

ADDERBURY PARISH COUNCIL

TUESDAY 24 MAY 2022

Clerk & Responsible Financial Officer
Theresa Goss
3 Tanners Close
Middleton Cheney
Banbury, OX17 2GD

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

17 May 2022

Dear Councillors,

The Annual Meeting of the Parish Council will be held on **Tuesday 24 May 2022 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 Mike Bishop, David Hingley and Adam Nell 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, in particular Joel Greenberg, as it is his first meeting of the Parish Council as a Parish Councillor.
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 2022/2023** – To appoint a Chairman for 2022/2023, including a temporary suspension of Standing Order 5f (for this item only). **7.40pm – 7.45pm**
4. **Appointment of Vice-Chairman 2022/2023** – To appoint a Vice-Chairman for 2022/2023.
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 26 April 2022 and any matters arising from those minutes. **(Attached)**
7.55pm – 8.00pm

7. **Chairman's Announcements**

- Update on plans for Party in the Park being held on 11 June 2022.

8.00pm – 8.05pm

8. **Open Forum** - Members of the public are invited to raise any items which concern the Parish.
(10 minutes maximum/3 minutes per person)

8.05pm – 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**

- Planning Applications - To note the planning applications considered by the Parish Council since the last meeting. **(Report to follow)**
- Results of Planning Applications - To note the results of planning applications determined by Cherwell District Council's Planning Committee. **(Report to follow)**
- Hayfield Homes – To note the meeting held on Tuesday 17 May 2022 with Hayfield Homes to discuss the development on Berry Hill Road.

8.25pm – 8.30pm

11. **Village Matters**

- FOCAL – To receive a report on the work of FOCAL. **(Report to follow)**
- The Milton Road Community Project - To receive progress reports on the building project and grant funding/fundraising for Working for Adderbury Community (WFAC) Working Group. **(Report to follow)**
- HM The Queen's Platinum Jubilee Events – To discuss events to mark HM The Queen's Platinum Jubilee on 4 June 2022.
- Contact Magazine – To discuss the Parish Council's insert for future editions of Contact.

8.30pm – 8.45pm

12. **Parish Council Matters**

- Parish Council Surgery – To note any issues raised at the Surgery held on 7 May 2022.
- 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)**
- 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.
- 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

8.45pm – 9.00pm

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) Financial Report - To note the financial report. **(Report to follow)**
- iii) Budget Monitoring – To note the budget monitoring from 1 April 2022 – May 2022. **(Report to follow)**

9.00pm – 9.10pm

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

9.10pm – 9.20pm

The Lucy Jane Plckett Charity

(No Items)

15. Meeting Dates – Future meeting dates to be agreed as follows and will commence at 7.30pm and Church House, High Street, Adderbury.

- 28 June 2022
- 26 July 2022
- 13 September 2022
- 25 October 2022
- 29 November 2022

9.20pm

16. Items for the Future Agendas/Items of Information

- Monitoring of brambles at the Lucy Plckett Playing Field children's play area
- Lucy Plckett Playing Field – Area for Dogs
- Induction for Councillors

9.20pm