

ADDERBURY PARISH COUNCIL

TUESDAY 10 SEPTEMBER 2019

Clerk & Responsible Financial Officer

Theresa Goss
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3 September 2019

Dear Councillor,

A meeting of the Parish Council will be held on **Tuesday 10 September 2019 at 7.30pm** at the **Church House, High Street, Adderbury** to transact the business set out in the Agenda below, and you are summoned to attend.

The District Councillors Christine Heath, Andrew McHugh and Mike Bishop and County Councillor Arash Fatemian are also invited to attend.

T.Goss
Clerk to the Parish Council

A G E N D A

1. **Welcome** – The Chairman to welcome members of the public and Councillors to the meeting, in particular Councillor Andy Millard as it is his first meeting.

The Chairman will also advise on the procedure for the recording of meetings.
7.30pm

2. **Apologies for absence** - To receive any apologies for absence from the meeting.
7.30pm

3. **Declarations of Interest** - Members are asked to declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice cannot be given to Councillors at Parish Council meetings.
7.40pm - 7.45pm

4. **Minutes** – To consider the minutes of the meeting held on 30 July 2019 any matters arising from those minutes. **(Attached)**
7.45pm – 7.50pm

5. **Chairman's Announcements**
7.50pm – 8.00pm

- Thanks to Malcolm Brown for completing the judging for the Millennium Cup and congratulations to Phil and Bernice Mansell who were the 2019 winners for plot 18
- Information Commissioners Office - Toolkit for Town and Parish Councils
<https://ico.org.uk/about-the-ico/news-and-events/news-and-blogs/2019/08/blog-three-top-issues-for-town-and-parish-councils/>
- Inaugural AGM of Oxfordshire Neighbourhood Plans Alliance – Held on 7 September 2019

6. **Open Forum** - Members of the public are invited to raise any items which concern the Parish.
(10 minutes maximum/3 minutes per person)
8.00pm – 8:10pm
7. **Reports from County and District Councillors** - To receive reports from the Adderbury County Councillor and District Councillors. **8.10pm – 8.20pm**
8. **Planning**
- i) Planning Applications - To note the planning applications considered by the Parish Council since the last meeting. **(Report to follow)**
 - ii) Results of Planning Applications - To note the results of planning applications determined by Cherwell District Council's Planning Committee. **(Report to follow)**
 - iii) Planning Application 18/00220/F – To receive an update on the progress of discharge of the pre-commencement conditions. **(Report to follow)**
8.20pm – 8.35pm
9. **Village Matters**
- i) FOCAL – To receive a report on the work at FOCAL. **(Report to follow)**
 - ii) Working for Adderbury Community (WFAC) – To receive a progress report on the project. **(Report to follow)**
 - iii) Memorial for Andrew Barnes – To discuss how to proceed with a permanent memorial for Andrew Barnes.
 - iv) Nature Reserve at the Railway Embankment – To note the progress with a project to introduce a nature reserve at the Railway Embankment, next to the Lucy Plackett Playing Field. **(Report to follow)**
 - v) Railway Embankment Bridge – To discuss whether any maintenance is required to the bridge parapet on the Railway Embankment, next to the Lucy Plackett Playing Field. **(Report to follow)**
 - vi) Adderbury Community Day, 21 September 2019 – To note that volunteers are required to marshal the road closure, from 11am to 6pm.
8.35pm – 9.00pm
10. **Parish Council Matters**
- i) Committee Minutes and Recommendations. If Councillors have any queries on the minutes and decisions of the Committees, please contact the Clerk prior to the Parish Council meeting
 - Environment Committee – The minutes of the meeting held on 27 August 2019 to be circulated to the Parish Council. **(To follow)**
 - Staffing Committee – The minutes of the meeting held on 18 July 2019 to be circulated to the Parish Council. **(To follow)**
 - ii) Councillors Training Courses – The following training courses are available to Councillors:

Date	Subject	Half/full day	Location
Wednesday September 18 th	13. Roles and Responsibilities for new councillors and clerks	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday	14. Budgeting and	Half/ morning	Begbroke Science Park,

October 2 nd	financial management for councillors 15. VAT for clerks (and councillors!)	Half/ afternoon	Woodstock Room, Begbroke OX5 1PF
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- iii) Parish Council Surgeries – To receive a report on the issues reported at the last Parish Council Surgery. **(Report to follow)**

Surgeries are held on the first Saturday on the month at the Church House, Adderbury, from 11am to 12 noon.

- iv) Health and Safety - To receive a report on:

- the play area inspection at The Rise from Councillor Steven Cox;
- the play area inspection at the Lucy Plackett Playing Field from Councillor Ann Lyons; and
- Adderbury Lakes from Councillor Diane Bratt.

- v) Walled Garden Allotments – To agree whether or not to terminate the tenancies in relation to plots 1 & 14 because they are not being kept in a good conditions, as per the Conditions of Tenancy.

(Report to follow)

9.00pm – 9.10pm

11. Finance

- i) Approval of Accounts for Payment - To approve the accounts for payment. **(Report to follow)**

- ii) Bank Reconciliation and Financial Report - To note the bank reconciliation and financial report. **(Report to follow)**

- iii) Appointment of Internal Auditor 2019/2020 – To appoint Arrow Accounting as the Internal Auditor for 2019/2020.

9.10pm – 9.15pm

12. **Correspondence** - Items of correspondence will be circulated to members.

9.15pm

The Lucy Jane Plackett Charity

No Items

13. **Public and Press** - To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for item numbered 14 on the grounds that it could involve the likely disclosure of private and confidential information.

9.15pm

14. **The Leys** – To discuss the access issue from the railway embankment to The Leys. **(Report to follow)**

9.15pm – 9.30pm

15. **Meeting Dates** – Future meeting dates to be agreed as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise.

- 29 October 2019
- 26 November 2019
- 14 January 2020
- 25 February 2020
- 31 March 2020

- 28 April 2020
- 26 May 2020

9.30pm

16. **Items for the Future Agendas/Items of Information**

- Registration of Parish Council Land

9.30pm