

## ADDERBURY PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 17 JANUARY 2023 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 Rob Yeatman.

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

**88/22 Apologies** – Parish Councillor Oliver Ighani submitted his apologies because he was at work.

Parish Councillor Lucy Wells submitted her apologies because she was at work.

District Councillor Mike Bishop also submitted his apologies.

**Resolved** that the apologies from Parish Councillors Oliver Ighani and Lucy Wells be accepted and the absences authorised.

**89/22 Declarations of Interest** – All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

101/22 - The Pound – Councillor Sue Jelfs declared an interest in this item because she was a neighbour to The Pound.

**Resolved** that the interests be noted.

**90/22 Minutes** – Prior to the meeting, the minutes of the meeting held on 29 November 2022 had been circulated to the Parish Council.

**Resolved** that the minutes of the meeting held on 29 November 2022 be approved and signed by the Chairman.

**91/22 Matters Arising from the Minutes of 29 November 2022** – There were no matters arising.

**92/22 Chairman's Announcements**

- Electric Cars – The Chairman reported that a company called Char.Gy had contacted the Parish Council with regard to installing EV charging points in the village. Councillor Rob Yeatman agreed to obtain further information relating to EV charging points and report back to the next meeting. **Action DB/RV**

**93/22 Open Forum** – The resident did not wish to address the Parish Council.

*(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)*

**94/22 Reports from County and District Councillors** – Prior to the meeting, District Councillor David Hingley had circulated a report on the Local Plan 2040. He had looked at the draft Plan to establish how it might impact on Adderbury and offered to work with the Parish Council on its response. The consultation would be starting in February 2023 and would last 6 weeks.

With regard to further housing in the Cherwell area, Councillors raised concerns about the lack of infrastructure such as roads, public transport, school places, doctors surgeries etc.

District Councillor Adam Nell reported that he had attended the Cherwell District Council Budget Planning Committee meeting that evening and it had been approved to go forward to the Executive and then to Council in February 2023. There were minimal changes for 2023/2024 compared to 2022/2023, but the following years could be quite difficult for the District Council.

## ADDERBURY PARISH COUNCIL

Councillor Nell advised that Cherwell District Council had an Emergency Plan in place and staff looked for rough sleepers on nights when there were freezing temperatures.

The Councillors were thanked for their reports.

**Resolved** that the reports be noted.

### 95/22 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:

22/03384/F	Coromadel Cottage, Horn Hill Road, Adderbury, RETROSPECTIVE - Conversion and extension of single garage to form annexe accommodation and occasional holiday let
22/03516/F	Three Spires, Berry Hill Road, Adderbury First floor side extension over existing garage. Alterations to existing single storey rear extensions.
22/03477/LB	Bo Peep Farm, Aynho Road, Adderbury Addition of a single storey extension with a pitched roof to enlarge the food prep kitchen area which is part of the Listed building
22/03520/F	Coromadel Cottage, Horn Hill Road, Adderbury Various alterations to the existing building including changes to conservatory to form new Porch with lean-to canopy
22/03670/F	Adderbury Hill Barn, Milton Road, Adderbury Variation of condition 2 (plans) of 22/01985/F - the applicant would like to play padel tennis rather than lawn tennis. This requires a change to the design approved in application 22/01985/F
2203680TCA	1, Manor Road, Adderbury, Tree Works
22/03565/F	Land on the North Side of Nell Bridge House, Aynho Road, Adderbury Proposed warehouse (B8 storage and distribution) to replace existing storage buildings
22/03731/TCA	St Marys Church, Mill Lane, Adderbury, Oxfordshire, OX17 3LW Tree works

**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:

22/03422/F & 22/03423/LB	Hermitage, The Green, Adderbury 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
-----------------------------	--

**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:

22/02796/F	66 Rochester Way, Twyford, Erection of one new dwelling - re-submission of 22/01890/F
------------	--

## ADDERBURY PARISH COUNCIL

22/03490/F

Lane Barn, Aynho Road, Adderbury

Proposed 1.5 storey side extension and related works including the insertion of a new conservation rooflight to the north elevation

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

22/03842/F

17 Twyford Gardens, Twyford, Adderbury

Variation of Condition 2 (plans) of 21/02884/F, decided by appeal ref.

