

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 28 FEBRUARY 2023 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer) and one member of the public.

The Chairman welcomed everyone to the meeting, in particular Mark Gerold as it was his first meeting as a Parish Councillor.

104/22 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. Parish Councillor Sue Jelfs submitted her apologies because she was on holiday.

County Councillor Arash Fatemian also submitted his apologies.

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

105/22 Declarations of Interest – All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

106/22 Minutes – Prior to the meeting, the minutes of the meeting held on 17 January 2023 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 17 January 2023 be approved and signed by the Chairman.

107/22 Matters Arising from the Minutes of 17 January 2023 – There were no matters arising.

108/22 Chairman's Announcements

- Traffic Calming Working Group – A meeting had been held on 21 February 2023 and minutes of the meeting would be circulated to Parish Councillors. **Action DB/TG**
- Tree Survey – The survey had been received from the Tree & Woodland Company and would be circulated to the Parish Council. **Action DB/TG**
- Oxfordshire County Council Tree Planting – The County Council wished to plant one tree in each Parish in Oxfordshire. However it was agreed that as the Parish Council had already ordered 15 trees from the Woodland Trust, another tree was not required.
- Annual Parish Meeting – The APM was being held on 5 April 2023. It was agreed that if there was not a speaker, the meeting would focus on the proposed new Community and Sports Centre project on the Milton Road.

109/22 Open Forum – The resident thanked the Parish Council for the repairs to the Lucy Plackett Playing Field play equipment. He also asked whether there could be some maintenance of the play equipment, such as cleaning and painting.

(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)

110/22 Reports from County and District Councillors – Prior to the meeting, District Councillor David Hingley had circulated his report to the Parish Council.

Resolved that the reports be noted.

111/22 Planning

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- 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:

22/03842/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
23/00086/F	St Georges Chapel House, Round Close Road, Adderbury Construction of conservatory to rear of property
23/00132/F	4 Walton Avenue, Twyford Single storey side extension and alternations to existing dwelling
22/03507/LB	Saddlers Cottage, High Street, Adderbury Careful dismantling of existing chimney, repair of outer skin of stone supporting wall, installation of lead damp proof tray and re-building of chimney as before
22/03864/Q56	Sydenham Farm, Aynho Road, Adderbury, Change of Use and associated building operations to convert existing agricultural building to single dwellinghouse
23/00161/F	19 Margaret Road, Twyford Demolition of existing outbuildings. Single storey side and rear extensions
23/00109/LB	The Old House, Tanners Lane, Adderbury Replacement of kitchen, stable, rear lounge and back bedroom windows; replacement of external painted wood doors to the kitchen, stable and garden with new painted wood doors in the style of the existing snug door
23/00112/F	The Old Post House, Croft Lane, Adderbury First floor extension and new dormers to existing three storey range

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: None

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: None

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

23/00301/LB	The Old House, Tanners Lane, Adderbury, The proposal is to rake out existing cement strap pointing and repoint using traditional lime mortar. The project will encompass all walls of the main house and all walls of the stable outbuilding within the curtilage. We would also like to restore and repoint the garden retaining wall
23/00348/LB	Cornerstones, Tanners Lane, Adderbury Demolition of lean-to greenhouse, removal of steel garage door and duo-pitched roof over rear out-buildings. Retention and repair of stone walls Internal re-modelling of rear outbuilding and erection of new pitched roof over to provide a replacement bedroom. Erection of Oak double car shelter.
23/00365/F &	West Bank, Horn Hill Road, Adderbury

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- 23/00366/LB RETROSPECTIVE - 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 - re-submission of 22/03061/LB
- 23/00420/TCA Lytchett House, Horn Hill Road, Adderbury,
Tree works
- 23/00396/F White House, Manor Road, Adderbury
Two-storey rear extension (revised scheme of 22/02901/F)
- 23/00455/TCA Hope Cottage 15, Parsons Street, Adderbury
Tree works

- 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 had been delayed by Cherwell District Council and there was currently no alternative date for the consultation to start.

Resolved that the report be noted.

- iv) Government Consultation on the National Planning Policy Framework (NPPF) – The Chairman asked Councillor to forward comments on the Government's NPPF consultation, which included the removal of the five year housing land supply rules. The consultation ended on 2 March 2023.

Resolved that:

- 1) a request be made to extend the deadline for comments on the NPPF; and **Action TG**
- 2) a Working Group be set up to review the Adderbury Neighbourhood Plan, including Parish Councillors Diane Bratt, Oliver Ighani and Mark Gerold. **Action OI/DB**

112/22 Village Matters

- i) FOCAL – Prior to the meeting, Councillor Jacky Atkinson had circulated a report on the work of FOCAL. Councillor Atkinson highlighted that there was a fundraising quiz on 18 March 2023 and 'Warm Winter Tuesdays' were also being held in the Library. On the first and third Wednesday of every month, there was a lunch which residents were invited to attend.

Resolved that the report be noted.

- ii) The Milton Road Community and Sport Centre – The Chairman and the Clerk had met with the representatives from the Football Foundation, Oxfordshire FA, Cherwell District Council and Adderbury Park Football Club (APFC) with regard to potential funding of the sports element of the project. APFC was expanding, but was constrained by the current poor facilities in the pavilion at the Lucy Plackett Playing Field.

With regard to the fundraising, 'Buy-A-Brick' had been launched and bricks for the new Centre could be purchased, starting at £125.00. There were 400 bricks in total which were available for sale.

Resolved that the report be noted.

