

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 26 JUNE 2018 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Colin Astley, Sheila August, Steven Cox, Tony Gill, Ann Lyons, Keith Mitchell and Martin Rye.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Trish Fennell and District Councillor Andrew McHugh.

APOLOGIES: Parish Councillor Rod Head submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

Parish Councillor Sue Jelfs submitted her apologies because she had another appointment, the apologies were accepted and the absence authorised.

Parish Councillor Chris Shallis submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

District Councillors Mike Bishop and Christine Heath and County Councillor Arash Fatemian also submitted their apologies.

Councillor Penny Clarke was not present.

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 made a recording of the meeting.

20/18 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Councillor Colin Astley declared an interest as a member of West Adderbury Residents Association (WARA) and would be updating his Register of Interests form accordingly, at Cherwell District Council.

Resolved that the interests be noted.

21/18 MINUTES - The minutes of the meetings held on 22 May 2018 were taken as read, duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 22 May 2018 be approved.

22/18 MATTERS ARISING FROM THE MINUTES OF 22 MAY 2018 –There were no matters arising.

23/18 CHAIRMAN'S ANNOUNCEMENTS

- Result of the Adderbury Neighbourhood Plan (ANP) Referendum held on 21 June 2018 – The ANP was accepted by the village and approximately 92% of those who voted, supported the Plan. The Chairman read out a statement which would be published in Contact and on the village web sites. A letter would be sent to Sam Brown and the ANP team thanking them for all their hard work on the ANP.
- Parish Liaison Meeting 20 June 2018 – A report from Councillor Ann Lyons was noted and additional information had been circulated by the Clerk.
- Silent Soldier - A Silent Soldier would be purchased once a suitable location had been identified.
- Parking at Christopher Rawlins Primary School - An application for Locality Funding would be submitted to the County Council, via County Councillor Arash Fatemian, to fund two 'no parking' signs to be used outside the school.
- Maintenance work at The Rise play area and the Walled Garden Allotments – The Chairman had met with Mr D Chandler to discuss replacing the fence at the allotment, where the hedge had been removed by the neighbours and it would cost approximately £300 for materials, plus labour. The boundary would be agreed following discussions with the owners of 'Grasslands'. Mr Chandler would also be repairing the fence at The Rise play area and installing a dog waste bin in The Rise.
- Councillors were reminded to complete their Security Compliance Checklists and return them to the Clerk.

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24/18 OPEN FORUM – Councillor Colin Astley addressed the Parish Council as a member of West Adderbury Residents Association (WARA) and asked if the Parish Council was minded to consult with the residents of Clock Makers Turn and Adderbury Fields with regard to the usage of the Milton Road field. The Chairman thanked Councillor Astley for his question.

A resident thanked the Clerk for contacting Oxfordshire County Council as the signs which had been blocking the view for drivers leaving the Gracewell Care Homes site on Banbury Road, had now been removed.

25/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Prior to the meeting, County Councillor Arash Fatemian had circulated his report to the Parish Council.

Councillor Fatemian and District Councillor Andrew McHugh both reported that Cherwell District Council (CDC) would no longer be sharing services with South Northants Council. This was a result of Northamptonshire County Council being declared bankrupt and the debt being passed down to the District Councils. Discussions between CDC and Oxfordshire County Council were now being held to establish whether these two bodies could share services.

Councillor McHugh also advised that he was now on the Executive at Cherwell District Council and that he would be promoting the health agenda in Banbury.

Resolved that the report be noted.

26/18 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:

18/00683/F	Thames Water Utilities Limited Adderbury Sewage Treatment Works, The Leys Adderbury Provision of welfare building
18/00708/F	Mr & Mrs P Smith Hope Cottage 15 Parsons Street Adderbury Single storey rear extension and front canopy with associated alterations
18/00126/TCA	Mr Paul Newman Beren House East End Adderbury T1 - Willow - Pollard back to original stem knuckle. Been 6-7 years since last done so now requires re pollarding.
18/00130/TCA	Mr Richard J Edge 5 Church Close Adderbury T1 x Lime - Fell.
18/00867/F	Mr Steve O Rourke 26 Deene Close Adderbury Two storey side extension
18/00842/F	Mrs Louise Dier Adderbury Hill Barn Milton Road Adderbury Replacement of all external windows, introduction of one skylight to the existing barn, various alterations to window sizes including enlargement, infill and introduction of new openings, demolishing and rebuilding of the garage block, found to be currently inadequate for residential use without underpinning or rebuilding). Other minor works which fall under permitted development, as confirmed at pre-app stage include, demolition of external pergola structures to kitchen and garage, lowering of external garden wall to allow views, replacement of external pointing and application of a lime wash to neutralise the varying conditions of brickwork

