

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON TUESDAY 23 FEBRUARY 2021 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Ian Bailey, Rod Head, Sue Jelfs, Oliver Ighani, Ann Lyons, Martin Rye and Stephen Walsh.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Trish Fennell and eleven members of the public.

APOLOGIES: Parish Councillor Sheila August submitted her apologies because she had another commitment, the apologies were accepted and the absence authorised.

Parish Councillor Jamie Cox submitted his apologies because he was at work, the apologies were accepted and the absence authorised.

Parish Councillor Andy Millard submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

Parish Councillor Laura Walker submitted her apologies because she had another commitment, the apologies were accepted and the absence authorised.

District Councillors Mike Bishop and Andrew McHugh.

125/20 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

126/20 Minutes – Prior to the meeting, the minutes of the meeting held on 12 January 2021 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 12 January 2021 be approved and signed by the Chairman.

127/20 Matters Arising from the Minutes of 12 January 2021 – There were no matters arising.

128/20 Appointment of Vice-Chairman 2020/2021 – The Chairman asked for nominations for the position of Vice-Chairman for 2020/2021.

Resolved that Councillor Oliver Ighani be appointed as Vice-Chairman for 2020/2021.

129/20 Chairman's Announcements

- Thanked Councillors for all their reports on the agenda and all of their work with numerous projects.
- Reminder about social distancing when walking along narrow roads in the village and to avoid stopping outside of people's properties.
- Local Transport and Connectivity Plan Vision Consultation - Councillors were asked to forward comments to the Clerk.

130/20 Open Forum – A resident asked the Parish Council when it would be completing the headstone 'topple test' in Adderbury Cemetery. The Chairman confirmed this was completed annually and would be undertaken shortly.

A resident asked the Parish Council when works to access on the Milton Road field would commence. The Chairman advised that a date had not yet been set but would be part of the OCC Highways work.

A resident raised a number of objections to planning application 21/00343/F at land east of The Leys, Adderbury for the erection of two dwellings. Councillors noted the concerns and this matter was due to be considered later in the meeting.

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Two residents raised a number of objections to planning application 20/03687/F, Plot 37 at land adjacent to 7 Henge Close, Adderbury for the erection of a three-bedroom house, with two parking spaces. Councillors noted the concerns and this matter was due to be considered later in the meeting.

A resident raised the issue of the refusal of Outline planning application 19/00963/OUT at OS Parcel 9100, land north of Berry Hill Road, Adderbury for up to 40 dwellings with associated landscaping, open space and vehicular access off Berry Hill Road. The Chairman advised that this application was not specifically on the agenda, but would be discussed later in the meeting in the section on planning applications.

The Chairman thanked residents for addressing the Parish Council.

(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)

131/20 Reports from County and District Councillors – There were no reports from County Councillor Arash Fatemian or the District Councillors.

Resolved that the report be noted.

132/20 Planning

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

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

21/00278/TCA	Manor Lodge, Manor Road, Adderbury Tree works
20/03639/F	47 Rochester Way, Twyford Addition of box dormers to rear roof slope (to facilitate loft conversion to habitable accommodation) with internal and associated external works
20/03633/F	Bo Peep Farm, Aynho Road, Adderbury All weather riding arena

Resolved that, it be noted and approved that, objections had been made by the Parish Council in respect of the following planning application/works to trees: None

Resolved that, it be noted that, the Parish Council is considering the following planning applications/works to tree and Tree Preservation Orders:

21/00087/F	51 Walton Avenue, Twyford, First floor side extension with associated internal and external works
21/00119/LB	Cross Hill House, Cross Hill Road, Adderbury Extensive remedial and conservation work to chimneys, general stonework, roofing and kitchen floor
21/00192/F	Cobb Cottage, 5 Mill Lane, Adderbury Natural ironstone rear extension with natural slate roof incorporating 3no conservation rooflights, internal alterations and removal of timber shed replacement with timber garden studio (revised proposals to previously approved 16/01819/f)
20/03142/F	Lauriston, Twyford Gardens, Twyford, Banbury To demolish, rebuild and insulate existing garage (re-submission of 19/00889/F)

