

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 26 MARCH 2019 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Colin Astley, Sheila August, Tony Gill, Rod Head, Victoria Head, Sue Jelfs, Ann Lyons, Garrad Millier, Keith Mitchell and Martin Rye.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer) and six members of the public.

APOLOGIES: Parish Councillor Steven Cox submitted his apologies because he had another appointment, the apologies were accepted and the absence authorised.

Trish Fennell and District Councillors Christine Heath, Mike Bishop and Andrew McHugh also submitted their apologies.

The Chairman welcomed Councillors and members of the public to the meeting and advised that should anyone wish to record the meeting, they could do so. No one indicated that they would be doing so.

133/18 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minutes number 139/18(i) Planning Applications – Councillor Garrad Millier declared an interest in planning application 19/00374/F at Tinkle Cottage, The Green, Adderbury because he was a neighbour to the site of the application.

Resolved that the interests be noted.

134/18 MINUTES – Prior to the meeting, the draft minutes of the meeting held on 26 February 2019 had been circulated to the Parish Council.

The following amendments were approved:

Minute Number 121/18 Open Forum – Councillors Colin Astley and Tony Gill asked for the names of Councillors Astley, Gill and Jelfs to be removed and instead the words ‘three Councillors’ be inserted.

Minute Number 126/18 (ii) – Bank Reconciliation/Financial Report – Councillor Tony Gill asked that the resolution included a reference to the Parish Council’s income being reported to the Parish Council.

Minute Number 125/18 (ii) – Failed Applications for Judicial Reviews – Councillor Colin Astley suggested that the resolution should be amended to read that all of the legal advice relating to the failed applications for Judicial Reviews be released to the Parish Council. However, the Chairman advised that she felt that the resolution was correct and the decision only related to the costs orders and proposed that the minutes of the meeting on 26 February 2019 be approved with amendments to minutes 121/18 & 126/18 (as stated above) only.

Resolved that the minutes of the meeting held on 26 February 2019 be approved and signed by the Chairman, with the amendments to minutes 121/18 & 126/18 only (as stated above), with the exception of minute number 119/18, which the Chairman declined to sign under Standing Order 12 (d) as she believed the motions referred to were inaccurate and misrepresented what had happened.

Those in favour of the motion to approve the minutes with amendments to minutes 121/18 & 126/19 only – Councillors Sheila August, Diane Bratt, Rod Head, Ann Lyons, Garrad Millier, Keith Mitchell and Martin Rye (7)

Those against the amendment to the motion to approve the minutes with amendments to minutes 121/18 & 126/19 only – Councillors Colin Astley, Tony Gill & Sue Jelfs (3)

Abstentions – Councillor Victoria Head. (1)

135/18 MATTERS ARISING FROM THE MINUTES OF 26 FEBRUARY 2019

Minute Number 119/18 Minutes – The Chairman reported that in accordance with Standing Order 12 (d), she had declined to sign minute 119/18 from the meeting held on 26 February 2019 and minute 120/18 from the

ADDERBURY PARISH COUNCIL

meeting held on 15 January 2019. The reason was because the motion proposed by Councillor Tony Gill had negated the motion which had already been voted on at the meeting on 15 January 2019 and contained factually incorrect allegations.

136/18 CHAIRMAN'S ANNOUNCEMENTS

- Vandalism Lucy Plackett Playing Field – The Chairman reported on the vandalism which had occurred on the playing field on Saturday night. Local residents, Mr Herbert and Mr Lyons were both thanked for helping to clean up the mess. The Clerk had been liaising with Thames Valley Police and they were investigating the matter. Mr Lyons was present in the public gallery and was personally thanked by the Parish Council for his efforts.
- Emails and Correspondence to the Parish Council – The Chairman advised that correspondence would only be responded to if it was clear who the sender was. If any correspondence was anonymous, it would not receive a reply. The Chairman also highlighted the recent threatening emails to Councillors. These would not be tolerated and Thames Valley Police had been sent the offending emails.
- Andrew Barnes, Celebratory Tea Party – The Chairman reported that there would be a 'Tea Party' for Andrew Barnes to celebrate his contributions to the village over many years. It was being held on Saturday 13 April 2019, 2pm to 4pm at Christopher Rawlins Primary School. The Parish Council was happy to fund the event and Jackie Head and Trish Fennell had volunteered to assist with the catering. The Clerk would continue to liaise with Mr Barnes' family over the arrangements. **Action TG**
- Day of Dance 2019 – The event was being held on Saturday 27 April 2019 and volunteers were needed for the closure from 11am to 6pm. The Chairman and Councillor Martin Rye would arrange the collection of the necessary signage.

