

ADDERBURY PARISH COUNCIL

TUESDAY 28 MAY 2019

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

adderburypc@hotmail.com
www.adderburypc.co.uk

21 May 2019

Dear Councillor,

The Annual Meeting of the Parish Council will be held on **Tuesday 28 May 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. **Appointment of Chairman for 2019/2020** – To appoint a Chairman for 2019/2020, including a temporary suspension of Standing Order 5f (for this item only) to enable the Vice-Chairman to chair this item.
7.30pm - 7:35pm
4. **Appointment of Vice-Chairman for 2019/2020** – To appoint a Vice-Chairman for 2019/2020.
7:35pm – 7:40pm
5. **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.
7.40pm - 7.45pm
6. **Minutes** – To consider the minutes of the meeting held on 30 April 2019 any matters arising from those minutes. **(Attached)**
7.45pm – 7.50pm
7. **Chairman's Announcements**
 - The remaining three Councillors are asked to sign the Declaration stating that they will treat their

fellow Councillors and Officers with respect and will not make personal attacks on individuals or their integrity, as per the Hoey Ainscough Report as agreed under minute 158/18 (iii) (b) on 30 April 2019

- The Parish Council to welcome the new Vicar to the Parish
- Thanks to Councillors Martin Rye and Steven Cox for painting of the village gateways
- Thanks to Mr Millier for conducting the survey regarding the village shop
- Damage to the wooden posts which border Dog Close and the Lucy Plackett Playing Field
- Suggestion to move Silent Soldier to another location in Adderbury
- Announcement of the results of Parish Poll held on 13 May 2019

7.50pm – 8.00pm

8. **Open Forum** - Members of the public are invited to raise any items which concern the Parish.
(10 minutes maximum/3 minutes per person)

8.00pm – 8:10pm

9. **Reports from County and District Councillors** - To receive reports from the Adderbury County Councillor and District Councillors. **8.10pm – 8.20pm**

10. **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) Oxfordshire Neighbourhood Plan Network – To receive a report on the meeting held on Saturday 11 May 2019. **(Minutes to follow)**

8.20pm – 8.30pm

11. **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) Village Shop – To discuss the closure of the village shop. **(Report to follow)**

8.30pm – 8.40pm

12. **Parish Council Matters**

- i) Results of Parish Poll – To discuss the results of the Parish Poll held on 13 May 2019 and discuss whether a letter should be sent to Victoria Prentis MP and the Communities Office of Government regarding the potential misuse of Parish Polls. **(Report to follow)**
- ii) Appointment of Council Representatives & Council Committees and Working Groups/Review of Subscriptions/Insurance - To appoint the Parish Council representatives, establish the memberships of the Parish Council Working Groups and Committees, review the Parish Council's and/or staff subscriptions to other bodies and confirm insurance arrangements.

Current appointments are available on the Parish Council web site.

<https://www.adderburypc.co.uk/downloads/Committee-Membership-and-Reps-Outside-Bodies.pdf?com=3>

- iii) 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 – The minutes of the meeting held on 10 May 2019 are circulated to the Parish Council. **(To follow)**
 - Staffing Committee – There has not been a meeting of the Committee since the last meeting of the Parish Council.
- iv) Parish Council Documents – To approve for 2019/2020 the following Parish Council documents, which are available for review on the Parish Council web site <https://www.adderburypc.co.uk/documents.php?catid=3>:
- Asset Register
 - Risk Management Log and Risk Schedule
 - Financial Regulations
 - Standing Orders
 - Complaints Policy
 - Vexatious Complaints Procedure
 - Freedom of Information Policy
 - Dispute Resolution Process
 - Dignity at Work Policy
 - Grievance Procedure
 - Data Breach Policy
 - Data Protection Policy
 - Records Retention Policy
 - Subject Access Request Procedure
 - Press and Media Policy
 - GDPR Policies/Procedures
- v) Councillors Training Courses – The following training courses are available to Councillors:

Date	Subject	Half/full day	Location
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	

- vi) Parish Council Surgeries – To receive a report on the issues reported at the last Parish Council Surgery and the surgery in February 2019. **(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) Nature Reserve at the Railway Embankment (next to the Lucy Plackett Playing Field) – To discuss establishing a nature reserve at the railway embankment. **(Report to follow)**
- ix) Registration of Land – To agree to start the registration process for the remaining areas of Parish Council land. **(Report to follow)**
- x) Adderbury Feoffees – To receive a report from the Parish Council representatives on the Adderbury Feoffees. **(Report to follow)**

8.40pm – 9.00pm

13. 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 2018/2019 – To approve the following documents:
 - Statement of Internal Control; and **(Report to follow)**
 - Review of the Effectiveness of the Internal Audit **(Report to follow)**

9.00pm – 9.10pm

- 14. **Correspondence** - Items of correspondence will be circulated to members.
9.10pm

The Lucy Jane Plackett Charity

- 15. **Royal Lime Tree In the Lucy Plackett Playing Field** – To discuss a possible replacement of the damaged Royal Lime tree in Lucy Plackett Playing Field. **(Report to follow)**
9.10pm – 9.15pm
- 16. **Grass Cutting** – To note the meeting with Green Scythe Limited held on Tuesday 14 May 2019 with regard to grass cutting in the Lucy Plackett Playing Field. **(Report to follow)**
9.15pm – 9.20pm
- 17. **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 18, 19 & 20 on the grounds that it could involve the likely disclosure of private and confidential information.
9.20pm
- 18. **Boreholes in Adderbury Cemetery** – To discuss quotes and obtain advice on the water levels in the ground in Adderbury Cemetery. **(Report to follow)**
9.20pm – 9.25pm
- 19. **Rawlins Close Amenity Land** – To receive an update on the meeting with the resident in the adjacent property **(Report to follow)**
9.25pm – 9.30pm
- 20. **Planning Application 19/00619/F** – To discuss any matters relating to the APC's ownership of the access track to the east of The Leys. **(Report to follow)**
9.30pm – 9.35pm

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

- 25 June 2019
- 30 July 2019
- 10 September 2019
- 29 October 2019
- 26 November 2019
- 14 January 2020
- 25 February 2020
- 24 March 2020
- 28 April 2020
- 26 May 2020

9.35pm

22. **Items for the Future Agendas/Items of Information**
9.35pm