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21/00304/CLUE	Land on The North Side of Nell Bridge House, Aynho Road, Adderbury Certificate of Lawfulness of Existing Use for the use of land for storage or distribution (B8 class)
21/00104/F	OS Parcels 3309 and 4319 Adjoining and North Of, Milton Road, Adderbury Variation of Condition 2 (plans) of 19/02796/F - amend the drawing numbers, to reflect the proposed building (reduced in size).
21/00403/TCA	Mayfield House 8 Lake Walk, Adderbury Tree works
21/00441/TCA	Beacon House, Horn Hill Road, 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) Housing Supplementary Planning Document – The Parish Council considered the consultation documents and the deadline was 26 February 2021.

Resolved that the following comments be submitted to South Northants Council:

The Parish Council notes that Kings Sutton is allocated as a Category 2 village for housing and requests that the Parish Council is consulted (together with Cherwell District Council and Oxfordshire County Council Highways) when there are any proposed housing developments in Kings Sutton.

This is because any developments will impact on Adderbury's infrastructure, particularly the narrow roads and bridges (one of which is grade 2 listed) on the Twyford Road and the junction onto the A4260. Any increased development will further increase the pressure on this infrastructure and the Parish Council will expect to see some mitigation included in any planning applications.

Action TG

- iv) 20/03687/F - Plot 37 Land Adjacent to 7 Henge Close Adderbury – The Parish Council considered an application for the erection of a three-bedroom house, with two parking spaces.

Resolved that:

- 1) the Parish Council objects to application 20/03687/F; **Action TG**
- 2) Cherwell District Council be contacted with regard to the status of the play area on this site and receipt of the Section 106 funds; and **Action TG**
- 3) Cherwell District Council also be advised that the current play equipment is not safe. **Action TG**

- v) 21/00343/F – Land East of The Leys Adderbury – The Parish Council considered an application for the erection of two dwellings.

Resolved that the Parish Council objects to application 21/00343/F. **Action TG**

- vi) Planning application 19/00963/OUT & Appeal APP/C3105/W/20/3255419 – The Parish Council discussed the appeal at OS Parcel 9100, land north of Berry Hill Road, Adderbury for up to 40 dwellings with associated landscaping, open space and vehicular access off Berry Hill Road, which was refused by Cherwell District Council at the outline stage.

Resolved that any further comments from Councillors on this appeal, in addition to the Parish Council's previously submitted comments, be sent to the Clerk and Chairman. **Action ALL**

133/20 Village Matters

- i) Traffic Calming – Prior to the meeting, the Parish Council had received a report on the progress with the traffic calming project and received an update from Councillor Martin Rye on the proposal for electric charging points in the village.

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Resolved that the report be noted;

- ii) FOCAL – Prior to the meeting, Councillor Ann Lyons had circulated a report to the Parish Council on the work of FOCAL.

Resolved that the report be noted.

- iii) The Milton Road Community Project – The Parish Council considered a progress report on the building project and a report from the Working for Adderbury Community (WFAC) Working Group.

Resolved that:

- 1) the progress report on the building project and the report from the WFAC Working Group be noted;
 - 2) the Chairman and Clerk be authorised to continue the management of the land and the pitch area; **Action DB/TG**
 - 3) the Project Management team continues working with the WFAC residents group to progress the building phase of the project; and **Action DB/CW/IB**
 - 4) the Chairman and Architect be authorised to continue to work on the determination of planning conditions; **Action TG**
 - 5) the Chairman and Architect to continue to work on the determination of planning conditions;
 - 6) costs for the drainage reports (included in confidential section later) be approved to progress the discharge of drainage conditions with Cherwell District Council;
 - 7) the cost of the archaeology reports (included in confidential section later) be approved to progress the discharge of archaeology conditions with Cherwell District Council;
 - 8) the expenditure of approximately £300 on fertiliser (including labour) for the field be approved; and
 - 9) adjoining land owners, Mr & Mrs Callaby be authorised to erect fencing on the north side of the field to assist them with securing their land, subject to details regarding the materials, location, maintenance and ownership. **Action DB**
- iv) Public Access to Milton Road Field, Adderbury – The Parish Council discussed a request for the public to access the Milton Road field.