137/18 OPEN FORUM – A resident addressed the Parish Council with regard to builders' rubbish which had been left between Church House and the neighbouring property, Beehive Veterinary Practice, since November 2018. Although requests had been made for its removal, it was still there. The Chairman advised that the owners of the Veterinary Practice would be contacted by the Clerk. **Action TG**

The resident also addressed the Parish Council with regard to traffic calming and flooding of the Oxford Road, due to the ditch not being clear.

The Chairman thanked the resident 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)

138/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There were no reports from County Councillor Arash Fatemian or the District Councillors Christine Heath, Mike Bishop and Andrew McHugh. However Councillor McHugh had previously advised that he was continuing to support the traffic calming project in the village.

Resolved that the report be noted.

139/18 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:

18/02170/F	Mr Sam Rodney Erection of an agricultural barn, associated external areas and new vehicular access OS Parcel 0050 West of Berryhill Road and South of Milton Road Adderbury
19/00025/TCA	Mrs Selway-Swift Rookery Cottage 1 - 2 Church Lane Adderbury

ADDERBURY PARISH COUNCIL

T1 x Holly - Fell.

19/00198/F Mr Noel Hoey
2 Lambourne Way Adderbury
Single storey rear and side extension

19/00050/TCA Mr Mark Brunsten
Pinfold 14 Dog Close Adderbury
T1 x Beech - Reduce by up to 2.0m and reshape.

19/00060/TCA Mr Ness
Lyndhurst High Street Adderbury
T1 x Spruce - Removal.

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

19/00226/F Mr & Mrs Fraser
Park Farm Oxford Road Adderbury
Demolition of existing agricultural barns. Conversion of existing agricultural barns to form party barn, home office, storage and dwelling

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:

19/00072/TCA Mr Eeles
4 Round Close Road Adderbury
T1 x Sweet Chestnut - Crown reduce by 4.0m of the width of the crown and 3.0m of the height of the tree in order to allow more light into the property

19/00353/F Mr & Mrs Michael Robey
Cobblers Cottage Chapel Lane Adderbury
Single-storey extension with part two-storey extension over.

19/00352/F Mr Paul Tew
Stradella Twyford Grove Twyford
Conversion of garage to habitable accommodation. Replace garage door with window on front elevation.

19/00078/TCA Mrs Fiona Gow
Rookery Nook High Street Adderbury
T1 Leylandii – Fell

19/00374/F Mrs Nicola Wilson
Tinkle Cottage The Green Adderbury
Removal of the existing front door and porch and replacement with a wider window. Enlargement of existing opening in side boundary wall and installation of gate.

19/00119/F Mrs Claudia Roberts
3 Dog Close Adderbury
First floor extension over existing kitchen (reduced from previous extension to reduce volume of building).

19/00329/F Mr & Mrs Edge
The Lime Trees 5 Church Close Adderbury
Loft conversion and dormer extensions. Single storey side extension and new front porch.

ii) Planning Results - These had been circulated to all members prior to the meeting.

Resolved that the report be noted.

ADDERBURY PARISH COUNCIL

- iii) Planning Application 18/00220/F – Prior to the meeting, the Chairman circulated to the Parish Council, a report providing an update on the discharge of the conditions relating to the change of use application, which had been approved by Cherwell District Council.

