

ADDERBURY PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 31
OCTOBER 2023 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY

PRESENT: Councillor Diane Bratt (Chairman); Councillors Jacky Atkinson, Simon Davies, Mark Gerold, Joel Greenberg and Sue Jelfs.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer) and District Councillors David Hingley and Rob Pattenden.

82/23 Apologies – Councillor Oliver Ighani submitted his apologies because he was at work.

Councillor Ann Lyons submitted her apologies because she was unwell.

Councillor Rachel Moffat submitted her apologies because she was on holiday.

Resolved that the apologies from Councillors Oliver Ighani, Ann Lyons and Rachel Moffat be approved and the absences authorised.

83/23 Declarations of Interest – All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

84/23 Minutes – Prior to the meeting, the minutes of the meeting held on 12 September 2023 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 12 September 2023 be approved and signed by the Chairman.

85/23 Matters Arising from the Minutes of 12 September 2023 - Councillor Greenberg reported that a few residents had been complaining online about 20mph speed restrictions. The Clerk advised that she had not received any correspondence to this effect and had not seen the comments. However, the Clerk did advise that she did not respond on-line to complaints via social media and always encouraged residents to email her to raise issues of concern.

The Chairman advised that at the last Parish Council meeting, a number of residents had attended from Oxford Road who wanted the 20mph speed restrictions to remain and did not want the limit to be changed back to 30 mph, following the administrative mistake by the County Council.

86/23 Chairman's Announcements

- The Chairman had attended the County Council's inaugural meeting regarding their new 'Charter', aimed at improving communications and relationships between the County Council and the Town and Parish Councils. There was currently a consultation regarding their 'Charter' and OCC wanted Councillors to respond so they had a broad view of opinion from Town and Parish Councils. The Clerk had circulated the link to the consultation to Councillors in the previous few days.
- The Chairman had also attended the Wild Oxfordshire Conference on Saturday 28 October 2023 which amongst other issues, discussed conservation work and biodiversity initiatives.
- Councillors Rob Yeatman and Lucy Wells had stepped down from the Parish Council and they were thanked for all their work on the Parish Council.

87/23 Open Forum – There were no residents in attendance.

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents and provide details of issues within its minutes, unless they are addressing the Parish Council in an official capacity or they specifically request for their name to be included)

88/23 Reports from County and District Councillors – District Councillor Rob Pattenden reported that the Local Plan deadline was Friday 3 November 2023 and he encouraged comments from individuals as well as the Parish Council.

ADDERBURY PARISH COUNCIL

The Chief Executive, Yvonne Rees, was stepping down and Cherwell District Council was going through the recruitment process at the current time. The new Chief Executive would be announced by 18 December 2023.

Cherwell District Council staff would be vacating Bodicote House and it was probable, they would relocate to the old Debenhams building at the Castle Quay site in Banbury. Redevelopment of the Bodicote House site, had gone out to tender and there was the potential to build residential properties there. The building was partially listed and the preferred contractor would have to agree to keep the listed element of the building.

Sanctuary Housing, the supplier of affordable housing, had provided Cherwell District Council with an update on the Social Housing Act, which was new legislation following the Grenfell tragedy and the death of a child from living in a damp property.

Councillor Rob Pattenden was thanked for his report.

Resolved that the report be noted.

89/23 Planning

- i) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees which have been considered by the Parish Council, since the last meeting, had been circulated.

The Chairman reported that planning application 21/001966/F at Gracewell Care Home, Gardner Way, Adderbury was being considered by Cherwell District Council's Planning Committee on Thursday 2 November 2023 and the Chairman would be addressing the Committee, along with Councillor Mark Gerold. District Councillor Rob Pattenden would also attend the meeting to support the Parish Council's objections.

Resolved that, it be noted and approved that, comments of support had been submitted by the Parish Council in respect of the following planning application because the application was in accordance with the Adderbury Neighbourhood Plan:

23/01865/F Sydenham Farm, Aynho Road, Adderbury
Barn conversion to form single dwelling

Resolved that, it be noted and approved that, no objections or observations had been made by the Parish Council in respect of the following planning applications/works to trees:

23/01854/LB Holly Cottage, High Street, Adderbury
Replace five existing window frames

23/02088/TCA Archway Cottage, Tanners Lane, Adderbury
Tree works

23/02161/TCA Tryad House, High Street, Adderbury
Tree works

23/02089/TCA 1, The Leys, Adderbury
T1 Rowan. Removal to a stump close to ground level.

