

ADDERBURY PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 12
SEPTEMBER 2023 AT 7.30PM AT CHURCH HOUSE, HIGH STREET,
ADDERBURY

PRESENT: Councillor Diane Bratt (Chairman); Councillors Jacky Atkinson, Simon Davies, Oliver Ighani, Ann Lyons and Rachel Moffat.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), County Councillor Arash Fatemian, District Councillors David Hingley, Adam Nell and Rob Pattenden and six members of the public.

61/23 Apologies – Councillor Mark Gerold submitted his apologies because he was on holiday.

Councillor Joel Greenberg submitted his apologies because he had another appointment.

Councillor Sue Jelfs submitted her apologies because she had another appointment.

Councillor Lucy Wells submitted her apologies because she was attending a meeting of the Feoffees, as the Parish Council's representative.

Resolved that the apologies from Councillors Mark Gerold, Joel Greenberg, Sue Jelfs and Lucy Wells be approved and the absences authorised.

62/23 Declarations of Interest – All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 64/23, Chairman's Announcements – The Chairman declared an interest because the Adderbury Circular Walk ran across land which she owned in Bodicote.

Resolved that the interests be noted.

64/23 Minutes – Prior to the meeting, the minutes of the meeting held on 25 July 2023 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 25 July 2023 be approved and signed by the Chairman.

65/23 Matters Arising from the Minutes of 25 July 2023 – There were no matters arising.

66/23 Chairman's Announcements

- Adderbury Circular Walk - Bridleway 15 – The Chairman advised the Parish Council that the matter of the blocked footpath was still unresolved and the delayed response from the County Council was not acceptable. The Chairman thanked County Councillor Arash Fatemian for his intervention and she had swiftly received two emails from Tracy Sutton, but no progress had yet been made. County Councillor Arash Fatemian agreed to continue to follow this up, on behalf of the Parish Council. **Action DB/AF**
- Councillor Rob Yeatman had resigned from the Parish Council. Councillors passed their thanks to Rob for his work on the Parish Council and they were pleased he would be staying on to assist with the fundraising events.

67/23 Open Forum – A resident addressed the Parish Council regarding the issue of the 20mph speed restrictions in the village and their objections to Oxford Road (A4260) not being included in the scheme. The resident had emailed the Parish Council prior to the meeting and his comments had been circulated to all Councillors. The resident along, with another resident from Oxford Road, detailed their objections and Councillor Arash Fatemian agreed to follow this up with the County Council's highways officers on behalf of the Parish Council and the residents. **Action AF**

The Chairman confirmed that the Parish Council supported the requests for both the A4260 and Berry Hill Road to have 20mph speed restrictions and encouraged residents to contact Councillor Fatemian with their objections to their exclusion. Residents were also encouraged to join the Parish Council's Traffic Calming Working Group and/or the Community Speed Watch Scheme.

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A resident addressed the Parish Council with regard to the positioning of the new 20mph signs, especially in Tanners Lane, where a new sign had been located in a narrow lane, in an area of biodiversity. The Chairman advised that the Parish Council had contacted the County Council regarding this matter, but they had refused to relocate it. Councillor Fatemian asked the Parish Council to advise on all of the 20mph signs it would like relocating and he would take this up with the County Council Officers. **Action TG/AF**

(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)

68/23 Reports from County and District Councillors – District Councillor Nell reported that Cherwell District Council's (CDC) Local Plan 2040 would determine how many houses were built in the District and the outline Plan would be going out to consultation in the coming days. He urged the Parish Council and residents to respond to the consultation on the outline plan. Once the Plan had been updated, it would be sent to the Government for approval.

CDC had also published a Tenants Charter and work was ongoing in relation to the budget for 2024/2025. There was also a project to relocate the council offices from Bodicote House as the current premises were too big for the number of staff.

District Councillor Rob Pattenden also encouraged residents and the Parish Council to engage with the Local Plan consultation. In the draft Plan, the rural areas had been allocated 500 houses, which would be built between now and 2040 and larger villages would bear the brunt of the new properties. The Plan suggested that larger villages had the infrastructure for additional housing, which was not the case as most services and schools in larger villages were already stretched to their limits.