Resolved that:

- 1) the report be noted;
- 2) the status of previous planning applications be clarified with Cherwell District Council; and
- 3) the Chairman and Clerk be authorised to continue to progress the discharging of condition 5, progressing of the pitch area and continue the management of the land.

140/18 VILLAGE MATTERS

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

Resolved that the report be noted.

- ii) Working for Adderbury Community (WFAC) – Prior to the meeting, the Chairman of WFAC Jackie Head, had circulated a report to the Parish Council.

Resolved that:

- 1) the report be noted;
 - 2) Councillor Victoria Head be appointed as the Parish Councillor Trustee on WFAC; and
 - 3) the Adderbury News statement be approved, with the inclusion of references to the Lucy Plackett Playing Field. **Action TG**
- iii) Annual Parish Meeting 16 April 2019 – The Chairman reported that District Councillor Andrew McHugh would be attending the Annual Parish Meeting to give a presentation on his health and well-being role. There would also be presentations from Jonathan White on the Environment Committee's traffic calming project and also on the WFAC Milton Road project.

Resolved that the report be noted.

141/18 PARISH COUNCIL MATTERS

- i) Committees:

- Environment Committee – Prior to the meeting, the minutes of the meeting held on 19 March 2019 had been circulated to the Parish Council. The next meeting was scheduled for Tuesday 10 May 2019 at 10am.

An Executive summary on traffic calming and other proposed actions, following the Environment Committee meeting held on 19 March 2019 had been circulated, along with a coloured code list of the actions.

Resolved that:

- 1) the minutes be noted;
 - 2) the recommendations be approved; and
 - 3) the information and update provided in the Executive Summary relating to traffic calming be noted and the recommendations be approved.
- Staffing Committee – Prior to the meeting, the minutes of the meeting held on 19 March 2019 had been circulated to the Parish Council.

Resolved that the minutes be noted and approved.

- ii) Communications of the Parish Council – Prior to the meeting, a report had been circulated to the Parish Council with regard to breaches of the Parish Council's Standing Orders.

The motion that that the Parish Council deprecates the ignoring of Standing Orders and calls on all members to abide by them was proposed and seconded.

ADDERBURY PARISH COUNCIL

Councillor Colin Astley proposed an amendment to the motion which involved seeking legal advice on the Parish Council's Standing Orders. A recorded vote was requested.

Those in favour of the amendment to the motion – Councillors Colin Astley, Tony Gill & Sue Jelfs (3)

Those against the amendment to the motion – Councillors Sheila August, Diane Bratt, Rod Head, Ann Lyons, Garrad Millier, Keith Mitchell and Martin Rye (7)

Abstentions – Councillor Victoria Head. (1)

The amendment to the motion was not carried.

Resolved that the Parish Council deprecates the ignoring of Standing Orders and calls on all members to abide by them. **Action ALL**

- iii) Traffic Calming – Prior to the meeting, a draft response to questions raised at the last meeting by the organisation describing itself as 'West Adderbury Residents' Association,' had been circulated to the Parish Council.

Resolved that the response be approved with minor amendments and it be forwarded to the Chairman of 'West Adderbury Residents' Association'. **Action TG**

- iv) Strategic Plan 2018–2021 – Prior to the meeting, Councillor Keith Mitchell had circulated a report to the Parish Council, on the Strategic Plan 2018-2021.

Resolved that the report be noted.

- v) Councillors Training Courses – Councillors were advised on a number of training courses which were available to them.

Resolved that the report be noted.

- vi) Parish Council Surgeries – No residents attended the surgery held on Saturday 2 March 2019.

Resolved that the report be noted.

- vii) Health and Safety – The Parish Council received the following health and safety reports:

- The Rise; Councillor Steven Cox was not present to provide an update on The Rise;
- Lucy Plackett Playing Field/Play Area; Councillor Ann Lyons reported on the vandalism in the playing field and it was confirmed that a letter of thanks be sent to Mr Herbert for helping to clean up the mess the following day.
- Adderbury Lakes; There were no issues at Adderbury Lakes.

Resolved that the reports be noted.