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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:

- 18/00691/F Nicholas King Homes
Plot 37 Henge Close Adderbury
Erection of a three-bedroom house, with 2no. parking spaces
- 18/00193/REM Crest Nicholson Midlands
Land South of Cotefield Business Park Oxford Road Bodicote
Reserved matters application to 14/02156/OUT - for appearance, landscaping and layout (including the layout of the internal access roads, footpaths and cycleways) for 44 dwellings

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

- 18/00973/TPO Mr Thistlethwayte
Sorbrook Manor Cross Hill Road Adderbury
T1 - T2; Lime - Frame work pollard to approximately 40ft in height (This is a reduction in height by approximately 50%) subject to TPO 01/1976
- 18/00986/F Mr Prentice
24 Margaret Road Twyford Banbury
Ground floor extension to rear of property
- 18/00960/F Mr & Mrs Berto Lelli
51 Rochester Way Twyford
Single storey side extension
- 18/00949/F Mr & Mrs Allan Ziff
2 Henge Close Adderbury
Conversion of garage to workshop/store

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

Resolved that the report be noted.

- iii) Planning Application 18/00220/F – The Chairman gave an update on the planning application for the change of use of agricultural land to sport/recreation and community use on the Parish Council's land on Milton Road.

The application was progressing and the Flood Risk Assessment, Travel and Transport Statements and an Archaeological Study were well underway. It was hoped the application would be considered by Cherwell District Council's Planning Committee in July 2018 or at the latest August 2018.

The Chairman confirmed that the drainage work on field had not started yet and that Working for Adderbury Community (WFAC) was working on a project plan for the whole site.

Resolved that the report be noted.

27/18 VILLAGE MATTERS

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

Resolved that the report be noted.

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

Resolved that the report be noted.

- iii) Cemetery Fees for Burials for 16 years and Under – Prior to the meeting, the Parish Council received a report with regard to a review of the Cemetery fees for burials of those aged 16 years and under.

Resolved that no fees be applied to interments, purchase of exclusive burial rights and headstones for those aged 16 years and under. **Action TG**

- iv) Defibrillator for Adderbury – The Chairman reported that Councillor Chris Shallis was dealing with this matter and as he was not present at the meeting, the update on the purchase and installation of the defibrillator in Adderbury and a discussion about how to distribute any remaining funds would be considered at the next meeting.

Resolved that this item be deferred to the next meeting of the Parish Council. **Action TG**

- v) Forest Schools Project – Prior to the meeting, the Parish Council received an update on the Forest Schools project and considered a request for funding for preparing the site.

Resolved that:

- 1) the report be noted;
- 2) funding of up to £1000 be approved for the preparation of the site; and
- 3) Councillor Diane Bratt be authorised to continue to liaise with the Primary School on this project and appoint a contractor to complete the preparation works. **Action DB**

28/18 PARISH COUNCIL MATTERS

- i) Committees:

- Environment Committee – Prior to the meeting, the Committees' Terms of Reference had been circulated to the Parish Council.

There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for Tuesday 25 September 2018

Resolved that the Terms of Reference be approved.

- Staffing Committee – Prior to the meeting, the Committees' Terms of Reference had been circulated to the Parish Council.

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

Resolved that the Terms of Reference be approved.

- ii) Parish Council Surgeries – Councillors Martin Rye and Keith Mitchell attended the last surgery and no residents were in attendance.

Resolved that the report be noted.

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

- The Rise; Councillor Cox reported that there had been the annual inspection for the play equipment and everything was fine. Mr D Chandler would be repairing the slats in the fencing and installing the new dog waste bin.
- Lucy Plackett Play Area; Councillor Ann Lyons reported that there had been the annual inspection for the play equipment and there was an issue with the zip wire which was being addressed.
- Adderbury Lakes; There were no issues at Adderbury Lakes.

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Resolved that the reports be noted.

- iv) Parish Council Documents 2018/2019 – Prior to the meeting, a number of documents had been circulated to the Parish Council.

