

# ADDERBURY PARISH COUNCIL

TUESDAY 31 OCTOBER 2023

Clerk & Responsible Financial Officer

Theresa Goss  
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24 October 2023

Dear Councillors,

A meeting of the Parish Council will be held on **Tuesday 31 October 2023 at 7.30pm** at Church House, High Street, Adderbury to transact the business set out in the Agenda below and you are summoned to attend.

The District Councillors David Hingley, Adam Nell and Rob Pattenden and County Councillor Arash Fatemian are also invited to attend.

Members of the public are invited to attend the meeting, however please note that this will be for the purposes of viewing the meeting only and public participation will only be permitted during the Open Forum. The 3 minute public speaking rule, as per the Parish Council's Standing Orders, will apply.

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.  
**7.30pm – 7.35pm**
2. **Apologies for absence** - To receive any apologies for absence from the meeting.  
**7.35pm – 7.40pm**
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 12 September 2023 and any matters arising from those minutes. **(Attached)**  
**7.45pm – 7.50pm**
5. **Chairman's Announcements**  
**7.50pm – 8.00pm**
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 – 8.15pm**

## 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) Adderbury Neighbourhood Plan (ANP) – To note the progress which the ANP Working Group had made in relation to updating the Plan.
- iv) Local Plan 2040 – To approve a response to Cherwell District Council's Local Plan consultation.  
**8.15pm – 8.30pm**

## 9. Village Matters

- i) FOCAL – To receive a report on the work of FOCAL. (Report to follow)
- ii) Community and Sports Centre Project (Milton Road) - To receive a progress report on:
  - the building project;
  - grant funding/fundraising organised by the Parish Council & Working for Adderbury Community (WFAC) Working Group; and
  - a meeting with Cherwell District Councillor Nigel Simpson, Portfolio Holder for Sport & Leisure.
- iii) Grass Cutting Agreement – To approve the grass cutting agreement with the County Council.  
**(Agreement to follow)**
- iv) Common Land in Manor Road – To discuss whether the Parish Council should take responsibility for Colin Butler Green.
- v) Warm Spaces – To discuss possible locations in the village which could be used as warm spaces.
- vi) Celebrations for Church 800<sup>th</sup> anniversary – To discuss how the Parish Council can support the celebrations in 2030.

**8.30pm – 8.50pm**

## 10. Parish Council Matters

- i) Health and Safety:-
  - To note the play area inspection at The Rise from Councillor Simon Davies;
  - To note the play area inspection at the Lucy Plackett Playing Field from Councillor Simon Davies;
  - To note the inspection at Adderbury Lakes from Councillor Diane Bratt; and
  - To note the inspection at the Walled Garden Allotments from Councillor Rachel Moffat.
- ii) Parish Council Newsletter – To discuss the contents of the next Newsletter.
- iii) Community First Oxfordshire, Community-Led Stewardship Support – To discuss whether the Parish Council could become part of this project. **(Information previously circulated)**
- iv) Traffic Calming Working Group – To note the minutes of the meeting held on 11 October 2023 and approve the decisions and actions of the Working Group. **(Minutes to follow)**

**8.50pm – 9.00pm**

11. **Finance**

- i) Approval of Accounts for Payment, Income, Uncashed Payments and Bank Reconciliation - To approve the accounts for payment and note the income received since the last meeting, the uncashed receipts & payments and the bank reconciliation. **(Reports to follow)**
- ii) Budget Monitoring – To note the budget monitoring report for 2023/2024. **(Report to follow)**
- iii) Walled Garden Allotments – To review the rents for 2024/2025.
- iv) Adderbury Cemetery – To review the burial fees for 2024/2025.
- v) Approval of Bank Signatories – To approve Parish Councillors Mark Gerold and Joel Greenberg as signatories on the Parish Council bank accounts.
- vi) Conclusion of External Audit – To note the conclusion of the External Audit for 2022/2023 and note the External Auditor’s report. **(To follow)**
- vii) Internal Auditor – To appoint Auditing Solutions Ltd as the Internal Auditor for 2023/2024.  
**9.00pm – 9.20pm**

12. **Correspondence** - Items of correspondence will be circulated to members.  
**9.20pm – 9.25pm**

**The Lucy Jane Plackett Charity**  
(One Item)

13. **Lucy Jane Plackett Annual Return 2022/2023** – To note the submission of the 2022/2023 Annual Return to the Charity Commission.  
**9:25pm – 9:30pm**
14. **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 items numbered 15 & 16 on the grounds that it could involve the likely disclosure of private and confidential information.  
**9:30pm**
15. **Track to the Railway Embankment** – To receive an update on the ownership of the track.  
**9:30pm – 9:35pm**
16. **Milton Road Project** – To discuss the receipt of the tenders and appoint a preferred contractor.  
**9.35pm – 9:45pm**
17. **Meeting Dates** – Future meeting dates to be agreed as follows and will commence at 7.30pm at Church House, High Street, Adderbury.
- 28 November 2023
  - 16 January 2024
  - 27 February 2024
  - 26 March 2024
  - 17 April 2023 (Annual Parish Meeting)
  - 30 April 2024
  - 21 May 2024
  - 25 June 2024
  - 30 July 2024
  - 10 September 2024
  - 22 October 2024
  - 26 November 2024
- 9.45pm**
18. **Items for the Future Agendas/Items of Information** **9.45pm**