

ADDERBURY PARISH COUNCIL

TUESDAY 23 FEBRUARY 2021

Clerk & Responsible Financial Officer

**Theresa Goss
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Middleton Cheney
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16 February 2021

Dear Councillors,

A meeting of the Parish Council will be held on Zoom on **Tuesday 23 February 2021 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.

The Zoom joining details are as follows:

<https://us02web.zoom.us/j/83919187758?pwd=QkNtRHJaMFk5YWpZZ1JhREdOeUxxZz09>

Meeting ID: 839 1918 7758

Passcode: 106762

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**
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 12 January 2021 and any matters arising from those minutes. **(Attached)**
7.35pm – 7.40pm
5. **Appointment of Vice-Chairman** – To appoint a Vice-Chairman for 2020/2021.
7.40pm – 7.45pm

6. **Chairman's Announcements**
- Reminder about social distancing when walking along narrow roads in the village
 - Local Transport and Connectivity Plan Vision Consultation
- 7.45pm – 7.50pm**
7. **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
8. **Reports from County and District Councillors** - To receive reports from the Adderbury County Councillor and District Councillors. **8.00pm – 8.10pm**
9. **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) Housing Supplementary Planning Document - To make comments on the consultation documents. Deadline is 26 February 2021. **(Information previously circulated)**
 - iv) 20/03687/F - Plot 37 Land Adjacent to 7 Henge Close Adderbury – To consider an application for the erection of a three-bedroom house, with two parking spaces. **(Information previously circulated)**
 - v) 21/00343/F – Land East of The Leys Adderbury – To consider an application for the erection of two dwellings. **(Information previously circulated)**
- 8.10pm – 8.30pm**
10. **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. **(Reports to follow)**
 - iv) Public Access to Milton Road Field, Adderbury – To discuss a request for the public to access the Milton Road field. **(Report to follow)**
 - v) Annual Parish Meeting (APM) 2021 – To discuss the arrangements for the Annual Parish Meeting being held on Wednesday 14 April 2021 at 7.30pm on Zoom.
 - vi) Traffic Issues Twyford Wharf – To discuss the traffic issues around Twyford Wharf, Twyford Road, Adderbury. **(Report to follow)**
 - vii) Snow Wardens – To receive an update on the work of the Snow Wardens, including approval of the Risk Assessment. **(Report to follow)**
 - viii) 'Paint Means Poo' – To receive an update on the work of the 'Paint Means Poo' project, including approval of the Risk Assessment. **(Report to follow)**
- 8.30pm – 9.10pm**

11. Parish Council Matters

- i) Community Governance Review – To note the decision made by Cherwell District Council on 22 February 2021, agree to publish a statement on the matter and discuss publishing a statement more generally on the workings of the Parish Council.
- ii) Councillor to Monitor Financial Matters – To appoint a Councillor to monitor the Parish Council's financial matters, in conjunction with the Clerk and Responsible Financial Officer. **(Report to follow)**
- 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 – To:
 - 1) consider the minutes and approve the recommendations of the meeting held on Tuesday 26 January 2021 at 7.30pm on Zoom;
 - 2) give delegated authority to Parish Councillor Martin Rye and the Clerk in consultation with Jonathan White and Mike Wasley to make any urgent decisions relating to the traffic calming project; and
 - 3) receive an update on electric vehicle parking in the village.
 - Staffing Committee – No meeting since the last meeting of the Parish Council. The next meeting is scheduled for Thursday 18 March 2021.
- iv) Parish Council Training Policy – To approve a Parish Council training policy. **(Policy to follow)**
- v) Health and Safety:-
 - To note the play area inspection at The Rise;
 - 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.
- vi) Parish Council Leaflet/Newsletter – To discuss introducing a Parish Council leaflet/newsletter. **(Report to follow)**
- vii) Parish Council Noticeboards – To accept a quote for maintenance works to the Parish Council noticeboards. **(Report to follow)**
- viii) Adderbury Parish Council and Other Bodies – To discuss the Parish Council's engagement with other bodies in the village. **(Report to follow)**

9.10pm - 9.30pm

12. 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)**
- ii) Cherwell District Council's Covid-19 'Containing Outbreak Management Fund' – To discuss how this grant funding can be accessed by organisations in the village. **(Report to follow)**

9.30pm – 9.40pm

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

9.40pm

The Lucy Jane Plackett Charity

(No items)

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, 17 & 18 on the grounds that it could involve the likely disclosure of private and confidential information.
9.40pm
15. **Cemetery and Allotment Maintenance Contracts 2021/2022** – To note that the contract has been awarded to Fourth Corner Ltd.
9.40pm – 9.45pm
16. **Planning Applications 18/00220/F and 19/02796/F- Discharge of Conditions** – To consider quotes for works to discharge conditions on these permissions. **(Report to follow)**
9.45pm – 9.50pm
17. **Works to Walls** – To consider quotes for work to walls at Adderbury Lakes, Walled Garden Allotments and the Friends Meeting House. **(Report to follow)**
9.50pm – 9.55pm
18. **Adderbury Lakes, Tomography Report** – To consider a quote for a tomography report for a tree at Adderbury Lakes. **(Report to follow)**
9.55pm – 10.00pm
19. **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. **10.00pm**
 - 30 March 2021
 - 14 April 2021 (Adderbury Annual Parish Meeting)
 - 27 April 2021
 - 18 May 2021
20. **Items for the Future Agendas/Items of Information**
10.00pm