was necessary in the future.

Resolved that the report be noted.

- vi) Recycling Bins on Banbury Road (A4260) – The Parish Council discussed a request for the removal of the recycling banks in this layby, just outside Adderbury village, due to the constant fly-tipping and littering in the area. Other issues with refuse bins were also raised by Councillors.

Resolved that:

- 1) the request be made to Cherwell District Council that the recycling bins are removed from the A4260 layby;
- 2) the refuse collectors be requested to locate the grey food waste bins further back towards the properties to help to stop them blowing into the road; and
- 3) residents be encouraged to use food caddy bags in their food waste bins.

Action TG

- vii) Wildflower Areas – The Parish Council discussed signage for the wildflower areas in the village.

Resolved that the expenditure on the signage for the wild flower areas, which will be in the region of £45 per sign, be approved. **Action DB**

- viii) Parking in Croft Lane and High Street – The Parish Council discussed the parking issues in Croft Lane and on High Street.

Resolved that:

- 1) the parking issues be reported to County Council's Civil Enforcement Officers;
- 2) the parking issues at dropping off and collection times be reported to the Primary School;
- 3) contact be made with the County Council's Highways Officers with regard to solutions to the parking issues; and
- 4) a note be added on the Parish Council and village web sites and Facebook pages asking drivers to park considerately.

Action TG

- ix) Signage of The Green – The Parish Council discussed the number of signs which are located on The Green.

Resolved that:

- 1) the businesses be written to and asked to have one sign only and it be located on the small traffic triangle; and
- 2) contact be made with the County Council with regard to brown directional tourist signs being permanently located at The Green to replace the individual temporary signs.

Action TG

58/22 Parish Council Matters

- i) Parish Council Surgery – There was only one resident who attended the Parish Council Surgery in October 2022 and it was felt that a review of the continuation of the Surgeries, should be carried out at the next meeting.

The next surgery was being held on 5 November 2022.

Resolved that the report be noted.

- ii) Parish Council Email Addresses – The Parish Council discussed the Parish Council email addresses. District Councillor David Hingley offered to assist the Clerk with obtaining these addresses.

Resolved that .gov.uk email addresses be investigated. **Action DH/TG**

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- iii) Health and Safety – The Parish Council considered a number of health and safety inspections.
- Play area inspection at The Rise – Councillor Simon Davies reported that there were no issues at The Rise.
 - Play area inspection at the Lucy Plackett Playing Field – Councillor Simon Davies reported that there were no issues, but some of the equipment was looking tired and might need to be replaced in the near future.
 - Adderbury Lakes – The Chairman reported that bridge work had been completed.
- iv) Parish Council Newsletter – The Parish Council discussed items for inclusion in the next Parish Council Newsletter in Contact and also suggestions for the next edition of Contact.

Resolved that the Parish Councillor Rachel Moffat to continue to edit the Parish Council Newsletter and Councillors to forward items to her. **Action ALL**

- v) Parish Council Representative on Adderbury & Milton Feoffees – The Parish Council discussed the appointment of a representative on the Feoffees, following Patricia Leeman's term of office coming to an end. The Parish Council was permitted to have two representatives on the Feoffees and the other was Councillor Lucy Wells.

Resolved that the Councillor Simon Davies be appointed as the Parish Council's representative on the Feoffees. **Action TG**

- vi) Changes of Rules and Regulation for Burials at Adderbury Cemetery – The Parish Council discussed amending the Rules and Regulations for Adderbury Cemetery to include an obligation that re-seeding or turfing a grave, once a burial has taken place, should be undertaken by the purchaser and that the purchaser should sign an agreement confirming that they will adhere to the Rules and Regulations.

Resolved that the following amendment be made to the Rules and Regulations for Adderbury Cemetery:

re-seeding or turfing of a grave, once a burial has taken place, should be undertaken by the purchaser and the purchaser should sign an agreement confirming that they will adhere to the Rules and Regulations for Adderbury Cemetery.