APP/C3105/W/22/3293736 - Erection of one new dwelling - The applicant proposes a revision to the first floor layout to include additional living space over the attached garage, which involves some alterations to the external appearance

23/00043/F &  
23/00044/LB

2 Stud Farm Cottages, East End, Adderbury

Single storey rear extension

- 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) Cherwell Local Plan 2040 – The Chairman advised Councillors that the consultation process would be starting shortly and Councillors were asked to review the Plan and forward comments to the Clerk and Responsible Financial Officer, for submission to Cherwell District Council. Dates for the consultation were yet to be released, but it was likely to be during February 2023 and would last six weeks.

District Councillor David Hingley agreed to advise the Parish Council on the sections of the Local Plan which were relevant to Adderbury.

**Resolved** that:

- 1) the report be noted;
  - 2) the 'Call for Sites' which was submitted to Cherwell District Council in November 2021, as part of the previous consultation on the Local Plan, be re-circulated to the Parish Council; **Action TG**
  - 3) all Councillors to review the Plan and forward their comments to the Clerk and Responsible Financial Officer by 18 February 2023; and **Action ALL**
  - 4) the Clerk and Responsible Financial Officer, in consultation with the Chairman, to formulate a draft response to be considered by the Parish Council at its meeting on 28 February 2023.
- Action DB/TG**

### 96/22 Village Matters

- i) FOCAL – Prior to the meeting, Councillor Jacky Atkinson had circulated a report on the work of FOCAL. Councillor Atkinson advised that the next meeting of FOCAL was being held on 28 January 2023. The new book stock had arrived and the books were on the shelves. There were also a number of events being arranged to raise funds for the Library.

**Resolved** that the report be noted.

- ii) The Milton Road Community and Sport Centre – The Chairman advised that the PC architect had contacted Cherwell District Council with regard to the discharge of the conditions relating to the planning application. There had been a positive fundraising/grants meeting on 12 January 2023 and there were a number of ideas for future events.

The Chairman and the Clerk and Responsible Financial Officer had met with District Councillor Phil Chapman, Portfolio for Leisure at Cherwell District Council and District Councillor Adam Nell on Friday 13 January 2023, to discuss funding for the project.

A donation of £500 had been received from Banbury Charities towards the project and other grant applications were going forward too. The Chairman had already thanked Banbury Charities for their donation.

**Resolved** that the report be noted.

## ADDERBURY PARISH COUNCIL

- iii) Day of Dance 2023 – The Parish Council discussed the Day of Dance for 2023 and following a discussion, it was felt that the responsibilities which had been previously completed by the Parish Council, should now be completed by the Morris Dancing Groups.

**Resolved** that Councillor Rob Yeatman to contact the Morris Groups and advise on the transfer of responsibilities for the Day of Dance 2023 and future events. **Action RY**

- iv) Rural Community Forum – Prior to the meeting, a report from Councillor Lucy Wells on the Rural Community Forum held on 14 December 2022 had been circulated to the Parish Council.

**Resolved** that the report be noted.

- v) The Coronation of HM King Charles III – The Parish Council discussed arrangements for an event to mark the coronation of HM King Charles III on Saturday 6 May 2023.

Councillor Jacky Atkinson reported that she has been discussing whether the Coronation could be televised in the Parish Institute on Saturday 6 May 2023, which was one suggestion from the Palace.

There was a discussion about potential village events, but it was felt suggestions should be sourced from the community.

**Resolved** that:

- 1) any ideas for events to mark the Coronation be forwarded to the Clerk and Responsible Financial Officer; and **Action ALL**
- 2) a note be circulated in the village inviting residents to make suggestions for events and/or join a Working Group to arrange the events. **Action TG**

### 97/22 Parish Council Matters

- i) Vacancies – The Parish Council considered an application for co-option onto the Parish Council.

**Resolved** that Mark Gerold be co-opted onto the Parish Council. **Action TG**

- 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 the gates and fencing at The Rise needed to be repaired and the Clerk advised that she had contacted Paul Lester to undertake the work.
- Play area inspection at the Lucy Plackett Playing Field – Councillor Simon Davies reported that the wooden play equipment was still damaged and the Clerk advised that the new parts would be delivered in the coming days and fitted by Paul Lester.
- Adderbury Lakes – The Chairman reported that there were no issues at the Lakes.

