

# ADDERBURY PARISH COUNCIL

TUESDAY 22 MAY 2018

Clerk & Responsible Financial Officer

Theresa Goss  
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15 May 2018

Dear Councillor,

The Annual Meeting of the Parish Council will be held on Tuesday 22 May 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. **Appointment of Chairman for 2018/2019** – To appoint a Chairman for 2018/2019.  
**7.30pm - 7:35pm**
4. **Appointment of Vice-Chairman for 2018/2019** – To appoint a Vice-Chairman for 2018/2019.  
**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 24 April 2018 any matters arising from those minutes. **(To follow)**  
**7.45pm – 7.50pm**
7. **Chairman's Announcements**
  - Cherwell District Council's Parish Liaison Meeting on 20 June 2018.
  - Skanska/OCC Volunteering Events – Three projects have been identified; footpath on Horn Hill

Road (from the Cemetery to Manor Road), hedge cutting in the Cemetery and removal of weeds from around the traffic lights on junction on A4260 & Aynho Road.

- Parish Council Email Addresses – Councillors have been advised on their new addresses and these will be used from 25 May 2018
- Update on the planning application for the Parish Council's land on Milton Road

**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)**

**8.20pm – 8.25pm**

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)**

**8.25pm – 8.30pm**

12. **Parish Council Matters**

- i) Appointment of Council Representatives & Council Committees and Working Groups - To appoint the Parish Council representatives and establish the memberships of the Parish Council Working Groups and Committees. Current appointments are available on the Parish Council web site.

<http://www.adderburypc.co.uk/committees-and-outside-bodies/committees/>

- ii) 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 9 May 2018. **(Minutes to follow)**

- Staffing Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council.

- 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;
- the play area inspection at the Lucy Plackett Playing Field from Councillor Ann Lyons;
- and

- Adderbury Lakes from Councillor Diane Bratt

- v) General Data Protection Regulations (GDPR) Compliance – To agree the following:
- To adopt the Data Map;
  - To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention;
  - To adopt the Privacy Notices;
  - To receive completed Security Compliance Checklists from all Councillors;
  - To note that the Parish Council is already registered as a Data Controller with the ICO; and
  - To note that there is no legal requirement for the Parish Council to appoint a Data Protection Officer.

**(Documents previously circulated)**

**8.30pm – 8.45pm**

**13. Village Matters**

- Adderbury Walled Garden Allotments – To discuss an issue with regard to a tenant not fulfilling the conditions of his tenancy. **(Report to follow)**
- Adderbury Neighbourhood Plan (ANP) – To receive an update on the ANP.
- FOCAL – To receive a report on the work at FOCAL **(Report to follow)**
- Bench on corner of Cross Hill Road/Dog Close – To discuss the replacement bench following correspondence with Thomas Fox Landscaping. **(Report to follow)**
- Silent Soldier - To receive a progress report on the purchase of a Silent Soldier. **(Report to follow)**
- Adderbury Cemetery – To discuss whether borehole tests in Adderbury Cemetery should be pursued. **(Report to follow)**
- Traffic Issues – To receive an update on the work of the Traffic Calming Working Group. **(Report to follow)**

**8.45pm – 9.00pm**

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

**9.00pm**

15. **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 16 & 17 on the grounds that it could involve the likely disclosure of private and confidential information.

**9.00pm**

16. **Clerk and Responsible Financial Officer** – To note the national pay award to be applied to the salary of the Clerk and Responsible Financial Officer **9.00pm – 9:05pm**

17. **Ice House Project** – To consider the quotes for the works to the Ice House at Adderbury Lakes.

**(Report to follow)**

**9:05pm – 9:10pm**

**The Lucy Jane Plackett Charity**

18. **Request for Use of the Field** – To consider a request for use of the field, for a children’s birthday party, including a bouncy castle, on Friday 6 July 2018, 2pm to 7pm.

**9:10pm – 9:15pm**

19. **Meeting Dates** – Future meeting dates be agreed as follows, and will commence at 7.30pm at the

Church House, Adderbury, unless stated otherwise:

- 19 June 2018
- 31 July 2018
- 11 September 2018
- 30 October 2018
- 27 November 2018
- 15 January 2019
- 26 February 2019
- 26 March 2019
- 30 April 2019

**9.15pm**

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

- LAP/LEAP/Community Areas, Adderbury Fields
- Adderbury Court – Anti-social behaviour to the rear of properties at Adderbury Court

**9.15pm**