Resolved that access to the Parish Council Milton Road land by the public, not be permitted.

- v) Annual Parish Meeting (APM) 2021 – The Chairman advised the Parish Council that the Annual Parish Meeting was being held on Wednesday 14 April 2021 at 730pm on Zoom.

Resolved that the report be noted and details on the format be discussed at the next Parish Council meeting. **Action TG**

- vi) Traffic Issues Twyford Wharf – The Parish Council discussed the traffic issues around Twyford Wharf, Twyford Road, Adderbury.

Resolved that the report be noted.

- vii) Snow Wardens – The Parish Council received an update on the work of the Snow Wardens, including approval of the Risk Assessment.

Resolved that:

- 1) the report be noted;
 - 2) the Risk Assessment be approved;
 - 3) Parish Councillor Laura Walker be thanked for all her work and on the Snow Warden Scheme;
 - 4) all volunteer Snow Wardens be thanked for their work; and
 - 5) Parish Councillors Laura Walker and Ann Lyons be thanked for their work helping residents during the floods over the Christmas period.
- viii) 'Paint Means Poo' – The Parish Council received an update on the work of the 'Paint Means Poo' project, including approval of the Risk Assessment.

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Resolved that:

- 1) the report be noted;
- 2) the risk assessment be approved; and
- 3) Councillor Ian Bailey be thanked for all his work on the project.

134/20 Parish Council Matters

- i) Community Governance Review – The Chairman reported that on 22 February 2021, Cherwell District Council had supported the recommendations from the Community Governance Review Working Group and agreed that the Parish Council would not be split and the village divided, there would be no separate parish ward for West Adderbury and the number of Councillors would not be increased.

Resolved that:

- 1) the report be noted;
 - 2) a statement on the result of the Community Governance review be published; **Action TG/DB**
 - 3) it be noted that the cost of the Community Governance Review was £1667.63, paid for through public funds; and
 - 4) a statement on the workings of the Parish Council be published. **Action AL**
- ii) Councillor to Monitor Financial Matters – The Parish Council discussed appointing a Councillor to monitor the Parish Council's financial matters, in conjunction with the Clerk and Responsible Financial Officer.

Resolved that Councillor Ian Bailey be appointed to the role of monitoring Parish Council financial matters. **Action IB/TG**

- iii) Committee Minutes and Recommendations

- Environment Committee – Prior to the meeting, the minutes of the Environment Committee held on 26 January 2021 had been circulated to the Parish Council.

Resolved that:

- 1) the minutes be noted;
 - 2) the recommendations be approved; and
 - 3) delegated authority be given to Parish Councillors Diane Bratt and Martin Rye and the Clerk in consultation with Jonathan White and Mike Wasley to make any urgent decisions relating to the traffic calming project.
- Staffing Committee – There had been no meeting since the last meeting of the Parish Council. The next meeting was scheduled for Thursday 18 March 2021.
- iv) Parish Council Training Policy – The Parish Council discussed a Parish Council training policy
- Resolved** that the training policy be approved.
- v) Health and Safety – The Parish Council considered a number of health and safety inspections.

Resolved that, it be noted that:

- Play area inspection at The Rise – Councillor Rod Head reported that there were three issues at The Rise and he was progressing these with the Clerk.
- Play area inspection at the Lucy Plackett Playing Field – Councillor Ann Lyons reported that there was an issue with the surfacing and this was being addressed with the Clerk. Councillor Stephen Walsh reported that he had concerns about the brambles in play area. The Chairman agreed to discuss this with the contractor who had recently completed work in the play area. **Action TG**