- viii) Lucy Plackett Playing Field Railway Embankment – Prior to the meeting, the Parish Council had received a report with regard to the necessary repairs to the fencing on the embankment.

Resolved that advice be obtained for the repair work to the fencing/hedge planting and consideration also be given to new planting of small trees. **Action DB**

142/18 FINANCE

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

Resolved that the following accounts for payment be approved:

Payee	Amount
T Goss – March 2019 salary	
T Goss – Expenses for March 2019	
HMRC – Quarterly Payment	

ADDERBURY PARISH COUNCIL

OCC Pension Fund – Clerks pension for March 2019	
Cherwell District Council – Non-domestic rates for Adderbury Cemetery	£232.51
Cotefield Treecare – Tree work in Rawlins Close	£498.00
Derek Latham and Co Ltd – Interim invoice for sketches and meetings for the WFAC project	£2400.00
DG Hopper – Flailing of Cemetery Hedge	£480.00
Pixel Concepts – Work to the PC web site	£141.60
Taxassist Accountants – Annual Charge for payroll services	£259.56
Adderbury PCC – Grant for Works to St Mary’s Church Clock Face	£2000.00
Cherwell District Council – Emptying of Dog Waste Bins for Winter Period	£576.58
4 th Corner Ltd – Work to Horn Hill Road footpath	£504.00
Treetops.com – Works to the hedge on the Aynho Road ransom strip	£336.00

- ii) Bank Reconciliation/Financial Report - Prior to the meeting, the Clerk had circulated the bank reconciliation and the financial report showing the breakdown of Parish Council funds, as at 26 March 2019 for the accounts at Santander, Barclays and Cambridge Building Society.

Resolved that the bank reconciliation and financial report for the Barclays, Santander and Cambridge Building Society be noted and the income be included in the next report. **Action TG**

- iii) Members’ Allowances Scheme 2019/2020 – Prior to the meeting, the Parish Council had received the Report of the Independent Parish Remuneration Panel, with regard to Members’ Allowances for 2019/2020.

Resolved that the Parish Council will continue not receive Members’ Allowances for 2019/2020, except for travel and subsistence, where a claim is made.

143/18 CORRESPONDENCE – There were no further items of correspondence.

THE LUCY JANE PLACKETT CHARITY (One Item)

144/18 PARTY IN THE PARK – Prior to the meeting, a report had been circulated to the Parish Council with regard to the 2019 event, following a meeting between the organising Committee and the Chairman and Vice-Chairman of the Parish Council.

Resolved that the report be noted and the arrangements for the 2019 event be approved.

145/18 EXCLUSION OF THE PUBLIC AND PRESS

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 146/18 & 147/18 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

146/18 RAWLINS CLOSE AMENITY LAND – Prior to the meeting, the Parish Council considered a request from a resident for information with regard to the ownership and maintenance arrangements of land in Rawlins Close.

Resolved that the Clerk, Chairman and Vice-Chairman be authorised to discuss the matter further with the resident and report back to a future meeting. **Action TG/DB/KM**

147/18 LAKES FENCING – The Parish Council considered a report and quotes with regard to repair and refurbishment of fencing at Adderbury Lakes.

Resolved that:

- 1) the quote from Britannia Metalwork Services be accepted; and **Action DB/TG**
- 2) funds for the purchase of wooden planking from John Nichols for minor repairs to one of the bridges at Adderbury Lakes, be approved. **Action DB/MR**

148/18 MEETING DATES – Future meeting dates are as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 16 April 2019 (Annual Parish Meeting)

ADDERBURY PARISH COUNCIL

- 30 April 2019
- 28 May 2019

149/18 ITEMS FOR THE FUTURE AGENDAS (FOR INFORMATION ONLY)

- LAP/LEAP/Community Areas, Adderbury Fields
- Boreholes in Adderbury Cemetery
- 3 year forward budgetary plan, including Section 106 funds
- Rawlins Close Amenity Land

(Meeting closed at 9.30pm)

Chairman – 30 April 2019