

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 29 NOVEMBER 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, Lucy Wells and Rob Yeatman.

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

68/22 Apologies – Parish Councillor Oliver Ighani submitted his apologies because he was unwell.

Parish Councillor Rachel Moffat submitted her apologies because she was on holiday.

District Councillor David Hingley also submitted his apologies.

Resolved that the apologies from Parish Councillors Oliver Ighani and Rachel Moffat be accepted and the absences authorised.

69/22 Declarations of Interest – All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 76/22 (v) Traffic Calming Working Group/Parking Issues in Croft Lane – Councillor Lucy Wells declared an interest in this item because she was a resident of Croft Lane.

Minute Numbers 81/22, 82/22 & 83/22, Tree Survey, Works to the Amenity Areas and Fallen Sycamore Tree at Adderbury Lakes - Councillor Diane Bratt declared an interest in these items because her nephew had submitted quotes for these three contracts.

Resolved that the interests be noted.

70/22 Minutes – Prior to the meeting, the minutes of the meeting held on 18 October 2022 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 18 October 2022 be approved and signed by the Chairman.

71/22 Matters Arising from the Minutes of 18 October 2022 – There were no matters arising.

72/22 Chairman's Announcements

- Parish Liaison Meeting held on 17 November 2022 – The meeting had been very useful, and information had been circulated by email to Councillors.
- Meeting with the Police and Crime Commissioner for Thames Valley Police held on 16 November 2022 – The discussions had been at a very high level, with not much discussion on specific issues in the villages. However, the Clerk had met Sergeant Sarah Nash and now had contact details for the Rural Neighbourhood Team.
- Code of Conduct Training held on 23 November 2022 for Clerks - It had been impressed on the Monitoring Officer at Cherwell District Council by Clerks during the session, that he needed to undertake training for Parish Councillors and that this was not the responsibility of the Clerks to deliver. The Chairman advised that she had also emailed the Monitoring Officer to the same effect.
- Christmas Tree Festival, 2 to 4 December 2022 – The Parish Council would be taking part in the festival this year and the Chairman and Councillor Jacky Atkinson would be dressing the tree. The tree had been kindly paid for by a donation from a resident.
- Peer Challenge Review – The Chairman and Clerk would be attending this event at Cherwell District Council on 1 December 2022.

73/22 Open Forum – A resident addressed the Parish Council because he wished to contact Gigaclear regarding their works in the village. The Clerk would provide the contact details to the resident. **Action TG**

(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)

ADDERBURY PARISH COUNCIL

74/22 Reports from County and District Councillors – Prior to the meeting, District Councillor Hingley had circulated his report to the Parish Council.

District Councillor Adam Nell reported that Cherwell District Council had started its budget consultation process and it was likely that CDC's income would be decreasing in the next financial year. There were five weeks left until the consultation closed.

Cherwell District Council was also offering a number of support packages for residents during the cost of living crisis and more information was available on the Cherwell DC web site.

Councillor Nell had also sent a link to the Clerk, to the survey being carried out by the Police and Crime Commission. The Clerk would circulate this link to the Parish Councillors. **Action TG**

Councillor Nell was thanked for his report.

Resolved that the report be noted.

75/22 Planning

- i) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees which have 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:

- 22/02679/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
- 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
- 22/02928/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
- 22/03090/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
- 22/03227/F Old Marks, East End, Adderbury
Extensions to provide annexe accommodation
- 22/03274/TCA Sorbrook Manor, Cross Hill Road, Adderbury
Tree works

ADDERBURY PARISH COUNCIL

22/03061/LB West Bank, Horn Hill Road, Adderbury
Replacement of the west gable end chimney liner and extension of the historic construction chimney in height to 1.8m above the ridge of the thatched roof

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

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

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

22/02492/DISC OS Parcel 9100 Adjoining And East Of Last House Adjoining And North Of, Berry Hill Road, Adderbury
Discharge of Conditions 8 (Travel Plan), 9 (Residential Travel Information Pack) and 21 (Archaeological WSI) of 19/00963/OUT (APP/C3105/W/20/3255419)

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

22/03384/F Coromadel Cottage, Horn Hill Road, Adderbury,
RETROSPECTIVE - Conversion and extension of single garage to form annexe accommodation and occasional holiday let

22/03422/F Hermitage, The Green, Adderbury
& 22/03423/LB Ground floor - replace the existing stairs and insert a partition in the garage, insertion of a heated floor. First floor - insertion of partitions to create a bedroom, insert a casement window into an existing opening, insulation to the roof and walls. East elevation - insertion of three conservation roof lights. West elevation - insertion of a window in the loft door opening, dropping the sill of a window to create a door opening

- 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.

