

ADDERBURY PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 25 JULY
2023 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY

PRESENT: Councillor Diane Bratt (Chairman); Councillors Jacky Atkinson, Mark Gerold, Joel Greenberg, Sue Jelfs, Ann Lyons and Rachel Moffat.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), District Councillors David Hingley and Rob Pattenden and one member of the public.

40/23 Apologies – Councillor Simon Davies submitted his apologies because he was on holiday.

Councillor Oliver Ighani submitted her apologies because he was at work.

Councillor Lucy Wells submitted her apologies because she was on holiday.

Councillor Rob Yeatman submitted his apologies because he was unwell.

Resolved that the apologies from Councillors Simon Davies, Oliver Ighani, Lucy Wells and Rob Yeatman be approved and the absences authorised.

41/23 Declarations of Interest – All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 56/23 – The Pound – Councillor Sue Jelfs declared an interest in this item because she was a neighbour to The Pound.

Resolved that the interests be noted.

42/23 Minutes – Prior to the meeting, the minutes of the meeting held on 27 June 2023 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 27 June 2023 be approved and signed by the Chairman.

43/23 Matters Arising from the Minutes of 27 June 2023 – There were no matters arising.

44/23 Chairman's Announcements

- Friends Meeting House – A request had been received for a Memorial Service on 2 August 2023. It was agreed that there would be a charge of £80 and the Chairman and Councillor Joel Greenberg would liaise with regard to opening up and closing the Meeting House on the day.

45/23 Open Forum – The resident did not wish to address 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)

46/23 Reports from County and District Councillors – District Councillor Rob Pattenden introduced himself to the Parish Council and apologised that he had not been able to attend a Parish Council meeting since his election in May 2023. Councillor Pattenden reported on his roles at Cherwell District Council and gave an update on the Local Plan. The Plan would be available for consultation around October 2023.

Councillor David Hingley reported that there was a meeting of the Overview & Scrutiny Committee on 16 August 2023 which would be scrutinising the Local Plan. Work was also starting on the District Council's budget for 2024/2025.

The District Councillors were thanked for their reports.

Resolved that the report be noted.

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47/23 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:

- 22/03299/F Katharine House Hospice, Aynho Road, Adderbury
Installation of a new bin storage compound on grass verge next to back-of-house driveway
- 23/01445/LB White Lion Cottage, Oxford Road, Adderbury
Addition of secondary glazing to single glazed first floor stairway window
- 23/01504/LB 1 The Wicketts, High Street, Adderbury
Extension of upstairs bathroom requiring change of position of internal stud wall
- 23/01724/TCA The Old Vicarage, Church Lane, Adderbury
Tree Works
- 23/01763/TCA Kersdene 12, Round Close Road, Adderbury
Tree works

Resolved that, it be noted and approved that, objections have 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 was considering the following planning applications:

- 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
- 23/00112/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
- 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
- 23/01885/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.

- 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.

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Resolved that the report be noted.

- iii) Adderbury Neighbourhood Plan (ANP) – The Parish Council received a progress report on the ANP but unfortunately, still no one from the community had come forward to be a member of the Working Group.

Councillor Mark Gerold reported that Locality funding was now available for consultants and technical support. The Parish Council could now submit an application to Locality and he recommended that a consultant should help with that funding application. An application would also be dependent on the timing of the Local Plan.

The Chairman and Councillors Gerold and Ighani had met with Christina Cherry at Cherwell District Council regarding the Neighbourhood Plan and it had been a very productive meeting.

Councillors now needed to consider the timetabling, and this was a critical time for consideration of the Local Plan and a number of other moving parts. If sites were to be identified, it would be in consultation with the village and technical advice was also required before any decisions were made.

Adderbury was a Category A village, therefore it was very likely that there would be Developments in the village. As a result, it was important for the Parish Council to consider identifying any preferred sites prior to any applications being submitted to Cherwell District Council.

The Chairman referred to an email which had been received that day from another Parish Council regarding the rejection of an NDP by an Inspector, which was only four years old because the District Council did not have an adequate land supply, which had also been the case with the application on Berry Hill Road.

It was suggested that a letter should be sent to the Secretary of State for Levelling up, Housing and Communities and the Planning Inspectorate, to highlight the issues with the application of NDP's and support the other Parish Council who had brought this national issue to the Parish Council's attention.

Resolved that:

- 1) the report be noted; and
 - 2) a letter be sent to the Secretary of State for Levelling up, Housing and Communities and the Planning Inspectorate regarding the application of Neighbourhood Plans. **Action TG**
- iv) Planning Application, 21/01966/F – Land to the Rear of Gracewell Care Home (now Seccombe Court Care Home), Gardner Way, Adderbury - The Chairman reminded the Parish Council that at the last meeting, it had been agreed to write a letter to Cherwell District Council regarding the development in Gardner Way, expressing the Parish Council's concern over how this application had been managed. The letter would be sent to David Peckford, Assistant Director, the following day.

