

ADDERBURY PARISH COUNCIL

TUESDAY 11 SEPTEMBER 2018

Clerk & Responsible Financial Officer

Theresa Goss
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3 September 2018

Dear Councillor,

A meeting of the Parish Council will be held on **Tuesday 11 September 2018 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 to the meeting and 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.
7.30pm - 7.35pm

4. **Minutes** – To consider the minutes of the meeting held on 31 July 2018 any matters arising from those minutes. **(To follow)**
7.35pm – 7.45pm
5. **Chairman's Announcements**
 - Update on the progress with the Ice House project
 - Update on the progress with the Friends Meeting House project
 - Oxfordshire County Council's 'Commitment to Thriving Communities' event - Thursday 4 October 2018 at Banbury Town Hall, 1 Bridge Street, Banbury from 6 to 9pm for all Councillors.
 - Works to the Lucy Plackett Playing Field footpath to start on 24 October 2018.
 - Update on the Silent Soldier**7.45pm – 7.50pm**

6. **Open Forum** - Members of the public are invited to raise any items which concern the Parish.
(10 minutes maximum/3 minutes per person)
7.50pm – 8:00pm
7. **Reports from County and District Councillors** - To receive reports from the Adderbury County Councillor and District Councillors.
8.00pm – 8.10pm
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 agree the next steps with regard to the continued management of the land and the discharging the pre-commencement conditions. **(Report to follow)****8.10pm – 8.25pm**
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 and to agree the Parish Council's Trustees in readiness for WFAC AGM on 10 October 2018. **(Report to follow)**
 - iii) Forest Schools Project – To receive an update on the progress of this project and agree a strategy for basic maintenance in the future. **(Report to follow)**
 - iv) Oxford Road Speed Survey/Traffic matters – To discuss the traffic issues in the village. **(Report to follow)**
 - v) Widening of Footpath from Adderbury to Bodicote – To discuss the widening of the footpath to possibly include a cycleway. **(Report to follow)**
 - vi) Bus Shelters/Bus Stops on A4260 – To discuss new bus shelters and bus stops funded from the Section 106 funds for the village. **(Report to follow)****8.25pm – 8.45pm**
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 – To note that there had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting is on Tuesday 25 September 2018.
 - Staffing Committee – To note that there had not been a meeting of the Committee since the last meeting of the Parish Council.
 - ii) Councillors Training Courses – The following training courses are available to Councillors:
 - Code of Conduct – Thursday 12 September 2018 at 5pm at Cherwell District Council, Bodicote House, Bodicote, Banbury for all Councillors, especially new Councillors
 - Roles & Responsibilities – Wednesday 19 September 2018 at Civic Hall, Britwell Road, Didcot for new and less experienced councillors (full day)

- GDPR, Progress on Implementation – Wednesday 17 October 2018 at Civic Hall, Britwell Road, Didcot for all Councillors (half day)
 - Planning, How Town and Parish councils fit into the planning system and how to make effective responses to planning applications – Thursday 15 November 2018 at Committee Rooms 1 and 2, Woodgreen Office, West Oxfordshire District Council, Witney (half day).
- iii) Co-option – To consider any applications for co-option for the vacancy on the Parish Council.
- iv) Parish Council Surgeries – To receive a report on the issues reported at the last Parish Council Surgery.
- Surgeries are held on the first Saturday on the month at the Church House, Adderbury, from 11am to 12 noon.
- v) 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

8.45pm – 9.00pm

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 for 2018/2019 – To consider the Letter of Engagement from Arrow Accounting for the Internal Audit for 2018/2019. **(Report to follow)**
- iv) External Audit Report 2017/2018 – To note the External Auditor's report for 2017/2018. **(Previously circulated)**
- v) Walled Garden Allotments - To agree the rent for 2019/2020 and discuss the possible termination of tenancies. **(Report to follow)**

9.00pm – 9.15pm

- 12. Correspondence** - Items of correspondence will be circulated to members.
9.15pm

The Lucy Jane Plackett Charity

No items

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

- 30 October 2018
- 27 November 2018
- 15 January 2019
- 26 February 2019
- 26 March 2019
- 30 April 2019

9.15pm

14. Items for the Future Agendas/Items of Information

- Boreholes in Adderbury Cemetery & LAP/LEAP/Community Areas, Adderbury Fields **9.15pm**