23/01412/ADV Hayfield Homes Construction Limited
OS Parcel 9100 Adjoining And East Of Last House Adjoining And North Of, Berry Hill Road, Adderbury
RETROSPECTIVE - 2 x non-illuminated blue sales and entrance signage and 4 x flag pole signage

23/02632/F Sideways, Tanners Lane, Adderbury,
Erection of a single storey rear extension and insertion of rooflights to front and rear roof slopes to facilitate use of the roof space as habitable accommodation

23/02642/TCA Oakwood House, Manor Road, Adderbury
Tree works

ADDERBURY PARISH COUNCIL

- 23/02644/TCA 1, Church Close, Adderbury
G1Lime nos 3 - Re-pollarding back to previous (to the pollard knuckle) and removing the epicormic growth from the stems.
- 23/02672/F 26 The Rise, Twyford
Replacement porch and new rooflight to front elevation
- 23/02755/F 17 Twyford Gardens, Twyford,
Side and rear single storey extension with related alterations
- 23/02788/TCA 11 Lake Walk, Adderbury
T1 x Frisia – removal
- 23/02787/TCA Westview House, Parsons Street, Adderbury
T1 x Palm tree – removal
- 23/02792/TPO Gothic Cottage, Oxford Road, Adderbury
Corsican pine (T1) - Removal of all deadwood from the Corsican pine with a attachment point to functional wood of 25mm or greater and additionally thinning the crown by approximately 10% - subject to TPO 10/1988
- 23/02749/TCA The Lake House, Lake Walk, Adderbury
4 large trees at rear of property overhanging home; crown lift and laterally reduce back to 2.5 m from the building and overhang from pathway.
Remove 4 conifers and stump grind, approx 7 feet high conifers.
Cherry tree at rear of property by pagoda - reduce back cherry tree from neighbours.
Dead cherry tree, reduce to habitat stem.
Garage at side of property - remove hedge to ground level, levelling remainder of yew hedge on that side removing self set ash.
Rear pathway cut back all ivy from wall side approx 2 inches away to ensure mortar is not disturbed.
- 23/02790/TCA 10 Lake Walk, Adderbury,
Tree works

Resolved that, it be noted and approved that, objections have been made by the Parish Council in respect of the following planning applications/works to trees:

- 23/01985/ADV Hayfield Homes Construction Limited
Part Of OS Parcel 8542 North East Of Wyatts Barn South Of Berryhill Road Adjoining And Nor, Oxford Road, Adderbury
RETROSPECTIVE - 1 No non illuminated blue sales signage

- 23/02031/F 33 Kemps Road, Twyford,
Retrospective - Re-building garden shed for use as a gym

Resolved that, it be noted that the Parish Council was considering the following planning applications:

- 23/02885/TCA Street Record, Adderbury Park, Adderbury
Tree works

- 23/02984/TCA 5 Chapel Lane, Adderbury
Tree works

- ii) Planning Results – The results of planning application determined by Cherwell District Council since the last meeting of the Parish Council, had been circulated to all Councillors prior to the meeting.

Resolved that the report be noted.

- iii) Adderbury Neighbourhood Plan (ANP) – Prior to the meeting, the Parish Council had received a progress report and a copy of the Health Check, which had been completed by the consultant.

The Parish Council now required a Housing Needs Survey and this would be progressed along with the an application to Locality for technical support and both matters would be covered by grant funding.

ADDERBURY PARISH COUNCIL

Resolved that:

- 1) the report be noted;
 - 2) the recommendations contained in the Health Check will form the basis of how the Parish Council will approach the update of the Neighbourhood Plan;
 - 3) it be noted that the cost for the technical support is covered by grant funding;
 - 4) the progression of the Housing Needs Survey be approved; and
 - 5) the strategy for the next 12 months will be to engage with Cherwell District Council during their consultation of the Local Plan Review 2040.
- iv) Local Plan 2040 – Prior to the meeting, a draft response to Cherwell District Council's Local Plan consultation had been circulated to the Parish Council.