76/22 Village Matters

- i) FOCAL – Prior to the meeting, Councillor Jacky Atkinson had circulated a report on the work of FOCAL. Councillor Atkinson advised that more Committee members were still required and Christmas cards were on sale in Church House.

Resolved that the report be noted.

- ii) The Milton Road Community Project – The Chairman advised that all reports had been submitted to Cherwell District Council to discharge the conditions relating to the planning application.

There was also an update on the fundraising activities of Working for Adderbury Community (WFAC) including the Wine Tasting held on 21 October 2022 and the Auction which was held on 26 November 2022. The Grand Raffle had also been very successful.

The Chairman thanked all those who had helped with the events, especially Councillors Jacky Atkinson, Rob Yeatman and Simon Davies.

Resolved that:

- 1) the report be noted; and
- 2) a thank you note and a list of raffle prize winners be included on the Parish Council and village web sites. **Action TG**

ADDERBURY PARISH COUNCIL

- iii) HM The Queen, Platinum Jubilee, 'The Queen's Green Canopy' – The Parish Council discussed locations for the 15 trees which had been provided and delivered, free of charge, by the Woodland Trust. Cherwell District Council had advised the Parish Council that because it was hoping to plant six trees on The Rise, the lease needed to be amended.

Village resident, Melissa Zuydam, had taken delivery of the trees and they were now healed in in her garden and could remain there for up to 12 months before being planted in the village.

Resolved that:

- 1) the Parish Council agrees to plant some of the trees, up to a maximum of six, on The Rise, subject to consultation with residents;
- 2) the Parish Council's lease with Cherwell District Council be amended to reflect the planting of the trees in The Rise and moving forward, it be noted that these are the responsibility of the Parish Council;
- 3) the Proper Officer, in consultation with the Chairman, be given delegated authority to negotiate the change of the lease with Cherwell District Council and to confirm the exact locations of the trees at The Rise;
- 4) it be noted that the future maintenance of all 15 trees will be the responsibility of the Parish Council;
- 5) it be agreed that plaques (where appropriate) be located next to the trees, stating that the trees have been planted to mark HM The Queen's Platinum Jubilee; and
- 6) the locations of the remaining trees be discussed at a future meeting.

Action TG

- iv) The Hedgehog Highway Project – The Parish Council discussed the Hedgehog Highway Project and the Chairman advised that the information had been sent to the developers of the site on Berry Hill Road.

Resolved that the Hedgehog Highway Project be advertised on the village and Parish Council web sites. **Action TG**

- v) Traffic Calming Working Group/Parking Issues in Croft Lane – Prior to the meeting, the minutes of the Traffic Calming Working Group held on 8 November 2022 had been circulated to the Parish Council.

The Chairman also gave an update on the outcomes of the meeting with the County Council Highways Officer regarding the parking issues in Croft Lane and at its junction with High Street.

Resolved that:

- 1) the minutes of the Traffic Calming Working Group held on 8 November 2022 be noted;
- 2) the County Council be asked to confirm the date when the 20mph speed restrictions will be progressed; **Action TG**
- 3) the report on Croft Lane parking issues be noted;
- 4) the outcomes of the meeting with the County Council Highways Officer regarding the parking issues in Croft Lane and at its junction with High Street be supported; and
- 5) the County Council Highways Officer be requested to include time limited car parking spaces by The Green, outside of Adderbury Parish Institute. **Action TG**

77/22 Parish Council Matters

- i) Parish Council Surgery – Councillor Joel Greenberg advised that no members of the community attended the last session and it was suggested that the surgeries should be discontinued. There was already no surgery scheduled for December 2022.

Resolved that the Parish Council surgeries be discontinued, with immediate effect.

- ii) 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. The Chairman advised that the brambles had been cut back, but had not been done very well. Councillor Davies would arrange for them to be tidied up.

ADDERBURY PARISH COUNCIL

- Adderbury Lakes – The Chairman reported that the fallen Sycamore tree was not affecting public access and quotes to remove it were being considered later in the meeting.
- iii) Parish Council Newsletter – The Parish Council discussed items for inclusion in the next Parish Council Newsletter in 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**
- iv) Registration of Land – The Chairman gave an update on the registration of the Railway Embankment and Lucy Plackett Playing Field and advised that these applications were being processed by the Land Registry.

