

ADDERBURY PARISH COUNCIL

TUESDAY 23 MAY 2023

Clerk & Responsible Financial Officer

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

adderburypc@hotmail.com
www.adderburypc.co.uk

16 May 2023

Dear Councillors,

The Annual Meeting of the Parish Council will be held on **Tuesday 23 May 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. **Appointment of Chairman for 2023/2024** - To appoint a Chairman for 2023/2024.
7:40pm – 7:45pm
4. **Appointment of Vice-Chairman for 2023/2024** - To appoint a Vice-Chairman for 2023/2024.
7:45pm – 7:50pm
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.

7.50pm – 7:55pm

6. **Minutes** – To consider the minutes of the meeting held on 25 April 2023 and any matters arising from those minutes. **(Attached)**
7.55pm – 8.00pm
7. **Chairman's Announcements**
 - Parking issues
 - Deadline extension to 26 May 2023 for consultation on 20mph speed restrictions
 - Thank you from WI for Parish Council Grant
 - Meeting with representatives from Party in the Park**8.00pm – 8.10pm**

8. **Open Forum** - Members of the public are invited to raise any items which concern the Parish.
(10 minutes maximum/3 minutes per person)
8:10pm – 8.15pm
9. **Reports from County and District Councillors** - To receive reports from the Adderbury County Councillor and District Councillors. **8.15pm – 8.25pm**
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) Adderbury Neighbourhood Plan (ANP) – To note the progress with the ANP Working Group, which will be updating the Plan.
8.25pm – 8.30pm
11. **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 and an update on the grant funding/fundraising organised by the Parish Council & Working for Adderbury Community (WFAC) Working Group, including the 'Buy-A-Brick' campaign. **(Report to follow)**
 - iii) The Coronation of HM King Charles III – To note the success of the event held on Saturday 6 May 2023 and thank all the volunteers who assisted on the day.
 - iv) Recycling Banks – To discuss the recycling banks in the A4260 layby, just outside Twyford.
 - v) Estate Agents Signs – To discuss the estate agents signs which are being incorrectly located in the village.
8.30pm – 8.40pm
12. **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; and
 - To note the inspection at Adderbury Lakes from Councillor Diane Bratt.
 - ii) Parish Council Newsletter – To discuss the contents of the next Newsletter.
 - iii) Fix My Street 'Super User' – To discuss appointing a 'Super User' as part of the County Council's initiative.
 - iv) 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. **(Report to follow)**
 - 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

vi) Walled Garden Allotments – To discuss hiring a skip to clear the rubbish from the Walled Garden Allotments.

vii) OALC Executive Committee – To agree to the appointment of Councillor Diane Bratt to the OALC Executive Committee.

8.40pm – 8.55pm

13. **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 payments and the bank reconciliation. **(Reports to follow)**

ii) Budget Monitoring – To note the budget monitoring report for 2023/2024. **(Report to follow)**

8.55pm – 9.10pm

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

9.10pm – 9.15pm

The Lucy Jane Plackett Charity

(Two Items)

15. **Lease for Use of the Lucy Plackett Playing Field** – To discuss the renewal of the lease between the Football Club and the Parish Council. **(Draft lease to follow)**

9:15pm – 9:20pm

16. **Use of the Lucy Plackett Playing Field** – To discuss the ad hoc use of the playing field by local schools and businesses.

9:20pm – 9:25pm

17. **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 18 & 19 on the grounds that it could involve the likely disclosure of private and confidential information.

9:25pm

18. **Track to the Railway Embankment** – To discuss the ownership of the track following a meeting with Strutt and Parker. **(Report to follow)**

9:25pm – 9:35pm

19. **The Pound** – To discuss the lease for the land known as ‘The Pound’.
20. **Meeting Dates** – Future meeting dates to be agreed as follows and will commence at 7.30pm and Church House, High Street, Adderbury.
- 27 June 2023
 - 25 July 2023
 - 12 September 2023
 - 31 October 2023
 - 28 November 2023
- 9.35pm**
21. **Items for the Future Agendas/Items of Information**
- Induction for Councillors
 - The Pound
 - Memorial Health and Safety Testing Policy
- 9.35pm**