- vii) Walled Garden Allotments – The Chairman updated the Parish Council on the progress with the issues at the Walled Garden Allotments.

Resolved that the report be noted.

- viii) Oxfordshire Association of Local Councils (OALC) Executive Committee Nomination – The Parish Council discussed nominating the Chairman as a representative on the OALC Executive Committee.

Resolved that the Chairman, Diane Bratt, be nominated as a representative on the OALC Executive Committee. **Action TG**

59/22 Finance

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

Resolved that the accounts for payment be approved, as detailed in appendix 1 to the minutes.

- ii) Bank Reconciliation, Uncashed Payment & Income Since the last Meeting - Prior to the meeting, the Clerk had circulated the income which had been received since the last meeting, the uncashed payments and the bank reconciliation, as at 18 October 2022 for the accounts at Unity Trust Bank and the Cambridge Building Society.

Resolved that the income, uncashed payments and the bank reconciliation be noted.

- iii) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as 18 October 2022.

Resolved that the report be noted.

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- iv) Budget Monitoring – Prior to the meeting, the Clerk had circulated the budget monitoring from 1 April 2022 to 18 October 2022

Resolved that the report be noted.

- v) Conclusion of External Audit – Prior to the meeting, the conclusion of the External Audit for 2021/2022 and the External Auditor's report had been circulated to the Parish Council.

Resolved that the report and the conclusion of the External Audit be noted.

- vi) External Auditor – The Clerk advised that the Parish Council had to appoint an external auditor for the next five years, starting in 2022/2023.

Resolved that Moore be appointed as the external auditor for the next five years, starting in 2022/2023.

- vii) Remembrance Day Poppies – The Parish Council discussed a request to fund a display of poppies, which would be attached to street lamps throughout village, to commemorate those named on the War Memorial for Remembrance Day

Resolved that the grant of £132.00 be approved. **Action TG**

60/22 Correspondence – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY (Three items)

61/22 Trees in the Lucy Plackett Playing Field – The Parish Council discussed work to cut back two Royal lime trees in the Lucy Plackett Playing Field opposite the Old Rectory, following approval of an application to Cherwell District Council.

Resolved that the work to the Royal lime trees be approved and other areas be tidied up, as necessary.
Action DB

62/22 Exclusion of the Public and Press

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 63/22, 64/22 & 65/22 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

63/22 Quotes for Play Equipment at the Lucy Plackett Playing Field – The Parish Council discussed a quote for a new climbing foot board for the play area at the Lucy Plackett Playing Field.

Resolved that quote from Playdale be accepted. **Action TG**

64/22 Quotes for Tree Survey – The Chairman asked the Parish Council to defer this item to the next meeting so another quote could be obtained.

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

65/22 Lucy Plackett Playing Field and Railway Embankment – The Parish Council received an update on registering the Parish Council's land on the railway embankment and the Lucy Plackett Playing Field and agree the costs associated with land registration.

Resolved that the report be noted, the expenditure for the registration be approved and Strutt and Parker be advised that the Parish Council is progressing with its land registration application. **Action TG**

66/22 Meeting Dates – The Chairman reported that Parish Council meetings would be held in Church House, High Street, Adderbury, at 7.30pm on the following dates:

- 29 November 2022
- 17 January 2023
- 28 February 2023
- 28 March 2023

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- 5 April 2023 (Annual Parish Meeting)
- 25 April 2023
- 23 May 2023
- 27 June 2023
- 25 July 2023
- 26 September 2023
- 24 October 2023
- 28 November 2023

67/22 Items for Future Agendas (For Information Only)

- Monitoring of brambles at the Lucy Plackett Playing Field
- Lucy Plackett Playing Field – Area for Dogs
- Day of Dance 2023
- Section 106 Funds

(Meeting closed at 9.30pm)

Chairman – 29 November 2022