

# ADDERBURY PARISH COUNCIL

TUESDAY 25 JUNE 2019

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

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18 June 2019

Dear Councillor,

A meeting of the Parish Council will be held on **Tuesday 25 June 2019 at 7.30pm** at the **Church House, High Street, Adderbury** to transact the business set out in the Agenda below, and you are summoned to attend.

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

T.Goss  
Clerk to the Parish Council

## A G E N D A

1. **Welcome** – The Chairman to welcome members of the public to the meeting and advise on the procedure for the recording of meetings.  
**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.**

**7.40pm - 7.45pm**

4. **Minutes** – To consider the minutes of the meeting held on 28 May 2019 any matters arising from those minutes. **(Attached)**  
**7.45pm – 7.50pm**

5. **Chairman's Announcements**

- Andrew Barnes – To note the recent passing of Andrew Barnes and that the Parish Council's condolences have been passed to his family.
- Reminder to all Councillors to regularly check their Parish Council emails and respond in good time.
- Update following Cherwell District Council's Parish Liaison Meeting held on 12 June 2019.
- Parish Transport Representatives Meeting – A Councillor to attend the meeting on 3 July 2019 at 1.30pm at County Hall in Oxford.
- Rural Community Forum – Update on the meeting held on 5 June 2019.
- Thank the volunteers who have come forward to assist the Environment Committee with the work on the traffic calming measures.

**7.50pm – 8.00pm**

6. **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**

7. **Reports from County and District Councillors** - To receive reports from the Adderbury County Councillor and District Councillors. **8.10pm – 8.20pm**

8. **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 18/00220/F – To receive an update on the progress of discharge of the pre-commencement conditions. **(Report to follow)**
- iv) 19/00963/OUT, OS Parcel 9100 Adjoining And East Of Last House Adjoining And North Of Berry Hill Road Adderbury, Re-submission of application 17/02394/OUT – To consider an application for outline planning permission for up to 55 dwellings with associated landscaping, open space and vehicular access off Berry Hill Road

**8.20pm – 8.40pm**

9. **Village Matters**

- i) FOCAL – To receive a report on the work at FOCAL. **(Report to follow)**
- ii) Working for Adderbury Community (WFAC) – To receive a progress report on the project. **(Report to follow)**
- iii) Bench for The Rise – To consider a request from a resident for a new bench at The Rise. **(Report to follow)**
- iv) Location of Silent Soldier – To agree whether or not the Silent Soldier should be relocated to a permanent site. **(Report to follow)**

**8.40pm – 8.50pm**

10. **Parish Council Matters**

- i) Vacancies – To consider any applications for co-option onto the Parish Council. **(Applications to follow)**
- ii) 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 – The minutes of the meeting held on 5 June 2019 to be circulated to the Parish Council. **(To follow)**
  - Staffing Committee – The minutes of the meeting held on 11 June 2019 to be circulated to the Parish Council. **(To follow)**
- iii) Appointment of Council Representatives & Council Committees and Working Groups/Review of Subscriptions/Insurance – To review the appointments of the Parish Council representatives, memberships of the Parish Council's Working Groups and Committees. **(Current list to follow)**
- iv) Councillors Training Courses – The following training courses are available to Councillors:

Date	Subject	Half/full day	Location
Saturday 6 <sup>th</sup> July	11. Roles and Responsibilities for new councillors and clerks	full day note 9.30am start	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday July 17 <sup>th</sup>	12. Chairmanship skills	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday September 18 <sup>th</sup>	13. Roles and Responsibilities for new councillors and clerks	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday October 2 <sup>nd</sup>	14. Budgeting and financial management for councillors	Half/ morning	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF
	15. VAT for clerks (and councillors!)	Half/ afternoon	

- v) Parish Council Surgeries – To receive a report on the issues reported at the last Parish Council Surgery. **(Report to follow)**

Surgeries are held on the first Saturday on the month at the Church House, Adderbury, from 11am to 12 noon.

- vi) Health and Safety - To receive a report on:

- the play area inspection at The Rise from Councillor Steven Cox;
- the play area inspection at the Lucy Plackett Playing Field from Councillor Ann Lyons; and
- Adderbury Lakes from Councillor Diane Bratt; and
- To note the annual play area inspections. **(Report to follow)**

**8.50pm – 9.00pm**

#### 11. Finance

- i) Approval of Accounts for Payment - To approve the accounts for payment. **(Report to follow)**
- ii) Bank Reconciliation and Financial Report - To note the bank reconciliation and financial report. **(Report to follow)**
- iii) Bus Shelters on Banbury Road – To discuss the additional funding which is required for new bus shelters on Banbury Road. **(Report to follow)**

**9.00pm – 9.10pm**

12. **Correspondence** - Items of correspondence will be circulated to members.  
**9.10pm**

### The Lucy Jane Plackett Charity

13. **Party in the Park** – To discuss any issues relating to the Party in the Park held on 15 June 2019.  
**9.10pm – 9.15pm**

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 on the grounds that it could involve the likely disclosure of private and confidential information.  
**9.15pm**

#### 15. Milton Road Project

- i) To consider quotes for a Quantity Surveyor to prepare the initial cost budget plan for the Milton Road

project; and

ii) To consider quotes for an Architect to prepare drawings etc for the formal application to Cherwell District Council on the building, which is the next phase of the project. **(Report to follow)**

**9.15pm – 9.25pm**

16. **Boreholes in Adderbury Cemetery** – To discuss quotes and obtain advice on the water levels in the ground in Adderbury Cemetery. **(Report to follow)**

**9.25pm – 9.30pm**

17. **Meeting Dates** – Future meeting dates to be agreed as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise.

- 30 July 2019
- 10 September 2019
- 29 October 2019
- 26 November 2019
- 14 January 2020
- 25 February 2020
- 31 March 2020
- 28 April 2020
- 26 May 2020

**9.30pm**

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

- Nature Reserve at the Railway Embankment (next to the Lucy Plackett Playing Field)
- Registration of Parish Council Land

**9.30pm**