

ADDERBURY PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 24 MAY 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 and Lucy Wells.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), District Councillor Adam Nell and one member of the public.

The Chairman welcomed everyone to the meeting, especially Joel Greenberg because it was his first meeting as a Councillor.

1/22 Apologies - Councillor Sue Jelfs submitted her apologies because she had another appointment.

Councillor Rachel Moffat submitted her apologies because she was unwell.

Councillor Laura Walker submitted her apologies because she was at work.

Trish Fennell and District Councillors Mike Bishop and David Hingley also submitted their apologies.

Resolved that the Parish Councillors apologies be accepted and the absences authorised.

2/22 Appointment of Chairman for 2022/2023 – The Chairman proposed to the Parish Council that it suspended Standing order 5 (f) which allowed the Vice-Chairman to Chair this item only.

The Vice-Chairman, Oliver Ighani, asked for nominations for the position of Chairman of the Parish Council for 2022/2023.

Resolved that:

- 1) Standing Order 5 (f) be suspended and the Vice-Chairman to take the Chair for this item only; and
- 2) Councillor Diane Bratt be appointed as Chairman for 2022/2023.

Councillor Diane Bratt then signed the Chairman's Acceptance of Office form.

3/22 Appointment of Vice-Chairman for 2022/2023 – The Chairman asked for nominations for the position of Vice-Chairman of the Parish Council for 2022/2023.

Resolved that Councillor Oliver Ighani be appointed as Vice-Chairman for 2022/2023.

4/22 Declarations of Interest – All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 7/22 – Chairman's Announcements, Party in the Park - Councillor Simon Davies and Ann Lyons declared an interest in this item because they lived very close to the Lucy Plackett Playing Field, where the event was taking place.

Resolved that the interests be noted.

5/22 Minutes – Prior to the meeting, the minutes of the meeting held on 26 April 2022 had been circulated to the Parish Council.

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

6/22 Matters Arising from the Minutes of 26 April 2022

Minute Number 146/21 (v) - Allotments – The Chairman reported that following an inspection of the Walled Garden Allotments, plots 9, 13, 14 and 17A (top half) needed to be sprayed with weed killer as they had not been maintained by the tenants, in accordance with the Conditions of Tenancy.

The tenants of plots 13 & 14 would be contacted about 4th Corner Ltd spraying weed killer and so too would the new tenant of plot 17A (top half), as they would be taking over the tenancy from 1 June 2022. The new

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tenant of plot 9 had already asked that weed killer not be sprayed and that it instead was cleared. It was agreed that a quote would be obtained from 4th Corner Ltd for this work and the tenant would be asked to make a contribution. The quote for the weed killing on plots 13, 14 and 17A (top half) was accepted. **Action TG**

It was also felt that the Conditions of Tenancy should be reviewed at the next meeting because unconfirmed reports had alluded to another tenant using their plot for commercial purposes. **Action TG**

7/22 Chairman's Announcements

- An update on the plans for Party in the Park being held on 11 June 2022 had been circulated to Councillors prior to the meeting. It was confirmed that the play area would still be accessible during the event and comments had been made by residents that the event was quite expensive. The Councillors suggested that there could be a family ticket for £35.00. **Action TG**

The Chairman had sent a further email to the organisers asking for clarification regarding emergency exits and security of the areas around the outside of the fenced area.

At future events, it was suggested that guests should not be able to bring their own alcohol. This would be suggested to the organisers. **Action TG**

- Councillors Induction – Information had been circulated to the Parish Council with regard to responding to planning applications and the grounds for making an objection. Councillors were also encouraged to attend Cherwell District Council's Parish Liaison Meeting on 8 June 2022. Councillor Jacky Atkinson confirmed that she would be attending the meeting and her place had been booked by the Clerk.

8/22 Open Forum – The resident thanked the Parish Council for the meeting which had been arranged for residents with Hayfield Homes on 17 May 2022 with regard to the development on Berry Hill Road. The residents had raised a number of issues with the developer and asked the Parish Council to support the views of West Adderbury Residents Association. The Chairman advised that the Parish Council's response had been submitted to Cherwell District Council (CDC) and would be available on CDC's planning portal.

(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)

9/22 Reports from County and District Councillors – Prior to the meeting, District Councillor David Hingley had circulated his report to the Parish Council.

