

# ADDERBURY PARISH COUNCIL

TUESDAY 26 MARCH 2019

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

[adderburypc@hotmail.com](mailto:adderburypc@hotmail.com)  
[www.adderburypc.co.uk](http://www.adderburypc.co.uk)

18 March 2019

Dear Councillor,

A meeting of the Parish Council will be held on **Tuesday 26 March 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 meeting held on 26 February 2019 any matters arising from those minutes. **(Attached)**  
**7.35pm – 7.40pm**
5. **Chairman’s Announcements**  
**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 on the project, appoint Councillor Victoria Head as a new Parish Council Trustee and agree a statement to be published by Adderbury News. **(Report to follow)**
- iii) Annual Parish Meeting 2019 – To discuss the Annual Parish Meeting being held on Tuesday 16 April 2019 and note that District Councillor Andrew McHugh will be attending to give a presentation on his Health and Well-being Role.

**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 19 March 2019.
  - Staffing Committee – To note the minutes and approve the recommendations of the meeting held on 1 March 2019.
- ii) Communications of the Parish Council – To discuss breaches of the Parish Council's Standing Orders. **(Report to follow)**
- iii) Traffic Calming – To agree the response to questions raised by West Adderbury Residents' Association (WARA). **(Report to follow)**
- iv) Strategic Plan 2018 – 2021 – To discuss the action plan for the Strategic Plan. **(Report to follow)**
- v) Councillors Training Courses – The following training courses are available to Councillors:

| Date                                | Subject  | Half/full day  | Location  |
|-------------------------------------|--|----------------|---|
| Wednesday<br>April 17 <sup>th</sup> | 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 strategically about serving your community | Half/afternoon |   |
| Wednesday<br>May 15 <sup>th</sup>   | 9. Allotment management for parish   | Full day       | Didcot Civic Hall, Britwell Road, Didcot OX11 7JN |

|   |   |                               |   |
|---|---|-------------------------------|---|
|   | councils  |                               |   |
| Wednesday<br>June 19 <sup>th</sup>      | 10. Roles and Responsibilities for new councillors and clerks | full day                      | Didcot Civic Hall, Britwell Road, Didcot OX11 7JN       |
| Saturday 6 <sup>th</sup><br>July        | 11. Roles and Responsibilities for new councillors and clerks | full day<br>note 9.30am start | Didcot Civic Hall, Britwell Road, Didcot OX11 7JN       |
| Wednesday<br>July 17 <sup>th</sup>      | 12. Chairmanship skills                                       | Full day                      | Didcot Civic Hall, Britwell Road, Didcot OX11 7JN       |
| Wednesday<br>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<br>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               |   |

- vi) 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.

- vii) 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

- viii) Rawlins Close Amenity land – To discuss a request from a resident to purchase land in Rawlins Close from the Parish Council. **(Report to follow)**

- ix) Lucy Plackett Playing Field Railway Embankment – To discuss repairs to the fencing on the embankment. **(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) Members' Allowances Scheme 2019/2020 – To consider the Report of the Independent Parish Remuneration Panel and discuss Members' Allowances for 2019/2020. **(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 confirm the 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. **Lakes Fencing** – To consider quotes for the fencing at Adderbury Lakes. **(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
  - 3 year forward budgetary plan, including Section 106 funds
  -**9.30pm**