The Chairman also advised that the Clerk had contacted the other ten villages, classed as 'larger villages' by Cherwell District Council, to propose a meeting with Christina Cherry at Cherwell District Council. Six villages had expressed an interest in attending such a meeting and this would now be followed up by the Clerk.

Ms Cherry had also been requested to attend a meeting with Adderbury Parish Council to discuss its own issues with the Local Plan.

Resolved that the response be approved and submitted to Cherwell District Council. **Action TG**

90/23 Village Matters

- i) FOCAL – Prior to the meeting, Councillor Jacky Atkinson had circulated a report on the work of FOCAL.

Resolved that the report be noted.

- ii) Community and Sports Centre, Milton Road – Prior to the meeting, a report on the progress with the project had been circulated to the Parish Council.

Councillor Joel Greenberg provided an update on the grant funding applications. The deadline for applying to Valencia was 31 January 2024 and the application could be submitted any time before that deadline, which would also include the three tenders which had been received. Evidence was also required from local organisations of their support for the project and the Clerk had been assisting with obtaining letters and emails.

An application for a Community Grant would be submitted next year and work had already started on this application.

Councillor Jacky Atkinson reported that the total raised at the Antiques Valuation Day on 21 October 2023 was £577.00 with a deduction of £52.50 for hire of the Parish Institute.

With regard to Buy-A-Brick, the first batch had been submitted and 27 people had purchased bricks from £125 up to £500 each. So far, over £4000 had been raised through this initiative.

A Quiz and Wine Tasting was being held on Saturday 25 November 2023 at the Parish Institute and tickets were available from the Clerk.

'Meals and Reels' was a fundraising event being held by the Cine Club on Friday 12 January 2024 and it was hoped the project would be chosen to receive funds from the evening.

Resolved that:

- 1) the report be noted;
- 2) the Chairman and Clerk be authorised to continue the management of the land and the pitch area including the mowing and other requirements like fertiliser and spraying of weeds;
- 3) the valuers be thanked for their support at the Antiques Valuation Day on 21 October 2023; and
- 4) the Chairman, Clerk and Architect be authorised to continue any further work required.

ADDERBURY PARISH COUNCIL

- iii) Grass Cutting Agreement – Prior to the meeting, the grass cutting agreement with the County Council had been circulated to the Parish Council.

Resolved that the grass cutting agreement with the County Council be approved. **Action TG**

- iv) Common Land in Manor Road – The Parish Council discussed whether it should take responsibility for the common land known as Colin Butler Green, in Manor Road, following a request from Oxfordshire County Council.

Resolved that the Parish Council will not take responsibility for the common land in Manor Road, known as Colin Butler Green. **Action TG**

- v) Warm Spaces – The Parish Council discussed possible locations in the village which could be used as warm spaces.

Resolved that the Library, St Mary's Church and Methodist Hall be contacted to establish whether they would be willing to take part in the scheme. **Action TG**

- vi) Celebrations for Church 800th Anniversary – The Parish Council discussed how it could support the celebrations in 2030. The Chairman had suggested to the PCC that it could set up a Committee and the Parish Council would appoint representatives to that Committee.

Resolved that the report be noted.

91/23 Parish Council Matters

- i) Health and Safety – The Parish Council considered several health and safety inspections.
- Play area inspection at The Rise – Councillor Simon Davies advised that the teen shelter roof was currently being repaired by Paul Lester and it looked very good. Mr Lester had also attached additional screws into some items of equipment on the site to make them more secure.
 - Play area inspection at the Lucy Plackett Playing Field – There were no issues at the play area and it was being well used at the moment.
 - Adderbury Lakes – The Chairman reported that there were no issues at Adderbury Lakes. The Environment Agency had been putting pumps into the Lakes to aerate them. Wild Banbury had also been pulling out weeds from the Lakes and consideration was being given to putting fish into the Lakes again.
 - Walled Garden Allotments – The three new tenants had been contacted about their plots and these would continue to be monitored. Councillor Rachel Moffat had also cleaned out the water troughs and repaired the stop cocks and thanks were passed to her.

Resolved that the reports be noted.

- ii) Parish Council Newsletter – The Parish Council discussed items for inclusion in the next Parish Council Newsletter in Contact.

Resolved that Parish Councillor Rachel Moffat to continue to edit the Parish Council Newsletter and Councillors to forward items to her. **Action ALL**

- iii) Community First Oxfordshire (CFO), Community-Led Stewardship Support – The Parish Council discussed whether it should become part of this project.