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

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

- iv) Early Day Motion – The Parish Council discussed the Early Day Motion in the House of Commons relating to 'Intimidation at Community, Parish and Town Councils'.

**Resolved** that:

- 1) the Early Day Motion be noted;
- 2) Oxfordshire Association of Local Councils be contacted to establish whether it will be providing any advice on the Early Day Motion or collating responses for forwarding to Victoria Prentis MP. **Action TG**

### 98/22 Finance

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

## ADDERBURY PARISH COUNCIL

**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 17 January 2023 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 at 17 January 2023.

**Resolved** that the report be noted.

- iv) Budget Monitoring – Prior to the meeting, the Clerk had circulated the budget monitoring from April 2022 to January 2023.

**Resolved** that the report be noted.

- v) Internal Audit 2022/2023, Interim Report – Prior to the meeting, the Interim report from the Internal Auditor had been circulated to the Parish Council.

**Resolved** that the report and recommendations be noted and approved.

- vi) Information Security Policy – Prior to the meeting, an Information Security Policy had been circulated to the Parish Council.

**Resolved** that the Information Security Policy be deferred to the next meeting, to enable the policy to be reviewed by Councillor Rachel Moffat. **Action RM**

- vii) Section 106 Funds – The Parish Council discussed the Section 106 funds held at Oxfordshire County Council, which were allocated to Adderbury Library. Meetings had been held between FOCAL, the PCC and Oxfordshire County Council to discuss the allocation of the funds.

**Resolved** that:

- 1) the report be noted; and
  - 2) a meeting be held with Parish Councillors Jacky Atkinson/Simon Davies/Ann Lyons/ Diane Bratt, Oxfordshire County Council, FOCAL and the PCC to discuss how the funds can be spent at Adderbury Library. **Action TG**
- viii) Grant Applications, Budget and Precept 2023/2024 – The Parish Council discussed the grant applications, budget and precept for 2023/2024.

**Resolved** that:

- 1) the report be noted;
- 2) the following grant applications for 2023/2023 be approved;

Adderbury Bowls Club	£200.00
Adderbury Gardening Club	£200.00
First Adderbury Scouts	£200.00
Lucy Plackett Activity Centre	£200.00
Working for Adderbury Community	£200.00
Adderbury and District WI	£200.00
Adderbury Theatre Workshop	£200.00
Adderbury History Society	£200.00
Adderbury and District Photographic Society	£200.00
Adderbury.org	£200.00

## ADDERBURY PARISH COUNCIL

- 3) the budget be approved for 2023/2024 and the precept for 2023/2024 be agreed at £55,264.  
**Action TG**

**99/22 Correspondence** – The Clerk reported that Adderbury Bowling Club had submitted a request for the Parish Council to purchase a defibrillator to be located at the Club. The Parish Council agreed that as other defibrillators in the village had been purchased from fundraising, this source of funding should be suggested to the Bowling Club. Councillor Ann Lyons advised that Tony Watts from the Coach and Horses PH had expressed an interest in purchasing a unit and locating it in Twyford. The Clerk would contact the Bowling Club and ask them to contact Tony Watts and establish whether an agreement could be reached. **Action TG**

The Clerk also reported that a request had been made for a memorial bench at Adderbury Lakes. The Parish Council felt that as there was already a number of benches at the Lakes, a bench should be located elsewhere in the village or a plaque could be placed on one of the existing memorial benches with funds donated to maintenance of the Lakes. **Action TG**

### THE LUCY JANE PLACKETT CHARITY

(No items)

#### **100/22 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 minute numbered 101/22 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**101/22 The Pound** – The Parish Council discussed the lease relating to The Pound.

**Resolved** that the tenant of The Pound be contacted to discuss the future arrangements of the lease. **Action TG**

**102/22 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 March 2023
- 5 April 2023 (Annual Parish Meeting)
- 25 April 2023
- 23 May 2023
- 27 June 2023
- 25 July 2023
- 12 September 2023
- 24 October 2023
- 28 November 2023

#### **103/22 Items for Future Agendas (For Information Only)**

- Induction of Councillors
- Local Plan 2040 Consultation
- Information Security Policy

(Meeting closed at 9.45pm)

---

Chairman – 28 February 2023