

ADDERBURY PARISH COUNCIL

TUESDAY 30 APRIL 2019

Clerk & Responsible Financial Officer
Theresa Goss
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15 April 2019

Dear Councillor,

A meeting of the Parish Council will be held on **Tuesday 30 April 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 March 2019 any matters arising from those minutes. **(Attached)**
7.35pm – 7.40pm
5. **Chairman’s Announcements**
 - Councillors to sign a 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.
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. **(Report to follow)**
- iii) Annual Parish Meeting – To discuss any matters arising from the Annual Parish Meeting held on 16 April 2019.

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 – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting is scheduled for Friday 10 May 2019 at 10am.
 - Staffing Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council.
- ii) Judicial Reviews – Councillor Garrad Millier to propose the cessation of discussions and actions relating to the two failed applications for Judicial Reviews. **(Report to follow)**
- iii) Governance Issues
 - a) Strategic Plan 2018 – 2021 – To discuss the action plan for the Strategic Plan. **(Report to follow)**
 - b) Hoey Ainscough Recommendations – To discuss the recommendations and actions of the Hoey Ainscough report. **(Report to follow)**
- iv) Councillors Training Courses – The following training courses are available to Councillors:

| Date | Subject | Half/full day | Location |
|------------------------------------|---|-------------------------|---|
| 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 | full day note 9.30am | Didcot Civic Hall, Britwell Road, Didcot OX11 7JN |

| | councillors and clerks | start | |
|--|---|-----------------|---|
| 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 | |

- v) 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.

- vi) 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

- vii) Death of a Senior Figure – To consider a draft protocol for the Death of a Senior National Figure. **(Draft protocol 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) Accounts 2018/2019
- i) Annual Governance and Accountability Return for the year ended 31 March 2019 **(To follow)**
- a) To approve the Annual Governance Statement 2018/2019 - Section 1
- b) To approve the Accounting Statements for 2018/2019 - Section 2
- ii) To receive the Receipts & Payments Account as at 31 March 2019.

8.50pm – 9.00pm

12. **Correspondence** - Items of correspondence will be circulated to members. **9.00pm**

The Lucy Jane Plackett Charity

None

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 on the grounds that it could involve the likely disclosure of private and confidential information.
9.00pm
14. **Boreholes in Adderbury Cemetery** – To discuss quotes and obtain advice on the water levels in the ground in Adderbury Cemetery. **(Report to follow)**
9.00pm – 9.10pm
15. **Rawlins Close Amenity Land** – To receive an update on the progress with the proposed transfer of the land. **(Report to follow)**
9.10pm – 9.20pm
16. **Meeting Dates** – Future meeting dates be agreed as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:
 - 28 May 2019
9.20pm
17. **Items for the Future Agendas/Items of Information**
 - LAP/LEAP/Community Areas, Adderbury Fields
 - 3 year forward budgetary plan, including Section 106 funds**9.20pm**