

# ADDERBURY PARISH COUNCIL

TUESDAY 26 NOVEMBER 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 November 2019

Dear Councillor,

A meeting of the Parish Council will be held on **Tuesday 26 November 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 and Councillors to the meeting, in particular Councillor Andy Millard as it is his first meeting.

The Chairman will also 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 29 October 2019 and any matters arising from those minutes. **(Attached)**  
**7.35pm – 7.40pm**

5. **Chairman's Announcements**

- Flooding in the village
- Village shop
- Cherwell District Council's Parish Liaison Meeting held on 13 November 2019
- Rural Community Forum being held on 4 December 2019 at Deddington Fire Station
- Budget Working Group Meeting being held on 5 December 2019

**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 the Milton Road new community and sport facilities. **(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. **(Report to follow)**
  - iii) Railway Embankment Bridge – To discuss whether any maintenance is required to the bridge parapet on the Railway Embankment, next to the Lucy Plackett Playing Field. **(Report to follow)**
  - iv) LAP/LEAP/Community Areas, Adderbury Fields - To discuss whether the Parish Council should take over the responsibility for the community areas from Cherwell District Council. **(Report to follow)**
  - v) Snow Wardens – To consider a report on the village Snow warden Scheme. **(Report to follow)**
  - vi) Biodiversity Project – To consider a report on encouraging biodiversity in the village. **(Report to follow)**  
**8.20pm – 8.50pm**

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 approve the recommendations within the minutes of the meeting held on 19 November 2019. **(To follow)**.
  - Staffing Committee – No meeting since the last meeting of the Parish Council.
- ii) Councillors Training Courses – The following training courses are available to Councillors:

Wednesday 22 <sup>nd</sup> January 2020	Website Accessibility	Half/morning 10-12.30	Oxon Association for The Blind	Oxfordshire Association for the Blind Bradbury Lodge, Gordon Woodward Way Oxford, OX1 4XL (near Redbridge
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				Park & Ride)
Thursday 23 <sup>rd</sup> January 2020	Planning	6pm – 8pm	CDC Planning Officers	River Cherwell Room, Bodicote House, White Post Road, Bodicote
Thursday 30 <sup>th</sup> January 2020	Parish Meetings	Half/morning 10-12.30	Frances Webster, solicitor Wellers Hedleys	West Oxfordshire District Council Offices, Witney OX28 1NB
Wednesday 5 <sup>th</sup> February 2020	Preparing for End of Year Audit	Half /morning 10-12.30	Steve Parkinson	Blenheim Room, Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF
Wednesday 12 <sup>th</sup> February 2020	Understanding Internal Audit	Half /afternoon 2-4.30		
Wednesday 12 <sup>th</sup> February 2020	Charity Law	Full day	Roger Taylor	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Monday 24 <sup>th</sup> February 2020	Planning – How local councils fit into the planning system and effective responses to planning applications	Half/ morning	Phil Shaw	West Oxfordshire District Council, Witney, OX28 1NB
Wednesday 18 <sup>th</sup> March 2020	Roles and Responsibilities for new councillors and clerks	Full day	Elizabeth Howlett	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN

- iii) 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.

- iv) 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.

- v) Annual Parish Meeting (APM) 2020 – To discuss the arrangements for the Annual Parish Meeting being held on 9 April 20120.

**8.50pm – 9.10pm**

## 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) Walled Garden Allotments - To agree the rent for 2020/2021. **(Report to follow)**

iv) Burial Fees for 2020/2021 – To agree the fees for 2020/2021. **(Report to follow)**  
**9.10pm – 9.20pm**

12. **Correspondence** - Items of correspondence will be circulated to members.  
**9.20pm**

### **The Lucy Jane Plckett Charity**

(One Item)

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 on the grounds that it could involve the likely disclosure of private and confidential information.  
**9.20pm**

14. **Pavilion and Playing Field Lease** – To discuss the lease between the Lucy Jane Plckett Charity and Adderbury Park Football Club relating to the Pavilion and Playing Field, which is due to expire in January 2020. **(Report to follow)**  
**9.20pm – 9.25pm**

15. **Grass Cutting and Maintenance Contracts 2020/2021** – To discuss the maintenance contracts for 2020/2021. **(Report to follow)**  
**9.25pm – 9.30pm**

16. **The Leys** – To discuss the access issue from the railway embankment to The Leys. **(Report to follow)**  
**9.30pm – 9.35pm**

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.

- 14 January 2020
- 25 February 2020
- 31 March 2020
- 9 April 2020 (Annual Parish Meeting at Methodist Hall)
- 21 April 2020
- 19 May 2020

**9.35pm**

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

- Budget/Precept 2020/2021

**9.35pm**