

ADDERBURY PARISH COUNCIL

TUESDAY 26 JUNE 2018

Clerk & Responsible Financial Officer
Theresa Goss
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Middleton Cheney
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19 June 2018

Dear Councillor,

A meeting of the Parish Council will be held on Tuesday 26 June 2018 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 meeting held on 22 May 2018 any matters arising from those minutes. **(To follow)**
7.35pm – 7.45pm

5. **Chairman's Announcements**

- Result of the Adderbury Neighbourhood Plan Referendum
- Report on the Parish Liaison Meeting held on 20 June 2018
- Silent Soldier
- Parking at Christopher Rawlins Primary School
- Maintenance work at The Rise play area and the Walled Garden Allotments

- Councillors are reminded to complete the Security Compliance Checklists and return them to the Clerk

7.45pm – 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 planning application for the change of use of agricultural land to sport/recreation and community use on the Parish Council's land on Milton Road. **(Report to follow)**

8.10pm – 8.15pm

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) Cemetery Fees for Burials for 16 years and Under – To review the Cemetery fees for burials of those aged 16 years and under. **(Report to follow)**
- iv) Defibrillator for Adderbury – To receive an update on the purchase and installation of the defibrillator in Adderbury and agree how to distribute any remaining funds. **(Report to follow)**
- v) Forest Schools Project – To receive an update on the project and consider a request for funding. **(Report to follow)**

8.15pm – 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 that there had not been a meeting of the Committee since the last meeting of the Parish Council and to approve the Terms of Reference. **(To follow)**
 - Staffing Committee – To note that there had not been a meeting of the Committee since the last meeting of the Parish Council and to approve the Terms of Reference. **(To follow)**
- ii) 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.

- iii) Health and Safety - To receive a report on:
- the play area inspection at The Rise;
 - the play area inspection at the Lucy Plackett Playing Field from Councillor Ann Lyons; and
 - Adderbury Lakes from Councillor Diane Bratt
- v) Parish Council Documents – To review and approve the following documents. The current documents are available to view on the Parish Council web site.
<http://www.adderburypc.co.uk/council-documents/>
- Asset Register 2018/2019
 - Risk Management Log and Risk Schedule 2018/2019
 - Financial Regulations 2018/2019
 - Standing Orders 2018/2019 **(New NALC Model Policy to be circulated separately)**
 - Complaints Policy
 - Vexatious Complaints Procedure
 - Data Protection Policy
 - Freedom of Information Policy
 - Dispute Resolution Process
 - Dignity at Work Policy
 - Grievance Procedure
 - Press and Media Policy
 - Data Breach Policy
 - Data Protection Policy
 - Records Retention Policy **(Amended policy to be circulated separately)**
 - Subject Access Request Procedure
- (Report to follow)**

8.30pm – 8.45pm

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 2017/2018 – To approve the following documents. **(Documents to follow)**
- Internal Audit Report 2017/2018
 - Effectiveness of the Internal Audit 2017/2018
 - Statement of Internal Audit Control 2017/2018

8.45pm – 8.55pm

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

8.55pm

13. **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 14, 15, 16 & 17 on the grounds that it could involve the likely disclosure of private and confidential information.

8.55pm

14. **Adderbury Fields** – To receive a report on the meeting held on 24 May 2018. **(Report to follow)**

8.55pm – 9.05pm

15. **Friends Meeting House** – To consider quotes for the works to the windows. **(Report to follow)**

9.05pm – 9.15pm

16. **Ice House Project** – To consider quotes for work at the Ice House. **(Report to follow)**
9.15pm – 9.25pm

The Lucy Jane Plackett Charity

17. **Lucy Plackett Playing Field** – To consider quotes for work to the footpath in the Lucy Plackett Playing Field. **(Report to follow)**

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

- 31 July 2018
- 11 September 2018
- 30 October 2018
- 27 November 2018
- 15 January 2019
- 26 February 2019
- 26 March 2019
- 30 April 2019

9.15pm

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

- Boreholes in Adderbury Cemetery
- Dogs on leads in the Lucy Plackett Playing Field
- LAP/LEAP/Community Areas, Adderbury Fields
- Oxford Road Speed Survey/Traffic matters
- Strategic Plan 2018-2021

9.15pm