

ADDERBURY PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING (ADVISORY) HELD ON ZOOM ON TUESDAY 18 MAY 2021 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Matthew Gerrard, Jackie Head, Rod Head, Sue Jelfs, Ann Lyons, Andy Millard and Laura Walker.

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

APOLOGIES: Councillor Oliver Ighani submitted his apologies because he was at work, the apologies were accepted and the absence authorised.

District Councillor Mike Bishop

1/21 Suspension of Standing Orders – The Chairman proposed that Standing Order 5f be suspended for this item only, to enable Councillor Ann Lyons to take the Chair.

Recommended that Standing Order 5f be suspended for the following item only (minute number 2/21) and Councillor Ann Lyons took the Chair.

2/21 Appointment of Chairman for 2021/2022 – Councillor Ann Lyons asked for nominations for the position of Chairman for 2021/2022. Councillor Diane Bratt was proposed and seconded.

Recommended that Councillor Diane Bratt be appointed as Chairman for 2021/2022.

The Chairman then signed the Chairman's Declaration of Acceptance of Office.

3/21 Appointment of Vice-Chairman for 2021/2022 – The Chairman asked for nominations for the position of Vice-Chairman for 2021/2022. Councillor Oliver Ighani was proposed and seconded.

Recommended that Councillor Oliver Ighani be appointed as Vice-Chairman for 2021/2022.

4/21 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Recommended that the interests be noted.

5/21 Minutes – Prior to the meeting, the minutes of the meeting held on 27 April 2021 had been circulated to the Parish Council.

Recommended that the minutes of the meeting held on 27 April 2021 be approved and signed by the Chairman.

6/21 Matters Arising from the Minutes of 27 April 2021 – There were no matters arising.

7/21 Chairman's Announcements

- Welcome the new District Councillor for Adderbury, Adam Nell.
- Rhoda Woodward's Memorial Service was being held on Saturday 10 July 2021 at 11am at the Methodist Chapel, Adderbury followed by refreshments at the Coach and Horses PH.
- Cemetery gates had been refurbished and repaired. Councillors were asked to look at the sign with a view to possibly replacing it with better wording and/or a more attractive sign.
- The well on Horn Hill Road had been refurbished.
- Village litter pick on 5 June 2021 at 10am, meeting point was outside the Coaches and Horse PH.

8/21 Open Forum – A resident addressed the Parish Council with regard to the approval of a planning application in Bodicote relating to the erection of a supermarket. The Clerk advised the resident that the Parish Council had not passed comments on the application because it had not been consulted by the Local Planning Authority and the application was not in the Parish of Adderbury.

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A resident raised an issue with regard to the drainage on the Milton Road site. This question had been raised a number of times previously and the Chairman could only reiterate what had been stated previously, which was that the consultants were still working on this element of the project. Once the work was complete, the information would be submitted to the Local Planning Authority.

A resident thanked the Parish Council for arranging the refurbishment works to the well on Horn Hill Road and reported that the contractor had done a very good job.

(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)

9/21 Reports from County and District Councillors – There were no reports from County Councillor Arash Fatemian or the District Councillors Mike Bishop, Andrew McHugh and Adam Nell.

Recommended that the report be noted.

10/21 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.

Recommended 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:

21/00932/F	Christmas House, Aynho Road, Adderbury Demolition of existing single-storey kitchen and erection of new single storey extension
21/00765/F	25 Kemps Road, Twyford, Banbury Single storey front extension to form porch
21/01114/F	Wychwood, Meadow View, Adderbury New detached garage building within site curtilage and removal of low value trees, installation of new rooflights to house in conjunction with part loft conversion to habitable accommodation, external wall resurfacing works to house, replacement gutters and downpipes to house
21/0114/TCA	The Old Vicarage, Church Lane, Adderbury Tree Works
21/01288/TCA	Ivydene, Horn Hill Road, Adderbury Tree Works
21/01229/TCA	Stags Leap, Sir Georges Lane, Adderbury Tree Works
21/01115/TCA	The Cedars, The Green, Adderbury Tree Works
21/01082/F	Stud Farm Stables, East End, Adderbury Variation of condition 2 (plans) of 20/02614/F - various c=variations including: Green sedum roof omitted - Glazing and glass roof to east corridor replaced to match existing - Size of proposed pool increased and landscape subsequently amended to suit - Pergola structure added to pool terrace - Ground floor layout revised, width of extension reduced and glazing amended to suit - Rear access door added and porch revised - Height of sliding doors in pool room reduced in height - Layout of oak laminated structural elements on pool terrace amended
21/01179/F	2 St Marys Road, Adderbury

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Erection of porch. Enlargement of roof to form front gable to facilitate loft conversion to create 2 bedrooms and family bathroom. Addition of pitched roof to existing garage. Internal alterations to enlarge kitchen.

