

# ADDERBURY PARISH COUNCIL

TUESDAY 19 MAY 2020

**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 2020

Dear Councillor,

The Annual Meeting of the Parish Council will be held virtually on Zoom on **Tuesday 19 May 2020 at 7.30pm** to transact the business set out in the Agenda below, and you are summoned to attend.

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

To enable you to attend the meeting, the Zoom meeting ID and password will be sent to you in due course.

Members of the public are advised to contact the Clerk to the Parish Council if they wish to attend the meeting. 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**
2. **Apologies for absence** - To receive any apologies for absence from the meeting.  
**7.30pm**
3. **Appointment of Chairman 2020/2021** – 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 21 April 2020 and any matters arising from those minutes. **(Attached)**  
**7.45pm – 7.50pm**
7. **Chairman's Announcements**
  - Community Governance Review

- Commencement of works on the Milton Road land
- Dog fouling signs in the Lucy Plackett Playing Field

**7.50pm – 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) Planning Application 19/02796/F - OS Parcels 3309 And 4319 Adjoining And North Of Milton Road Adderbury – To receive an update on the application for the erection of sports & community pavilion with associated carpark and sport facilities (outdoor pitches and MUGA) following planning consent for change of use of agricultural land to sport/recreation and community use (18/00220/F). **(Report to follow)**
- iv) 20/01073/F, OS Parcel 0080 West of Berryhill Road adjoining and South of Milton Road, Adderbury - Use of site for recreational caravan park to include a new amenity building containing reception, toilets, showers and washing facilities. **(Information previously circulated)**

**8.20pm – 8.50pm**

11. **Village Matters**

- i) FOCAL – To receive a report on the work of FOCAL. **(Report to follow)**
- ii) Working for Adderbury Community (WFAC) – To receive a progress report on the project and agree a quote for work on the utilities on the site. **(Report to follow)**
- iii) Annual Parish Meeting (APM) 2020 – To confirm that the meeting has been cancelled due to the Covid-19 Pandemic.

**8.50pm – 9.00pm**

12. **Parish Council Matters**

- i) Vacancies – To consider any applications for co-option onto the Parish Council.
- ii) 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
- iii) Appointment of Council Representatives & Council Committees and Working Groups/Review of Subscriptions/Insurance - To appoint the Parish Council representatives, establish the memberships of the Parish Council Working Groups and Committees, review the Parish Council's and/or staff subscriptions to other bodies and confirm insurance arrangements.

Current appointments are available on the Parish Council web site.

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

- iv) 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 the minutes and approve the recommendations of the meeting held on Tuesday 5 May 2020. **(Minutes to follow)**
  - Staffing Committee – No meeting since the last meeting of the Parish Council. **(Minutes to follow)**

**9.00pm – 9.10pm**

13. **Finance**

- i) Approval of Accounts for Payment and Bank Reconciliation - To approve the accounts for payment and bank reconciliation. **(Report to follow)**
- ii) Financial Report - To note the financial report. **(Report to follow)**
- iii) Statement of Internal Control 2019/2020 – To approve the Statement of Internal Control 2019/2020. **(Report to follow)**
- iv) Review of the Effectiveness of the Internal Audit 2019/2020 – To approve the Review of the Effectiveness of the Internal Audit 2019/2020. **(Report to follow)**

**9.10pm – 9.20pm**

14. **Correspondence** - Items of correspondence will be circulated to members.  
**9.20pm**

**The Lucy Jane Plackett Charity**

(No items)

15. **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 16 on the grounds that it could involve the likely disclosure of private and confidential information.

**9.20pm**

16. **The Leys** – To discuss the access issue from the railway embankment to The Leys.

**9.20pm – 9.30pm**

17. **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**

- 30 June 2020
- 28 July 2020

- No meeting in August 2020
- 8 September 2020
- 27 October 2020
- 24 November 2020
- No meeting in December 2020
- 12 January 2021
- 25 February 2021
- 30 March 2021
- 27 April 2021
- 18 May 2021

**18. Items for the Future Agendas/Items of Information 9.30pm**