- iii) The Coronation of HM King Charles III – Councillor Jacky Atkinson reported that the Parish Institute had been booked for Saturday 6 May 2023 and the Coronation would be broadcast live and all residents were invited to attend. There were a number of ideas being investigated including a Children's tea party, but volunteers would be needed to serve the food and drink. There would also be a hog roast and possibly a Children's fancy dress competition.

On Sunday 7 May 2023, there was the 'A Big Lunch' and residents were encouraged to hold street parties.

The Parish Council would welcome any further suggestions to mark the occasion.

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Resolved that:

- 1) the report be noted;
 - 2) an application for a road closure for outside the Parish Institute be submitted to Cherwell District Council; and **Action TG**
 - 3) Christopher Rawlins Primary School be asked to circulate information to parents and children about the events. **Action JA**
- iv) Dog Waste Bin – The Parish Council discussed a request for a new dog waste bin located on the A4260 in Twyford.

Resolved that:

- 1) a dog waste bin be purchased and located on the corner of Gardner Close and the A4260 in the grass verge; and
 - 2) a meeting be arranged with Paul Lester and Councillor Rachel Moffat to discuss the installation. **Action TG**
- v) Litter Picking – The Parish Council discussed arranging a village litter pick to support Cherwell District Council's Spring Clean.

Resolved that:

- 1) the WI be contacted to discuss whether their event on 1 April 2023, could incorporate the Spring Clean theme;
 - 2) if the two events cannot be held together, the Chairman and Councillor Rob Yeatman agreed to arrange a separate village litter pick; and
 - 3) if residents are unable to join the village events they are encouraged to undertake their own litter picks at a convenient time.
- vi) Day of Dance 2023 – The Parish Council discussed the Day of Dance for 2023 and Councillor Rob Yeatman confirmed that he had met with the Bagmen from each of the Morris Groups and plans were in place for the event.

Councillor Rob Yeatman was thanked for his work on the Day of Dance.

Resolved that the report be noted.

113/22 Parish Council Matters

- i) Vacancies – There were no applications for co-option onto the Parish Council.

Resolved that the vacancy continue to be advertised. **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 still needed to be repaired and the Clerk advised that she had contacted Paul Lester to undertake the work and it should be completed shortly.
 - Play area inspection at the Lucy Plackett Playing Field – Councillor Simon Davies reported that the wooden play equipment had been replaced and Paul Lester had done a very good job.
 - Adderbury Lakes – The Chairman reported that there were no issues at the Lakes and the tree survey had been completed. A first aid course was held in the Parish Institute on Saturday 25 February 2023 arranged by the Parish Council and it had been well attended by the volunteers from the Lakes Working Party.

- 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**

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- iv) Banbury Local Cycling and Walking Infrastructure Plan – The Parish Council discussed its comments on the County Council's consultation. The deadline for comments was 28 February 2023, however the County Council would accept comments from the Parish Council until 2 March 2023.

Resolved that the Parish Council to submit an objection to the changes to the footpaths in Bloxham, a request be made for widening the A4260 footpath to accommodate a cycleway and also new cycleways/footpaths be located on Milton Road and Aynho Road. **Action TG/DB**

- v) Walled Garden Allotments – The Clerk reported that the tenant of plot 13 at the Walled Garden Allotments had not paid the rent due on 1 October 2023 and asked the Parish Council to consider terminating the tenancy.

Resolved that the tenancy for plot 13 be terminated and the tenant be given the required, one month notice. **Action TG.**

- vi) Memorial Benches/Seats – The Parish Council discussed a policy for dealing with requests for memorial benches/seats in the village and at Adderbury Lakes.

It was also reported that over the last year, £200 had been collected in the donation tins at Adderbury Lakes. Rick Akinson was thanked for instigating and managing this initiative.

Resolved that:

- 1) no further memorial benches be permitted in Adderbury Lakes and the Clerk and Responsible Financial Officer be given delegated authority, in consultation with the Chairman, to refuse requests;
- 2) if the request for a memorial bench relates to a volunteer who has worked directly at Adderbury Lakes, for a long period of time, and a suitable position is available, this request will be referred to the Parish Council for a decision;
- 3) if a request for a memorial bench is refused, as an alternative, the family be offered a plaque on an existing bench at Adderbury Lakes or to locate a new bench in the village (subject to agreeing a suitable position) or replace an existing bench in the village;
- 4) the fee for a plaque on an existing memorial bench at Adderbury Lakes be £500, plus the cost of the plaque and the installation of the plaque; and
- 5) the wording of the plaques on any new or existing memorial benches, in the village or at Adderbury Lakes to be approved by the Clerk and Responsible Financial Officer, in consultation with the Chairman.

114/22 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 28 February 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 28 February 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 February 2023.

Resolved that the report be noted.

- v) 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 approved. **Action TG**

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115/22 Correspondence – The Clerk had received an email from Geoff Barrell at the County Council regarding the application for 20mph speed restrictions in the village and plans indicating the roads which the speed restrictions could be applied to, were also included. This information would be circulated to Councillors.
Action TG

Councillor Rob Yeatman reported that he had met with one supplier of EV charging points and meetings with other suppliers had been arranged.

THE LUCY JANE PLACKETT CHARITY

(One item)

116/22 Party in the Park 2023 – The Parish Council considered a request for use of the Lucy Plackett Playing Field for Party in the Park on 17 June 2023.

Resolved that the request be approved. **Action TG**

117/22 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) at the Methodist Hall
- 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

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(Meeting closed at 9.25pm)

Chairman – 28 March 2023