

ADDERBURY PARISH COUNCIL

TUESDAY 27 NOVEMBER 2018

Clerk & Responsible Financial Officer
Theresa Goss
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Middleton Cheney
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21 November 2018

Dear Councillor,

A meeting of the Parish Council will be held on **Tuesday 27 November 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 30 October 2018 any matters arising from those minutes. **(To follow)**
7.35pm – 7.45pm
5. **Chairman's Announcements**
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 progress of discharge of the pre-commencement conditions. **(Report to follow)**
- iv) Neighbourhood Planning – To confirm the Parish Council's comments on the Deddington and Weston on the Green Neighbourhood Development Plans

8.10pm – 8.25pm

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) Access Across Milton Road Land – To consider a request for access across the Milton Road land from Ball Colgrave for a charity event. **(Report to follow)**
 - iv) Forest Schools Project – To receive an update on the progress of this project. **(Report to follow)**
 - v) Road drainage Issues – To receive an update on the meeting held with Nicholas Watson from Oxfordshire County Council. **(Report to follow)**
 - vi) Tree Planting in The Rise – To discuss a suggestion by a resident for tree planting in The Rise. **(Report to follow)**
 - vii) High Sherriff's Award – To consider nominations for the High Sherriff's Award 2018/2019. **(Information previously circulated)**
 - viii) Grass Cutting 2019/2020 – To discuss the grass cutting contract for 2019/2020. **(Report to follow)**
- 8.25pm – 8.45pm**

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 13 November 2018 and confirm the appointment of Jonathan White as a non-voting member of the Committee.
 - Staffing Committee – To note that there had not been a meeting of the Committee since the last meeting of the Parish Council.
- ii) Councillors Training Courses – The following training courses are available to Councillors:

Date	Subject	Half/full day	location
Thursday January 10th	1.Understanding Internal Audit	Half /morning 10-12.30	Warwick Hall, Burford OX18 4RY
	2. So you want to be an Internal Auditor?	Half /afternoon	

		2-4.30	
Thursday January 24th	3. Preparing for End of Year Audit	Full day	Warwick Hall, Burford OX18 4RY
Wednesday February 27th	4. RFO's Year, month by month, the key duties	Full day	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF
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 17th	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 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	

- iii) 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.

- 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) 2019 – To discuss the arrangements for the Annual Parish Meeting on 17 April 2019.

8.45pm – 9.05pm

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) Cemetery Fees for 2019/2020 – To review the Cemetery fees for 2019/2020. **(Report to follow)**

9.05pm – 9.15pm

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

9.15pm

The Lucy Jane Plackett Charity

13. **Lucy Plackett Playing Field** – To discuss issues affecting the Playing Field. **(Report to follow)**

9.15pm – 9.20pm

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

- No meeting in December 2018
- 15 January 2019
- 26 February 2019
- 26 March 2019
- 17 April 2019 (Annual Parish Meeting)
- 30 April 2019
- 28 May 2019

9.20pm

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

- Boreholes in Adderbury Cemetery
- LAP/LEAP/Community Areas, Adderbury Fields

9.20pm