Prior to the meeting, County Councillor Arash Fatemian had circulated his report to the Parish Council. Following on from the discussion regarding the 20mph speed restrictions, Councillor Fatemian advised that Thames Valley Police (TVP) would not enforce the new speed limits because the County Council had applied blanket 20mph zones across the County, without any consultation with TVP. He advised that he would support the proposed changes on Oxford Road and Berry Hill Road to 20mph, if the Parish Council felt it would make a difference to the safety of the community.

Councillor Ann Lyons asked whether there could be advisory flashing 20mph lights outside the Primary School and Councillor Fatemian agreed to look into this. Councillor Fatemian was also asked to follow up with the County Council, the railings outside of the Primary School, village parking and signage by the School. These items should also be paid for by the County Council, not the Parish Council. **Action AF**

The Councillors were thanked for their reports.

Resolved that the report be noted.

69/23 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.

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:

23/00112/F	The Old Post House, Croft Lane, Adderbury First floor extension and new dormers to existing three storey range
23/01918/TCA	Shepherds Keep, Water Lane, Adderbury T1 x Cherry - Removal to ground level due to poor tree health.
23/01937/TCA	Stags Leap, Sir Georges Lane, Adderbury, Tree works
23/01956/TCA	Tinkers Corner, 2 The Leys, Adderbury Tree works

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- 23/01895/LB Rawlins House, The Green, Adderbury
Removal of Stonesfield slate and copper canopy hood and cast iron grate from sitting room fireplace and replacement with wood burning stove
- 23/01865/F Sydenham Farm, Aynho Road, Adderbury
Barn conversion to form single dwelling

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

- 23/01448/F Cornerstones, Tanners Lane, Adderbury
Demolition of lean-to greenhouse, removal of steel garage door and duo-pitched roof over rear outbuildings. Retention and repair of stone walls. Internal re-modelling of rear outbuilding, associated external alterations and erection of new pitched roof over to provide a replacement bedroom. Erection of oak double car shelter - re-submission of 23/00347/F
- 23/01885/LB & 23/01884/F Papermill House, Oxford Road, Adderbury
Repair and replace existing windows and door. Internal alterations to lean-to room layout. New kitchen units in kitchen. New heating boiler oil fired. New oil tank in rear garden. Lower ground levels around house. New internal insulation lining to external walls, ceiling and floor. Bathroom refit. New opening and staircase between Mill House and mill. Add bat-friendly roof membrane to lean-to roof. Replace existing rotten porch. Repointing with lime mortar. New tile sills.

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

- 23/01854/LB Holly Cottage, High Street, Adderbury
Replace five existing window frames
- 23/01985/ADV 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
- 23/02088/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.
- 23/01985/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
- 23/01412/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 Did we object to this one? – this seems really what developers are allowed?
- 23/01985/ADV 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

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- 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) – The Parish Council received a progress report from the Chairman, on the review of ANP. The grant funding application for £3500 from Locality had been successful and had also now been received. This would cover the consultants costs for the initial health check and John Herbert, had been appointed to complete this first stage of the process.

Resolved that the report be noted.

70/23 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 – The Chairman reported that tenders had been invited for the build and firm quotes were also required to support grant funding applications. The architect had sent out the details on the Parish Council's behalf and at least seven contractors had stated they would be submitting a quote. The deadline for tenders was 9 October 2023 and three quotes would be used for the purposes of grant applications and the preferred contractor would be one of those three.

Councillor Jacky Atkinson provided an update on the Activity and Open Doors Day being held on Saturday 16 September 2023.

Councillor Joel Greenberg was making good progress with applications to large grant funders.

Resolved that:

- 1) the report be noted;
 - 2) Councillor Joel Greenberg be thanked for all his work on the grant applications;
 - 3) 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; and
 - 4) the Chairman, Clerk and Architect be authorised to continue any further work required.
- ii) Estate Agents Signs – The Parish Council discussed a policy regarding Estate Agents advertising charity fundraising events in the village.

Resolved that:

- 1) no formal policy on Estate Agents advertising fundraising events be agreed and they be dealt with on a case by case basis; and
 - 2) the Clerk to chase up Dave Catling at the County Council about the proposed signage on The Green. **Action TG**
- 3) 20mph Speed Restrictions on the A4260 – This matter had been discussed earlier in the meeting.