It was also highlighted that the CFO's online AGM was being held on 8 November 2023 at 1pm.

Resolved that the report be noted.

- iv) Traffic Calming Working Group – Prior to the meeting, the minutes of the meeting held on 11 October 2023 had been circulated to the Parish Council.

ADDERBURY PARISH COUNCIL

Resolved that:

- 1) the report be noted;
- 2) the minutes of the meeting held on 11 October 2023 be noted and the actions approved; and
- 3) the Parish Council's top priority for its traffic calming project, is road safety around the Primary School.

92/23 Finance

- i) Accounts - The Clerk submitted to the Parish Council, the accounts to be paid.

Resolved that the accounts for payment be approved, as detailed in appendix 1 to the minutes.

- ii) Bank Reconciliation, Uncashed Payment & Income Since the last Meeting - Prior to the meeting, the Clerk had circulated the income which had been received since the last meeting, the uncashed payments and the bank reconciliation, as at 31 October 2023 for the accounts at Unity Trust Bank and the Cambridge Building Society.

Resolved that the income, uncashed payments and the bank reconciliation be noted.

- iii) Budget Monitoring & Ring Fenced Funds – Prior to the meeting, the Parish Council received budget monitoring and ring fenced funds reports for 2023/2024.

Resolved that the report be noted.

- iv) Walled Garden Allotments – The Parish Council reviewed the rents for 2024/2025.

Resolved that the rent for 2024/2025 be increased to £60 for a full plot and £40 for a half plot. **Action TG**

- v) Adderbury Cemetery – The Parish Council reviewed the burial fees for 2024/2025.

Resolved that the Cemetery fees from April 2024 be increased by 10%. **Action TG**

- vi) Approval of Bank Signatories – The Parish Council discussed adding Parish Councillors Mark Gerold and Joel Greenberg as signatories on the Parish Council bank accounts.

Resolved that Parish Councillors Mark Gerold and Joel Greenberg be added as signatories on the Parish Council bank accounts. **Action TG**

- vii) Conclusion of External Audit – The Clerk advised the Parish Council that the External Audit for 2022/2023 had concluded and prior to the meeting, the External Auditor's report had been circulated.

Resolved that the conclusion of the external audit and the External Auditor's report for 2022/2023 be noted and approved.

- viii) Internal Auditor – The Parish Council discussed the appointment of Auditing Solutions Ltd as the Internal Auditor for 2023/2024.

Resolved that Auditing Solution Ltd be appointed as the Internal Auditor for 2023/2024. **Action TG**

93/23 **Correspondence** – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY

(One item)

94/23 **Lucy Jane Plackett Annual Return 2022/2023** – The Clerk reported that the 2022/2023 Annual Return had been submitted to the Charity Commission.

Resolved that the submission of the 2022/2023 Annual Return be noted and approved.

95/23 **Exclusion of the Public and Press**

ADDERBURY PARISH COUNCIL

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 96/23 & 97/23 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

96/23 Track to the Railway Embankment – The Parish Council received an update from the Chairman on the ownership of the track.

Resolved that the report be noted and the Clerk, Chairman and Councillor Mark Gerold be authorised to meet with the Solicitor to discuss the matter further. **Action TG**

97/23 Milton Road Project – The Parish Council discussed the receipt of the tenders and the appointment of a preferred contractor.

Resolved that the quotes be noted and the three companies be asked to 'value engineer' their quotes, for consideration at the next Parish Council meeting. **Action DB/TG**

(The public and press were invited back into the meeting at the conclusion of this item)

98/23 Meeting Dates – The Chairman reported that Parish Council meetings would be held in Church House, High Street, Adderbury, at 7.30pm on the following dates:

- 28 November 2023
- 16 January 2024
- 27 February 2024
- 26 March 2024
- 17 April 2023 (Annual Parish Meeting)
- 30 April 2024
- 21 May 2024
- 25 June 2024
- 30 July 2024
- 10 September 2024
- 22 October 2024
- 26 November 2024

99/23 Items for Future Agendas (For Information Only)

- Induction of Councillors
- Reserves Policy
- Publication Policy

(Meeting closed at 9.55pm)

Chairman – 28 November 2023