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- Adderbury Lakes – The Chairman reported that the Lakes had been re-opened, but mid-week only. More work was needed on the footpaths due to the high number of visitors and the footpath next to deer field was not yet open.
- vi) Parish Council Leaflet/Newsletter – The Parish Council discussed a proposal for introducing a Parish Council leaflet/newsletter.
- Resolved** that Parish Councillors Jamie Cox, Laura Walker and Stephen Walsh to progress the proposal for a newsletter/leaflet and Councillors should send items for inclusion. **Action JC/LW/SW plus all.**
- vii) Parish Council Noticeboards – The Parish Council considered a quote for maintenance works to the Parish Council noticeboards.
- Resolved** that the quote from Paul Lester for £625.00 be approved. **Action TG**
- viii) Adderbury Parish Council and Other Bodies – The Chairman reported that the proposal for a policy relating to Parish Council engagement with other bodies required further work.
- Resolved** that this item be deferred to a future meeting. **Action TG**

135/20 Finance

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

Resolved that the following accounts for payment, be approved:

Auditing Solutions Ltd – Interim Internal Audit 2020/2021	£270.00
Tree & Woodland Ltd – Tree Mapping at Adderbury Lakes	£2160.00
Pixel Concepts – Web site and volunteer registration system	£579.60
Mr M Rye – Sentinel Camera cable	£24.00
Theresa Goss – Salary and expenses for February 2021	
Oxfordshire County Council – Clerks Pension for February 2021	
HMRC – Payment for February 2021	
Mr R Atkinson – Shed at Adderbury Lakes	£987.00
Mr R Atkinson – Equipment for Adderbury Lakes	£74.64
Information Commissioner – Data Registration fee	£40.00
Theresa Goss – Petty cash top-up	£50.00
Viking – Stationery order	£103.71
Graham Kite – Base for shed at Adderbury Lakes	£500.00

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation, as at 23 February 2021 for the accounts at Unity Trust Bank and the Cambridge Building Society.
- Resolved** that the bank reconciliation be noted.
- iii) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as at 23 February 2021.
- Resolved** that the report be noted.
- iv) Cherwell District Council's Covid-19 'Containing Outbreak Management Fund' – The Parish Council discussed how this grant funding could be accessed by organisations in the village
- Resolved** that suggestions be forwarded to Councillor Stephen Walsh by 9 March 2021. **Action ALL**

136/20 Correspondence – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY (No items)

137/20 Exclusion of the Public and Press

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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 138/20, 139/20, 140/20 and 141/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

138/20 Allotment & Cemetery Maintenance Contracts for 2021/2022 – The Parish Council was advised that the contract had been awarded to Fourth Corner Ltd.

Resolved that the report be noted and the appointment of Fourth Corner Ltd be approved.

139/20 Planning Applications 18/00220/F and 19/02796/F- Discharge of Conditions – The Parish Council considered a number of quotes for works to discharge conditions on these planning permissions.

Resolved that:

- 1) the quote from Rida Reports Ltd for drainage Conditions 9 and 10 (application 19/02796/F) and Condition 3 and 9 (application 18/00220/F) be approved; and **Action TG/DB**
- 2) the quote from Cotswold Archaeology for the Archaeology Conditions 12 and 13 (application 19/02796/F) be approved. **Action TG/DB**

140/20 Works to Walls – The Parish Council considered quotes for works to a number of walls in the village.

Resolved that the quotes from Graham Kite for works to the walled seat at Adderbury Lakes, the Walled Garden Allotments and Adderbury Cemetery be accepted. **Action TG**

141/20 Adderbury Lakes, Tomography Report – The Parish Council considered a quote for a tomography report for a tree at Adderbury Lakes.

Resolved that the quote from Tree & Woodland be approved. **Action DB/TG**

(Members of the public were invited back into the meeting at the conclusion of this item)

142/20 Meeting Dates – The Chairman reported that until further notice, Parish Council meetings would continue to be held on Zoom. They would all commence at 7.30pm.

However due to the current situation with the Covid-19 Pandemic, the Chairman also highlighted that these meeting dates are subject to change at short notice and details would be published on the Parish Council web site.

- 30 March 2021
- 14 April 2021 (Adderbury Annual Parish Meeting)
- 27 April 2021
- 18 May 2021

143/20 Items for Future Agendas (For Information Only)

- Removal of brambles in the Lucy Plackett Play Area
- Annual Parish Meeting – 14 April 2021

(Meeting closed at 9.55pm)

Chairman – 30 March 2021