Resolved that the Clerk will provide details of all issues to Councillor Fatemian, who will take up the issues with the County Council on behalf of the Parish Council. **Action AF**

- 4) Remembrance Poppies – The Parish Council discussed poppies being displayed in the village from 22 October 2023 to 14 November 2023.

Resolved that the Parish Council supports the Remembrance poppies being displayed in the village.
Action TG

71/23 Parish Council Matters

- i) Health and Safety – The Parish Council considered several health and safety inspections.

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- Play area inspection at The Rise – Councillor Simon Davies advised that the repairs had been completed to the bridge and quotes had been received for the hut. It was agreed to accept Paul Lester's quote number 3 for £575.00. **Action TG**
- Play area inspection at the Lucy Plackett Playing Field – There were no issues at the play area. The failed surface water drain in the pitch area which had collapsed had now been repaired. The Chairman's husband was thanked for his time, providing some of the materials and working with the contractor to resolve this matter.
- Adderbury Lakes – The Chairman reported that there were no issues at Adderbury Lakes. One of the bridges/platforms needing some maintenance work and Paul Lester had been asked to quote for this. Three small dead trees were being monitored. Wild Banbury volunteer group would be at the Lakes on Friday to help with the de-weeding of the main lake.
- To note the inspection at the Walled Garden Allotments - Councillor Rachel Moffat had completed an inspection and those tenants whose plots were not up to standard, had been contacted. 4th Corner would also be asked to cut back the area between plot 1 and the wall. Tenants would also be reminded to add numbers to their plots. **Action TG**
- To note the inspection at Adderbury Cemetery – The Clerk and Chairman had undertaken an inspection and the funeral directors had been contacted about the grass seeding and tidying which was required.

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**

72/23 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 12 September 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) Community Transport Grants – The Chairman reported on the Community Transport Grants Scheme and asked Councillors whether there are any projects which could be developed using the grant funding.

Resolved that the Community Transport Grants not be progressed, unless Councillors contact the Clerk with suggested schemes. **Action ALL**

73/23 Correspondence – There was no further correspondence.

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THE LUCY JANE PLACKETT CHARITY

(Two items)

74/23 Party in the Park 2024 – The Parish Council discussed a request from the Party in the Park Committee for the event to be held in the Lucy Plackett Playing Field on 15 June 2024 and also a suggestion that electricity could be connected from the Lucy Plackett Activity Centre. The Chairman felt that as the drain on the playing field had recently been repaired, the Parish Council needed to ensure no large vehicles were allowed on the main area of the playing field, or near the route of the pipe which could damage it again. The Party in the Park organisers were progressing discussions on electricity connections.

Resolved that the request be approved, subject to any electricity supplied from the Lucy Plackett Activity Centre (LPAC) being agreed and reimbursed to the LPAC Committee and no large vehicles be permitted on the playing field. **Action TG**

75/23 Dog Fouling – The Parish Council discussed the issues of dog fouling and dogs off leads on the playing field. The Chairman suggested that once the Football Club had moved to Milton Road there could possibly be a specific area for dogs to be let off their leads at the playing field.

Resolved that a short survey be published on Survey Money asking residents for their views on how the Parish Council should deal with dogs on the playing field. **Action TG**

76/23 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 77/23, 78/23 and 79/23 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

77/23 Quotes for Cemetery Management System and Memorial Health & Safety Testing – The Parish Council considered quotes for the health and safety testing of the memorials in Adderbury Cemetery and also for a new Cemetery Management System.

Resolved that:

- 1) the quote from Scribe for a new Cemetery Management System be approved; and
- 2) the quote from The CDS Company for the health and safety memorial testing at Adderbury Cemetery be approved.

Action TG

78/23 Track to the Railway Embankment – The Parish Council received an update from the Chairman on the ownership of the track following a meeting with Spratt Endicott.

Resolved that the report be noted.

79/23 The Pound – The Chairman reported that there had been discussions with the tenant of The Pound, Simon Verdon regarding a review of the rent for The Pound.

Resolved that the Parish Council confirms its decision made at the Parish Council meeting on 26 July 2023 with regard to the rent and the tenant be invoiced accordingly. **Action TG**

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

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80/23 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:

- 31 October 2023
- 28 November 2023

60/23 Items for Future Agendas (For Information Only)

- Induction of Councillors
- Local Plan 2040 Consultation

(Meeting closed at 9.50pm)

Chairman – 31 October 2023