Resolved that the following documents be approved for 2018/2019:

- Asset Register 2018/2019
- Risk Management Log and Risk Schedule 2018/2019
- Financial Regulations 2018/2019
- Standing Orders 2018/2019
- Complaints Policy
- Vexatious Complaints Procedure
- Freedom of Information Policy
- Dispute Resolution Process
- Dignity at Work Policy
- Grievance Procedure
- Press and Media Policy
- Data Breach Policy
- Data Protection Policy
- Records Retention Policy
- Subject Access Request Procedure

29/18 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 – June 2018 salary	
T Goss – Expenses for June 2018	
HMRC – Quarterly payment	
OCC Pension Fund – Clerks pension for June 2018	
Design Grow – Lakes Maintenance for May 2018	£66.00
Thomas Fox Landscaping – Grass Cutting for May 2018	£1564.80
Broxap – New bench for corner of Dog Close/Cross Hill Road	£587.40
Spratt Endicott – Response to potential Application to appeal the costs award related to the failed application for Judicial Review	£441.60
Prysebros Ltd – Weed control in the village in May 2018	£542.40
Mr D Chandler - Installation and removal of Bollard	£320.00
Rascal Horticultural – Allotment and Cemetery Maintenance	£242.50
Green Scythe Ltd – Grass Cutting in the Lucy Plackett May 2018	£537.00
Mr D Chandler – Signs for play areas	£400.00
Viking – Stationery	£101.93

- ii) Bank Reconciliations/Breakdown of Parish Council Funds - Prior to the meeting, the Clerk had circulated the bank reconciliation and breakdown of Parish Council funds as at 26 June 2018 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

Resolved that the bank reconciliations and breakdown of Parish Council funds for the Barclays, Santander, Natwest and Cambridge Building Society be noted.

- iii) Internal Audit 2017/2018 – Prior to the meeting, a number of documents had been circulated to the Parish Council.

The Parish Council thanked the Clerk for her financial work on the internal audit.

Resolved that the Effectiveness of the Internal Audit 2017/2018 and Statement of Internal Audit Control 2017/2018 be approved.

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Resolved that the Internal Audit Report 2017/2018 be accepted.

30/18 CORRESPONDENCE – There were no further items of correspondence.

31/18 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 32/18, 33/18, 34/18, 35/18 & 36/18 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

32/18 ICE HOUSE PROJECT – Prior to the meeting, a report had been circulated to the Parish Council with regard to a quote for works to the Ice House. The Chairman thanked Andrew Barnes for all his work on this project.

Resolved that:

- 1) the quote from Tustain Builders for £8196.65 be accepted, subject to funds being available;
- 2) it be noted that there could also be extra costs of £700 for a bat door, £350 for supervision and £678 for provisional contingency supervision; and
- 3) Councillors Diane Bratt and Martin Rye be authorised to continue discussions with the Adderbury House owners to obtain funds.

Action TG/DB

33/18 ADDERBURY FIELDS – Prior to the meeting, a report had been circulated to the Parish Council with regard to a meeting which had been held to discuss alleged anti-social behaviour on the Adderbury Fields Estate.

Resolved that the report and the outcomes be noted.

34/18 FRIENDS MEETING HOUSE - Prior to the meeting, a report had been circulated to the Parish Council with regard to quotes for works to the Friends Meeting House.

Resolved that the quote for extra work from Prosser Carpentry for £1,719.00 be accepted. **Action TG/DB**

The Lucy Jane Plackett Charity

35/18 LUCY PLACKETT PLAYING FIELD – Prior to the meeting, a report had been circulated to the Parish Council with regard to obtaining quotes for works to the footpath in the Lucy Plackett Playing Field.

Resolved that:

- 1) advice be sought on the necessary work to the footpath, including whether it can be widened to 1.2m so that it is suitable for wheelchair users; and **Action DB/TG**
- 2) quotes for repairing and/or resurfacing the footpath be obtained. **Action DB/TG**

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

36/18 MEETING DATES – Future meeting dates are as follows, and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

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

37/18 ITEMS FOR THE NEXT AGENDA (FOR INFORMATION ONLY)

- LAP/LEAP/Community Areas, Adderbury Fields

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- Oxford Road Speed Survey/Traffic matters
- Strategic Plan 2018-2021
- Distribution of remaining funds from Defibrillator fundraising
- Dogs on leads in the Lucy Plackett Playing Field
- Boreholes in Adderbury Cemetery

(Meeting closed 9.15pm)

Chairman – 31 July 2018