District Councillor Adam Nell reported on a number of items, including a crackdown on fly tipping and that £1.8m had been received for works to the A41 in Bicester which had come from Central Government. There were a number of Cherwell District Council Platinum Jubilee events being held over the bank holiday weekend and details were on CDC's web site.

There were now a number of Ukrainian families in the Cherwell area and there was an agreement with Oxfordshire Enterprise Partnership, which meant that Ukrainian people applying for jobs in Oxfordshire would be guaranteed an interview. English lessons and toys were also being provided for families. £350 was being paid to sponsors by Cherwell District Council from Central Government, but this was subject to accommodation and landlord checks.

A number of electric charging points had also been installed in Bicester and Banbury.

At Cherwell District Council, there were a number of staff members from the planning department who were leaving their posts and CDC was now hoping to expand the budget to try and retain staff.

The County Council was consulting on an Open Water Safety Strategy and the Voluntary and Community Sector Strategy. The County Council was also consulting on the Banbury Local Cycling and Walking Infrastructure Plan and Councillor Nell encouraged the Parish Council to respond.

10/22 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.

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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:

- | | |
|-------------|--|
| 22/00989/LB | White Lion Cottage, Oxford Road, Adderbury,
Replacement front door and top floor rooflight |
| 22/00811/F | Carlyon House, 27 Twyford Gardens, Twyford,
Single storey rear garage extension |
| 22/01152/F | Briarwood, Berry Hill Road, Adderbury
Demolition of existing timber outbuilding to be replaced with a two bay flat roofed car port along with a new outbuilding |
| 22/01176/F | 42 Rochester Way, Twyford,
Two storey side and single storey rear extensions (amendments to 19/01359/F) |
| 22/01187/F | 13 Round Close Road, Adderbury,
Demolish existing single storey extension for new single storey rear extension and new entrance canopy |
| 22/01216/F | 12 The Rise, Twyford
Single storey extension to the rear of the property |

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

- | | |
|--------------|---|
| 22/00980/F | Quarry Farm, Oxford Road, Adderbury
Full planning application for the provision of an access track and passing bays to facilitate a Class Q change of use to residential (extension of existing farm track) |
| 22/00959/REM | OS Parcel 9100 Adjoining And East Of Last House Adjoining And North Of, Berry Hill Road, Adderbury
Reserved matters application pursuant to outline planning permission 19/00963/OUT to discharge all remaining reserved matters (appearance, landscaping, layout and scale), the full discharge of conditions 1, 14, 17, 18 and 20 and the partial discharge of conditions 5, 7, 11, 12, 13, 19 and 23. |

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

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|-----------------------------|---|
| 22/00203/OUT | Land To Rear Of St Marys House Adj To, Henge Close, Adderbury
Outline application for the erection of up to 10no houses, with all matters reserved except access |
| 22/01176/F | 42 Rochester Way, Twyford,
Two storey side and single storey rear extensions (amendments to 19/01359/F) |
| 22/01333/TCA | Shotover Lodge, Horn Hill Road, Adderbury
Tree work |
| 22/01232/F &
22/01233/LB | Grooms Lodge, Oxford Road, Adderbury,
Take down existing conservatory and replace with a new enlarged structure on a similar footprint |

- 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) Hayfield Homes – The Chairman reported that a meeting was held on Tuesday 17 May 2022 with Hayfield Homes to discuss application 22/00959/REM, OS Parcel 9100 Adjoining and east of Last

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House adjoining and North of, Berry Hill Road, Adderbury. After the meeting with the Parish Council, the representative from Hayfield Homes then met with local residents to discuss their concerns.

Resolved that the report be noted.

11/22 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 grant funding and fundraising and Councillor Joel Greenberg was thanked for volunteering to help with grant applications.

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;
 - 4) the Chairman and Architect be authorised to continue to work on the discharge of planning conditions; and
 - 5) all businesses who had supplied prizes for the Grand Raffle are thanked for their support.
- iii) HM The Queen's Platinum Jubilee Events – The Chairman reported that the village Jubilee event was being held on 4 June 2022. Further volunteers were required to cover the Parish Council's stall and Councillors were asked to assist. It was also suggested that organisers of street parties and other events, should take photographs so as to document the Platinum Jubilee.

Resolved that the report be noted.

- iv) Contact Magazine – The Parish Council discussed its' insert for future editions of Contact and the Chairman asked the Councillors for ideas. It was suggested that the WFAC fundraising should be included, information on each Councillor, Jubilee events and Banbury Local Cycling and Walking Infrastructure Plan Consultation.

