

ADDERBURY PARISH COUNCIL

TUESDAY 26 FEBRUARY 2019

Clerk & Responsible Financial Officer

Theresa Goss
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18 February 2019

Dear Councillor,

A meeting of the Parish Council will be held on **Tuesday 26 February 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.

7.30pm - 7.35pm

4. **Minutes** – To consider the minutes of the ordinary meeting and the extraordinary meeting, both held on 15 January 2019 any matters arising from those minutes. **(Attached)**
7.35pm – 7.40pm
5. **Chairman's Announcements**
 - Statement on the costs relating to the two failed Judicial Reviews
 - Repair work to the Silent Soldier
 - Emergency work to remove dangerous tree branch on the Adderbury Court land
 - Barriers at the Barwood Homes development**7.40pm – 7.50pm**
6. **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

7. **Reports from County and District Councillors** - To receive reports from the Adderbury County Councillor and District Councillors. **8.00pm – 8.10pm**

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)**

8.10pm – 8.20pm

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. **(Report to follow)**
- iii) Annual Parish Meeting 2019 – To discuss the Annual Parish Meeting being held on Tuesday 16 April 2019.

8.20pm – 8.30pm

10. **Parish Council Matters**

- i) 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 22 January 2019. The next meeting is scheduled for Tuesday 19 March 2019.
 - Staffing Committee – To note that there had not been a meeting of the Committee since the last meeting of the Parish Council.
- ii) Judicial Reviews – To note the award of costs to the Parish Council, relating to the two failed Judicial Reviews. **(Report to follow)**
- iii) Strategic Plan 2018 – 2021 – To discuss the action plan for the Strategic Plan. **(Report to follow)**
- iv) Councillors Training Courses – The following training courses are available to Councillors:

Date	Subject	Half/full day	Location
Wednesday 13 th March	5. Minutes and agendas; a guide to good practice	Half/ morning	West Oxfordshire District Council OX28 1NB
Thursday March 21 st	6. The Clerks Year, essential tasks on a month by month basis	Full day	Warwick Hall, Burford OX18 4RY
Wednesday April 17 th	7. Risk Management for parish councils	Half/morning	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
	8. Strategic Planning. Where is your council going? Thinking more	Half/afternoon	

	strategically about serving your community		
Wednesday May 15 th	9. Allotment management for parish councils	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday June 19 th	10. Roles and Responsibilities for new councillors and clerks	full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Saturday 6 th 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 th	12. Chairmanship skills	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday September 18 th	13. Roles and Responsibilities for new councillors and clerks	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday October 2 nd	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.

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

- vii) Noticeboard at Church House – To discuss replacing the vandalised noticeboard outside the Church House, Adderbury. **(Report to follow)**

8.30pm – 8.50pm

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) Internal Audit Report 2018/2019 – To note and approve the Internal Audit report for 2018/2019. **(Report to follow)**

8.50pm – 9.00pm

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

9.00pm

The Lucy Jane Plckett Charity

(One Item Only)

13. **Party in the Park 2019** – To discuss the planning and arrangements for the 2019 event. **(Report to follow)**
9.00pm – 9.10pm
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 item numbered 15 on the grounds that it could involve the likely disclosure of private and confidential information.
9.10pm – 9.20pm
15. **Cemetery Hedge** – To consider quotes for work to the hedge at the Cemetery. **(Report to follow)**
9.20pm – 9.30pm
16. **Meeting Dates** – Future meeting dates be agreed as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:
 - 26 March 2019
 - 16 April 2019 (Annual Parish Meeting)
 - 30 April 2019
 - 28 May 2019**9.30pm**
17. **Items for the Future Agendas/Items of Information**
 - Boreholes in Adderbury Cemetery
 - LAP/LEAP/Community Areas, Adderbury Fields
 - Tree Planting in The Rise
 - 3 year forward budgetary plan, including Section 106 funds
 - Additional signage at the Lucy Plckett Playing Field**9.30pm**