

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 28 JUNE 2022 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), District Councillors David Hingley and Adam Nell and five members of the public.

17/22 Apologies – Councillor Oliver Ighani submitted his apologies because he was at work.

Trish Fennell and District Councillor Mike Bishop also submitted their apologies.

Resolved that the apologies from Councillor Oliver Ighani be accepted and the absences authorised.

18/22 Declarations of Interest – All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

19/22 Minutes – Prior to the meeting, the minutes of the meeting held on 24 May 2022 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 24 May 2022 be approved and signed by the Chairman.

20/22 Matters Arising from the Minutes of 24 May 2022 – There were no matters arising.

21/22 Chairman's Announcements

- Party in the Park – The event was successfully held on 11 June 2022 and thanks were passed to the organisers for their work and for taking into account and addressing, the issues which the Parish Council raised prior to the event. The organisers had raised enough money to cover their costs.
- Millennium Cup - Councillor Sue Jelfs had agreed to judge the Millennium Cup. The Cup would be presented to the winners at the Gardening Show on Saturday 27 August 2022.
- Operation London Bridge - Discussions had been held with the Church and arrangements were in place, when required.
- Nuisance Dog in the Lucy Plackett Playing Field – There had been a number of reports of a dog being let loose in the Playing Field and was then left unattended for long periods of time. This had been reported to the Dog Warden at Cherwell District Council and he was following up the matter.
- HM The Queen's Platinum Jubilee Celebrations – Thanks were passed to those members of the community who were involved with the events, for all their hard work. The plaque for the new Jubilee bench on The Green, would be installed shortly.
- High Sheriff's Award – The Parish Council held an event held on 18 June 2022 for the Chairman, Diane Bratt, following receipt of the Award in 2020. The Chairman thanked everyone for organising this celebration.

22/22 Open Forum – A resident reported that he had sent an email to Parish Council with regard to Adderbury Park Football Club and their training session which was held the previous week at the Lucy Plackett Playing Field. The resident advised that during the session, players and coaches had used inappropriate language and this was a concern due to the young children who were also using the playing field. The resident advised that he did not challenge the players or coaches and asked the Parish Council to raise the issue with Adderbury Park FC. It was noted that Adderbury Park Football Club was not present at the meeting to be able to address these allegations.

A resident reported that a number of neighbours to the Hayfield Homes site on Berry Hill Road had raised concerns because they had not been invited to the recent meeting with Hayfield Homes. The Chairman reported that residents had not been invited because it had not been a public meeting. It had been a meeting between the Parish Council and Hayfield Homes and residents had also attended, despite this not being the intention of the meeting.

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The residents also made comments on the proposal by Hayfield Homes and asked the Parish Council to raise these outstanding issues with them. The Chairman advised that the Parish Council had already raised all these points with the developer and they would be dealt with in due course.

(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)

23/22 Reports from County and District Councillors – District Councillor David Hingley congratulated the Chairman for receiving the High Sheriff's Award.

Councillor Hingley advised that Cherwell District Council's Community Governance Review consultation would start on 4 July 2022 and although the Review did not directly affect Adderbury, it did affect Bodicote Parish. Cherwell District Council had also adopted a new Code of Conduct and this new Code would be filtered down to Parish Councils shortly.

District Councillor Adam Nell reported on a number of successes which included the opening of the new section of Castle Quay. This included a cinema, mini golf, bowling alley and a climbing wall.

The new food waste collection service had collected 124 tonnes of food waste and the system was working well. Councillor Nell would be pleased to receive any feedback on the new service.

Cherwell District Council had recently installed 11 electric vehicle charging points in Banbury. These were not free, but were not too expensive.

Information on the Homes for Ukraine Scheme was available on the Cherwell District Council web site and donations were still be collected at the old Debenhams site in Banbury.

The split of services with Oxfordshire County Council was continuing and Councillor Nell was pleased to advise there had not been an interruption of services to residents. The whole separation could take up to a year to complete.

