

# ADDERBURY PARISH COUNCIL

TUESDAY 18 MAY 2021

## Clerk & Responsible Financial Officer

Theresa Goss  
3 Tanners Close  
Middleton Cheney  
Banbury, OX17 2GD

[adderburypc@hotmail.com](mailto:adderburypc@hotmail.com)  
[www.adderburypc.co.uk](http://www.adderburypc.co.uk)

11 May 2021

Dear Councillors,

The Annual Meeting (Advisory) of the Parish Council will be held on Zoom on **Tuesday 18 May 2021 at 7.30pm** to transact the business set out in the Agenda below and you are invited to attend.

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

The Zoom joining details are as follows:

<https://us02web.zoom.us/j/83215553639?pwd=S1g2d0ZJQ0pCUDZiaDlaa1VkaGZxdz09>

Meeting ID: 832 1555 3639

Passcode: 899956

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, especially Councillors Matthew Gerard and Jackie Head as it is their first meeting as Parish Councillors.  
**7.30pm**
2. **Apologies for absence** - To receive any apologies for absence from the meeting.  
**7.30pm**
3. **Appointment of Chairman 2021/2021** – To appoint a Chairman for 2020/2021, including a temporary suspension of Standing Order 5f (for this item only). **7.30pm – 7.35pm**
4. **Appointment of Vice-Chairman 2020/2021** – To appoint a Vice-Chairman for 2020/2021. **7.35pm – 7.40pm**
5. **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**

6. **Minutes** – To consider the minutes of the meeting held on 27 April 2021 and any matters arising from those minutes. **(Attached)**  
**7.45pm – 7.50pm**
7. **Chairman’s Announcements**
  - Welcome the new District Councillor for Adderbury, Adam Nell.
  - Rhoda Woodward’s Memorial Service is being held on Saturday 10 July 2021 at 11am at the Methodist Chapel, Adderbury followed by refreshments at the Coach and Horses PH.**7.55pm – 8.00pm**
8. **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**
9. **Reports from County and District Councillors** - To receive reports from the Adderbury County Councillor and District Councillors. **8.10pm – 8.20pm**
10. **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) 19/01047/OUT, Land North East of Oxford Road, west of Oxford Canal and east of Bankside, Banbury - Outline planning application for a residential development of up to 825 dwellings; green infrastructure including formal (playing fields with changing rooms, allotments) and informal open space; landscaping and associated infrastructure including a balancing pond; on land off the A4260, with access off the existing Longford Park access off the A4260 (Oxford Road), and a new access off the A4260 (Banbury Road). All matters of detail reserved, save for access.  
**8.20pm – 8.35pm**
11. **Village Matters**
  - i) Traffic Calming - To receive a report on the traffic calming project in the village. **(Report to follow)**
  - ii) FOCAL – To receive a report on the work of FOCAL. **(Report to follow)**
  - iii) The Milton Road Community Project - To receive progress reports on the building project and the progress made by the Working for Adderbury Community (WFAC) Working Group. **(Report to follow)**
  - iv) Dog Waste Bin – To agree the location of a new dog waste bin around the Berry Hill Road/Oxford Road area. **(Report to follow)**
  - v) Community Engagement – To discuss community engagement and distributing information to the village. **(Report to follow)**
  - vi) Climate Change ‘The Great Big Green Week’ – To discuss whether the Parish Council should support the ‘The Great Big Green Week’ <https://greatbiggreenweek.com>  
**8.35pm – 8.50pm**
12. **Parish Council Matters**
  - i) Vacancies – To consider any applications for co-option onto the Parish Council.
  - ii) Appointment of Council Representatives & Council Committees and Working Groups - To appoint the Parish Council representatives and establish the memberships of the Parish Council Working

Groups and Committees.

Current appointments are available on the Parish Council web site.

<https://www.adderburypc.co.uk/downloads/Committee-Membership-2019-2020.pdf?com=3>

- iii) 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 & Staffing Committee: There had not been any meetings of the Committees since the last meeting of the Parish Council. The next meeting of the Environment Committee is scheduled for Tuesday 25 May 2021 at 7.30pm on Zoom.
- iv) Health and Safety:-
- To note the play area inspection at The Rise from Councillor Rod Head;
  - To note the play area inspection at the Lucy Plackett Playing Field from Councillor Ann Lyons
  - To note the inspection at Adderbury Lakes from Councillor Diane Bratt.
- v) Parish Council Documents – To review the following Parish Council documents, which are available to view on the Parish Council web site. <https://www.adderburypc.co.uk/documents.php>
- Asset Register
  - Risk Management Log and Risk Schedule
  - Financial Regulations
  - Standing Orders
  - Code of Conduct
  - Complaints Policy
  - Vexatious Complaints Procedure
  - Freedom of Information Policy
  - Dispute Resolution Process
  - Dignity at Work Policy
  - Grievance Procedure
  - Data Breach Policy
  - Data Protection Policy
  - Records Retention Policy
  - Subject Access Request Procedure
  - Press and Media Policy
  - Safeguarding Policy
  - Training Policy

**8.50pm – 9.20pm**

### 13. Finance

- i) General Power of Competence – To pass the following resolution:

**Resolved** that Adderbury Parish Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk and has the General Power of Competence.

The General Power of Competence gives councils the power to do anything an individual can do, provided it is not prohibited by other legislation. The criteria is that a Parish Council must have two thirds of its Councillors appointed by an election and a Clerk who has the Certificate in Local Council Administration. (CiLCA). For more information visit:

<https://www.local.gov.uk/sites/default/files/documents/general-power-competence--0ac.pdf>

- ii) Approval of Accounts for Payment, Income and Bank Reconciliation - To approve the accounts for payment, note the income received since 1 April 2021 and note the bank reconciliation.  
**(Reports to follow)**

iii) Financial Report - To note the financial report. **(Report to follow)**  
**9.20pm - 9.25pm**

14. **Correspondence** - Items of correspondence will be circulated to members.  
**9.25pm**

### **The Lucy Jane Plckett Charity**

(One Item)

15. **Review of Signs in the Lucy Plckett Playing Field** – To discuss whether new signage is required to ensure dogs are kept on a lead and dog owners are encouraged to pick up after their pets. **(Report to follow)**  
**9.25pm – 9.30pm**

16. **Meeting Dates** – Future meeting dates to be agreed as follows and will commence at 7.30pm. Until further notice, these will be virtual meetings held on Zoom. **9.30pm**

- 29 June 2021
- 27 July 2021
- 14 September 2021
- 26 October 2021
- 30 November 2021

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

- Quote for Works at Adderbury Cemetery
- Monitoring of brambles at the Lucy Plckett Playing Field children's play area
- Bench Survey (Councillor Road Head)

**9.30pm**