Recommended 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: None

Recommended that, it be noted that the Parish Council was considering the following planning applications/works to trees:

- | | |
|--------------|---|
| 21/00897/F | 9 Margaret Road, Twyford
Rendering the outside of the property, front only (rear and one side of the property is already rendered) |
| 21/01465/TCA | 15 Lake Walk, Adderbury
Tree Works |
| 21/01383/F | 41 Wallin Road, Adderbury,
Erection of a conservatory |

- 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) 19/01047/OUT, Land North East of Oxford Road, west of Oxford Canal and east of Bankside, Banbury – The Parish Council considered an outline planning application for a residential development of up to 825 dwellings; green infrastructure including formal (playing fields with changing rooms, allotments) and informal open space; landscaping and associated infrastructure including a balancing pond; on land off the A4260, with access off the existing Longford Park access off the A4260 (Oxford Road), and a new access off the A4260 (Banbury Road). All matters of detail reserved, save for access.

Resolved that the Parish Council objects to application 19/01047/OUT. **Action TG**

11/21 Village Matters

- i) Traffic Calming – There was no further update on the traffic calming, except that the work to build chicanes on Berry Hill Road and Milton Road was due to start on 28 June 2021.

Recommended that the report be noted.

- ii) FOCAL – Councillor Ann Lyons provided a verbal update on the work of FOCAL. Councillor Lyons advised that the Library had successfully reopened and the joint book sale scheduled for later in year with FOSMA, was still going ahead. There were also plans for on-line bingo as an opportunity for fundraising.

Recommended 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.

Recommended 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, including other requirements, such as fertiliser; **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) Councillor Matthew Gerrard be appointed as a member of WFAC;

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- 5) the Chairman and Architect be authorised to continue to work on the determination of planning conditions. **Action TG/DB**
 - 6) the Project Management Team recommendation to seek quotations from at least three companies for a Quantity Surveyor and Business Services Consultant be approved; and
 - 7) authority be delegated to the Chairman, Vice-Chairman and Clerk to work with the PMT in case it is necessary to make a decision on the QS before the next PC meeting, with a limitation of £1000 or less.
- iv) Dog Waste Bin – The Parish Council discussed a request for a new dog waste bin in the area of Oxford Road/Berry Hill Road.

Recommended that a new dog waste bin be located in the layby closest to the main road, at the end of bridleway on Berry Hill Road. **Action TG**

- v) Community Engagement/Parish Council Newsletter – Councillor Laura Walker reported on the work undertaken on the Newsletter and had circulated a draft to Councillors, prior to the meeting.

Recommended that:

- 1) the report be noted;
 - 2) information from Councillors for inclusion in the Newsletter, be sent to Councillor Laura Walker; and
 - 3) Councillors Jackie Head and Andy Millard be appointed to the Team producing the Newsletter.
- vi) Climate Change ‘The Great Big Green Week’ – The Parish Council discussed whether it should support the ‘The Great Big Green Week’

Recommended that the Parish Council supports and promotes the initiative, where it is able. **Action ALL**

12/21 Parish Council Matters

- i) Vacancies – The Chairman reported that following the uncontested election, there were three vacancies on the Parish Council. There had been one application for co-option from Sheila August.

Recommended that Sheila August be co-opted onto the Parish Council. **Action TG**

- ii) Appointment of Council Representatives & Council Committees and Working Groups – The Parish Council discussed appointing the Parish Council representatives and establish the memberships of the Parish Council Working Groups and Committees.

Recommended that the appointments as detailed in appendix 1 to the minutes, be approved. **Action TG.**

- iii) Committee Minutes and Recommendations – The Chairman reported that there had not been any meetings of the Environment Committee or the Staffing Committee since the last meeting of the Parish Council. The next meeting of the Environment Committee was scheduled for Tuesday 25 May 2021.

Recommended that that the report be noted.

- iv) Health and Safety – The Parish Council considered a number of health and safety inspections.

Recommended that, it be noted that:

- Play area inspection at The Rise – Councillor Rod Head reported that there were no new issues in The Rise.
- Play area inspection at the Lucy Plackett Playing Field – Councillor Ann Lyons reported that there were no new issues in the play area. The Covid-19 sign which was located on the MUGA had been damaged and the Chairman would arrange for a replacement.
- Adderbury Lakes – The Chairman reported that there were no issues at Adderbury Lakes.