The District Councillors were thanked for their reports.

There was no report from County Councillor Arash Fatemian.

24/22 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:

22/01176/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
22/01068/F	45 Twyford Road, Adderbury Replacement of porch and conservatory, build up existing walls to bedroom 3 and creation of new pitched roof
22/01675/TCA	Home Farm House, Manor Road, Adderbury Tree works

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22/01661/TCA Riverside 17, Dog Close, Adderbury,
Tree works

22/01666/TCA Little Manor, Manor Road, Adderbury,
Tree works

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:

22/00203/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

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

22/01302/F Fletchers, High Street, Adderbury,
Removal of condition 7 (use of accommodation) of 01/00515/F - no longer to continue as a small business for short-term holiday lets

22/01639/F Orchard House, Sir Georges Lane, Adderbury
Alteration to existing dormer window above garage

22/01740/F Manor Barn, Manor Road, Adderbury,
Two storey side extension

22/00153/F Pine Trees, Berry Hill Road, Adderbury
Erection of one residential dwelling and formation of associated access and landscaping

- 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) Green and Blue Infrastructure (GBI) Strategy – The Chairman reported that she had submitted comments to Cherwell District Council on behalf of the Parish Council, on the Green and Blue Infrastructure (GBI) Strategy.

Resolved that the comments submitted to Cherwell District Council be approved.

- iv) Local Cycling and Walking Infrastructure Plan - Prior to the meeting, the comments which had been submitted to Cherwell District Council on the Local Cycling and Walking Infrastructure Plan had been circulated to the Parish Council.

Resolved that the Parish Council comments submitted to Cherwell District Council, be approved.

25/22 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.

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;

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- 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;
 - 5) should the Adderbury Sports and Community Centre project not go forward as planned any funds raised through named donations or sponsorship will be offered back to the original donors or that their agreement is requested to hold the funds towards a suitable alternative project aimed to achieve the same end; and
 - 6) the Clerk and Chairman be authorised to appoint a suitable Consultant to work with the Grants Group on applications to large grant funding bodies. **Action DB/TG**
- iii) Proposed 20mph Speed Restrictions for Adderbury – The Parish Council discussed the results of the proposed 20mph speed restrictions survey, the results of the County Council's traffic speed and volume survey and approve the submission of the results to the County Council.

Resolved that:

- 1) the report be noted;
 - 2) the results of the two surveys be noted;
 - 3) the results of the surveys be submitted to the County Council to support the Parish Council's application for proposed 20mph speed restrictions in Adderbury; and **Action TG**
 - 4) Councillors Diane Bratt, Simon Davies and Ann Lyons and resident, Melissa Zuydam form a Working Party to discuss the comments made by residents in the Survey. Any other interested residents would also be welcome to join the Group. **Action DB/TG**
- iv) Play Equipment/Benches in Griffin Close – The Parish Council discussed a request for play equipment and benches in Griffin Close.

Resolved that:

- 1) the report be noted; and
 - 2) the availability of Section 106 funds for use at the amenity area be investigated with Cherwell District Council. **Action TG**
- v) Adderbury Bowls Club – The Parish Council discussed a request from Adderbury Bowls Club for additional directional signage to the Club.

Resolved that the request be supported and submitted to the County Council to progress. **Action TG**

- vi) HM The Queen, Platinum Jubilee, 'The Queen's Green Canopy' – The Parish Council discussed ordering trees from the Woodland Trust to support this initiative for planting at various locations in the village.

Resolved that:

- 1) the report be noted;
 - 2) an application for 15 trees be submitted to The Woodland Trust; and **Action TG**
 - 3) exact locations for planting to be agreed at a later date.
- vii) 'The Great Big Green Week' – The Parish Council discussed taking part in this initiative, which was being held from 24 September 2022 to 2 October 2022.