Resolved that the report be noted.

12/22 Parish Council Matters

- i) Parish Council Surgery – Councillor Lucy Wells reported that along with Councillor Laura Walker, they had attended the Surgery on 7 May 2022 and a resident had asked for support with an issue with their neighbour regarding overhanging trees.

The next surgery was being held on 11 June 2022.

Resolved that the report be noted.

- ii) Appointment of Council Representatives & Council Committees and Working Groups – The Parish Council discussed the appointment of Parish Council representatives and the memberships of the Parish Council Working Groups and Committees.

Resolved that Appendix 1 to the report be approved and discussed again at the next meeting. **Action TG**

- 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 at the play area in the Lucy Plackett Playing Field.

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- Adderbury Lakes – The Chairman reported that there were no news issues at Adderbury Lakes.
- iv) Parish Council Documents & Policies 2022/2023 – The Parish Council reviewed a number of documents which had been available to view on the Parish Council web site.

Resolved that the following documents and policies be approved for 2022/2023:

- Asset Register
- Risk Management Log and Risk Schedule
- Financial Regulations
- Standing Orders
- Code of Conduct
- Complaints Policy
- Vexatious Complaints Procedure
- Freedom of Information Policy
- Dispute Resolution Process
- Dignity at Work Policy
- Grievance Procedure
- Data Breach Policy
- Data Protection Policy
- Records Retention Policy
- Subject Access Request Procedure
- Press and Media Policy
- Safeguarding Policy
- Training Policy

13/22 Finance

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

Resolved that the following accounts for payment be approved:

Theresa Goss – Salary and Expenses for May 2022	
HMRC – Payment for May 2022	
Oxfordshire County Council – Clerks Pension for May 2022	
Eco Web Hosting – Email hosting	£5.99
G&S Window Cleaning – Cleaning the Lucy Plackett Activity Centre	£200.00
Design Grow – Lakes Maintenance for April 2022	£73.20
Banbury Citizens Advice – Annual Grant	£200.00
Cherry Tree Centre - Annual Grant	£500.00
Adderbury and District WI - Annual Grant	£200.00
Working for Adderbury Community - Annual Grant	£500.00
Lucy Plackett Activity Centre - Annual Grant	£200.00
Christopher Rawlins Primary School - Annual Grant	£500.00
First Adderbury Scouts - Annual Grant	£200.00
Adderbury Gardening Club - Annual Grant	£200.00
Adderbury Bowls Club - Annual Grant	£500.00
Adderbury Park Football Club - Annual Grant	£250.00
Party in the Park - Annual Grant	£150.00
Tony Watts – Karaoke for Jubilee Celebrations	£200.00
Mrs K E Williams – Parish Institute for Jubilee Celebrations	£42.00
Wild Oxfordshire – Annual Subscription	£35.00
Paul Lester - Replace cradle swing at The Rise	£45.00
Oxfordshire County Council - Covid 19 Grant for book supply at Adderbury Library	£550.00
Kalkwik – Banners for Jubilee Celebrations	£190.80
Thomas Fox Landscaping – Grass Cutting for April 2022	£918.89
Oxfordshire County Council – Traffic Survey	£1404.00
4 th Corner Ltd – Grass Cutting in the Lucy Plackett Playing Field	£674.24
4 th Corner Ltd – Allotment and Cemetery Maintenance	£658.45
4 th Corner Ltd – Grass Cutting the Milton Road Field	£491.54
HAGS – New Cradle Seat for The Rise	£124.20

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- 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 24 May 2022 for the accounts at Unity Trust Bank and the Cambridge Building Society.

Resolved that the income and the bank reconciliation be noted.

- iii) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as 24 May 2022.

Resolved that the report be noted.

- iv) Budget Monitoring – Prior to the meeting, the Clerk had circulated the budget monitoring from 1 April 2022 to 24 May 2022

Resolved that the report be noted.

14/22 Correspondence – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY

(No items)

15/22 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:

- 28 June 2022
- 26 July 2022
- 13 September 2022
- 25 October 2022
- 29 November 2022

16/22 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
- Play equipment/benches in Griffin Close
- Allotment Rules and Regulations
- Local Cycling and Walking Investment Plan
- Appointment of Council Representatives & Council Committees and Working Groups
- Code of Conduct
- Induction for Councillors

(Meeting closed at 9.10pm)

Chairman – 28 June 2022