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- v) Parish Council Documents – The Parish Council reviewed a number of documents, which were available to view on the Parish Council web site.

Recommended that the following documents be approved by 2021/2022:

- Asset Register
- Risk Management Register
- Financial Regulations
- Standing Orders
- Code of Conduct
- Complaints Policy
- Vexatious Complaints Procedure
- Freedom of Information Policy
- Dispute Resolution Process
- Dignity at Work Policy
- Grievance Procedure
- Data Breach Policy
- Data Protection Policy
- Records Retention Policy
- Subject Access Request Procedure
- Press and Media Policy
- Safeguarding Policy
- Training Policy

13/21 Finance

- i) General Power of Competence – The Parish Council discussed the General Power of Competence which gave councils the power to do anything an individual can do, provided it was not prohibited by other legislation. The criteria was that a Parish Council must have two thirds of its Councillors appointed by an election and a Clerk who has the Certificate in Local Council Administration. (CiLCA). For more information visit: <https://www.local.gov.uk/sites/default/files/documents/general-power-competence--0ac.pdf>

Recommended that Adderbury Parish Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk and has the General Power of Competence.

- ii) Accounts - The Clerk submitted to the Parish Council, the income from 1 April 2021 and accounts to be paid.

Recommended that the income from 1 April 2021 be noted and the following accounts for payment be approved:

Theresa Goss – Salary and expenses, HMRC payment and Pension for May 2021	
OALC – Training for Councillors	£540.00
Thomas Fox Landscaping – Grass cutting for April 2021	£896.47
Design Grow – Lakes Maintenance April 2021	£69.60
PE Walsh – Grass cutting Milton Road field	£285.00
S Cochrane – Cleaning bus shelters	£120.00
PR Lester – Repairs to wooden bus Shelter	£195.00
PR Lester – Repairs to well on Horn Hill Road	£670.00
Christopher Rawlins Primary School – Covid-19 Grant	£7732.00

Grants 2021/2022	Amount
Adderbury Party in the Park	£200.00
Adderbury Photographic Society	£200.00
Adderbury Bowls Club	£500.00
Adderbury Evergreens	£200.00

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Christopher Rawlins Primary School	£500.00
Adderbury & District WI	£300.00
Working for Adderbury Community	£500.00
Adderbury History Association	£200.00
Working for Adderbury Community	£500.00
Adderbury Cine Club	£200.00
Adderbury Theatre Workshop	£200.00
Lucy Plackett Activity Centre	£200.00
Total Grants 2021/2022	£3,700.00

- iii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation, as at 18 May 2021 for the accounts at Unity Trust Bank and the Cambridge Building Society.

Recommended that the bank reconciliation be noted.

- iv) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as at 18 May 2021.

Recommended that the report be noted.

14/21 Correspondence – No further items of correspondence.

THE LUCY JANE PLACKETT CHARITY

(One item)

15/21 Review of Signs in the Lucy Plackett Playing Field – The Parish Council discussed whether new signage was required to ensure dogs were kept on a lead and dog owners were encouraged to pick up after their pets.

Recommended that:

- 1) the report be noted;
- 2) Councillors to review the area and propose where new signs could be located;
- 3) Councillors to consider ways to reinforce the signs used in the Lucy Plackett Playing Field; and **Action ALL**
- 4) Martin Rye be contacted to establish whether the Parish Council has any excess signage which had not yet been used. **Action TG**

16/21 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.

- 29 June 2021
- 27 July 2021
- 14 September 2021
- 26 October 2021
- 30 November 2021

17/21 Items for Future Agendas (For Information Only)

- Co-options onto the Parish Council
- Quote for Works at Adderbury Cemetery
- Monitoring of brambles at the Lucy Plackett Playing Field
- Bench Survey – Rod Head
- Review of Signs in the Lucy Plackett Playing Field including ways to reinforce them
- Return to Parish Council Surgeries

(Note: In accordance with Parish Council minute number 170/20, 'the Parish Council agrees to grant the Clerk and Responsible Financial Officer, delegated authority to make decisions on behalf of the Parish Council, where such

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decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline'
the Clerk and Responsible Financial Officer, confirms all of the decisions made during the advisory Annual Parish Council meeting held on 18 May 2021).

(Meeting closed at 9.10pm)

Chairman – 29 June 2021