Resolved that the Parish Council supports 'The Big Green Week' and volunteers from the village be invited to organise 'The Big Green Week' events. **Action TG**

26/22 Parish Council Matters

- i) Parish Council Surgery – Parish Councillors Jacky Atkinson and Ann Lyons had been at the PC Surgery held on 11 June 2022, but no residents attended. District Councillor Adam Nell was also present.

The next surgery was being held on 2 July 2022.

Resolved that the report be noted.

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- 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 Minutes be approved for 2022/2023. **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. Councillor Davies had cut back some of the brambles and there were some stinging nettles which needed to be removed.
- Adderbury Lakes – The Chairman reported that there were no issues at Adderbury Lakes. Tree works would be taking place in September 2022. Two quotes had been received for further works to trees and these would be considered at the next meeting. **Action TG**

- iv) Parish Council's Policy on Reservations of Burial Plots in Adderbury Cemetery – The Parish Council reviewed the Reservations Policy for Adderbury Cemetery.

Resolved that:

- 1) the report be noted;
- 2) all those who have reserved plots in Adderbury Cemetery be written to and asked if they wish to continue with their reservation;
- 3) the renewal fee, for those who paid for an original reservation, be increased to £100 and the renewal period be for 10 years; and
- 4) further consideration, at a future meeting, be given to applying a fee to those reservations which were free of charge because they were purchased as an adjacent plot next to the original plot, due to the ground of the original plot, being too rocky for it to be dug double depth. **Action TG**

- v) Walled Garden Allotments – The Parish Council reviewed the Conditions of Tenancy at the Walled Garden Allotments.

Resolved that:

- 1) the report be noted;
- 2) a new regulation be included into the Conditions of Tenancy stating that allotment plots at Adderbury Walled Garden Allotments, must not be used for commercial purposes, and that allotment plots are for food production and personal consumption, which was always the intention of the Parish Council when the Walled Garden Allotments were established;
- 3) the tenants at the Walled Garden Allotments be advised of this new regulation; and
- 4) those tenants who are not adhering to this regulation, be contacted separately. **Action TG/DB**

- vi) Parish Council Newsletter – The Parish Council discussed items for inclusion in the next Parish Council Newsletter.

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

27/22 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 June 2022	
HMRC – Payment for June 2022	
Oxfordshire County Council – Clerks Pension for June 2022	
Eco Web Hosting – Email hosting	£5.99

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Design Grow – Lakes Maintenance for June 2022	£73.20
Thomas Fox Landscaping – Grass Cutting for June 2022	£918.88
4 th Corner Ltd – Grass Cutting in the Lucy Plackett Playing Field	£674.24
4 th Corner Ltd – Allotment and Cemetery Maintenance	£761.65
4 th Corner Ltd – Grass Cutting the Milton Road Field	£491.54
Mr R Atkinson – Local Giving Fundraising Subscription	£96.00
Cherwell District Council – Bins for Day of Dance	£172.51
Castle Water – Allotment Water Charges	£27.50
Theresa Goss – Black Table Cloth for Operation London Bridge	£18.98
Signs Engraving – Plaque for Jubilee Bench	£48.60
Dale Plumbing and Heating – Repair to Toilet at Friends Meeting House	£145.44
Prysebros Ltd – Weed control in the Village	£633.60
Adderbury Methodist Hall – Room Hire for Jubilee Event	£40.00
Cherwell District Council – Green Waste Licence for Cemetery Bins	£40.00

- 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 28 June 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 28 June 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 28 June 2022

Resolved that the report be noted.

- v) Pension Policy – The Parish Council considered a new Pension Policy, however the Clerk requested that the item be deferred to enable further information to be obtained.

Resolved that the Pension Policy be deferred to the next meeting. **Action TG**

28/22 Correspondence – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY (No items)

29/22 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:

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

30/22 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
- Code of Conduct
- The Queen's Green Canopy – Location of Trees
- 'The Big Green Week'
- Parish Council Representative on Adderbury & Milton Feoffees
- Works to trees at Adderbury Lakes
- Update to the Tree Survey

(Meeting closed at 9.45 pm)

Chairman – 26 July 2022