Resolved that the report be noted.

78/22 Finance

- i) Section 106 Funds – The Parish Council discussed the Section 106 funds held at Oxfordshire County Council.

Resolved that:
 - 1) the report be noted;
 - 2) contact be made with the County Council to establish whether any Section 106 funds have been allocated to Christopher Rawlins Primary School from developments in Deddington; and
 - 3) contact be made with the County Council to establish how Section 106 funds allocated to Adderbury Library can be accessed.**Action TG**
- ii) Information Security Policy – The Clerk asked the Parish Council to defer the approval of an Information Security Policy for the use of card readers linked to the Parish Council bank account.

Resolved that this item be deferred for more information.
- iii) 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.
- iv) 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 29 November 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.
- v) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as at 29 November 2022.

Resolved that the report be noted.
- vi) Budget Monitoring – Prior to the meeting, the Clerk had circulated the budget monitoring from April 2022 to November 2022

Resolved that the report be noted.
- vii) Walled Garden Allotments – The Parish Council reviewed the rents for the Walled Garden Allotments for 2023/2024.

Resolved that the rent for the Walled Garden Allotments for 2023/2024 be increased to £40.00 for a full plot. **Action TG**
- viii) Adderbury Cemetery – The Parish Council reviewed the burial fees for Adderbury Cemetery for 2023/2024.

ADDERBURY PARISH COUNCIL

Resolved that the fees for Adderbury Cemetery be increased by 8% for 2023/2024. **Action TG**

- viii) Internal Audit 2022/2023 – The Parish Council discussed the appointment of the Internal Auditor for 2022/2023.

Resolved that Auditing Solutions Ltd be appointed as the Internal Auditor for 2022/2023. **Action TG**

79/22 Correspondence – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY

(No items)

80/22 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 81/22, 82/22, 83/22, 84/22 & 85/22 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

81/22 Quotes for Tree Survey – The Parish Council considered quotes for the Tree Survey of Parish Council owned trees in the village.

Resolved that:

- 1) the quote from The Tree & Woodland Company be accepted; and
- 2) the insurance company be asked whether Parish Councils are required to complete a survey and if so, how often should it be carried out. **Action TG**

82/22 Quotes for Work to Amenity Areas/Trees in the Village – The Parish Council considered quotes for work in the amenity areas and to trees on Parish Council land.

Resolved that:

- 1) the quote from Acreman's Arboriculture Ltd be accepted;
- 2) the resident of Henge Close be asked to contribute to the cost of the coppicing of the trees on the Milton Road land, as this work is being undertaken at their request; and
- 3) the brambles be cut back in the Lucy Plackett Play Area, but they not be removed completely.

Action TG

83/22 Fallen Sycamore Tree at Adderbury Lakes – The Parish Council considered quotes for removing the fallen Sycamore tree at Adderbury Lakes.

Resolved that the quote from Acreman's Arboriculture Ltd (option a) be accepted. **Action TG**

84/22 Maintenance Contracts for 2023/2024 – The Parish Council discussed quotes for the maintenance contracts for 2023/2024.

Resolved that the maintenance contracts for 2023/2024 be awarded as follows, which will commence in the last week of March 2023:

- Grass Cutting - Lucy Plackett Playing Field – 4th Corner Ltd (dates of cuts to be included on invoices)
- Grass Cutting - Village areas and highways verges – Thomas Fox Landscaping Ltd (include area adjacent to 1 Lake Walk and strim the Parish Council area in Lake Walk by the white posts)
- Grass Cutting - Milton Road Field – 4th Corner Ltd (dates of cuts to be included on invoices)
- Maintenance - Adderbury Lakes – Design Grow
- Maintenance - Allotments and Cemetery – 4th Corner Ltd (dates of cuts to be included on invoices)

85/22 Staffing Matters – The Clerk advised that the National Joint Council for Local Government Services had notified the Parish Council that the local government pay agreement for 2022/2023 had been finalised, which related to the salary of the Clerk and Responsible Financial Officer.

ADDERBURY PARISH COUNCIL

Resolved that the amended pay scales be noted and the new scales be back dated to 1 April 2022. **Action TG**

86/22 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:

- 17 January 2023
- 28 February 2023
- 28 March 2023
- 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

87/22 Items for Future Agendas (For Information Only)

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

(Meeting closed at 9.20pm)

Chairman - 17 January 2023