Resolved that the report be noted.

48/23 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 Parish Council received a report on the Milton Road project from the Chairman and the recommendation was that the project should be Design and Build contract. The architect would be asked for assistance with the tendering process and this might incur an additional cost.

District Councillors Rob Pattenden and David Hingley confirmed they would be happy to be an independent person to attend the opening of tenders for the project.

Community Ownership Fund had accepted an initial expression of interest and the Parish Council had been invited to submit an application for £250,000. Councillor Joel Greenberg would continue to progress the application.

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Valencia (Landfill) Fund had accepted an application and the project has progressed to the second stage. Councillor Greenberg would continue to progress the application.

Oxfordshire FA had also responded positively regarding the inclusion of the project in Local Football Facilities Plan for Cherwell, which would open up the possibility for FA grant funding.

Letters had been sent out to businesses encouraging them to obtain information on sponsorship opportunities relating of the project. Buy-A-Brick was on-going and had so far raised £3050.00.

The Activity and Open Doors Day was being held on Saturday 16 September 2023 for Clubs and Societies and many had already been invited. There would be a pig roast, ice cream van and a bar. Councillors were asked to help on the day if they were available.

Resolved that:

- 1) the report be noted;
- 2) 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
- 3) the Chairman, Clerk and Architect be authorised to continue any further work required, particularly to liaise with potential builders to obtain firm quotes to use as evidence in grant applications.

49/23 Parish Council Matters

- i) Health and Safety – The Parish Council considered several health and safety inspections.
 - Play area inspection at The Rise – In the absence of Councillor Simon Davies, the Clerk reported that a bolt was missing from the little bridge and it had been ordered from Playdale.
 - Play area inspection at the Lucy Plackett Playing Field – In the absence of Simon Davies, the Chairman agreed to contact Paul Lester to arrange the repair of the wooden play equipment.
Action DB
 - Adderbury Lakes – The Chairman reported that there were no issues at Adderbury Lakes.

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**

- iii) Walled Garden Allotments – The Parish Council discussed the termination of a tenancy where the tenant had failed to keep their plot tidy, in accordance with the Conditions of Tenancy.

Resolved that:

- 1) the tenancy relating to plot 16 at the Walled Garden Allotments, be terminated and the tenant be given one month's notice. **Action TG**
- 2) tenants at the Walled Garden Allotments be requested to include their plot number on their plots and their sheds;
- 3) specific criteria for the Millennium Cup competition be created; and **Action RM/SJ/DB**
- 4) the tenant of plot 15 be awarded the Millennium Cup for 2023. **Action TG**

50/23 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

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bank reconciliation, as at 25 July 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.

51/23 Correspondence – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY

(One Item)

52/23 Hire of the Lucy Plackett Playing Field – The Parish Council discussed charges for adhoc hire of the Lucy Plackett Playing Field.

Resolved that the hourly rate for adhoc hire of the playing field be £15 per hour. **Action TG**

53/23 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 54/23, 55/23, 56/23, 57/23 & 58/23 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

54/23 Lease for Use of the Lucy Plackett Playing Field – The Chairman reported that a meeting had been held on 13 July 2023 with Adderbury Park Football Club regarding the renewal of the lease between the Football Club and the Parish Council.

Resolved that the report be noted and the lease be renewed for 5 years and the rent remain at £300.00.
Action TG

55/23 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;

- 1) the report be noted;
- 2) the application be progressed by the Parish Council and Spratt Endicott; and
- 3) budget lines be reviewed to enable £5000 to be ring fenced for the legal costs relating to this matter.

Action TG

56/23 The Pound – The Chairman reported that there had been discussions with the tenant of The Pound, regarding a review of the rent for The Pound.

Resolved that the land not be sold and the lease be renewed for five years, starting at £350 for 2023/2024 and it be increased annually, in line with RPI. **Action TG**

57/23 Community and Sports Centre Project (Milton Road) – The Parish Council considered quotes for professional advice relating to VAT on the project.

The Clerk reported to the Parish Council that she did not have experience of applying HMRC VAT rules and the Parish Council and WFAC could not rely on her for advice in this area, in relation to the project.

Given the complex nature of VAT, the Clerk's recommendation to the Parish Council was to obtain advice from a VAT professional, who specialised in this area of Parish Council finance and could offer advice and guidance on this aspect of the project.

Following a discussion, the Parish Council felt that written advice should be obtained from HMRC.

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Resolved that HMRC be contacted for written advice on the VAT implications relating to the Community and Sports Centre project. **Action TG/DB**

58/23 Adderbury Neighbourhood Plan (ANP) – The Parish Council considered quotes from consultants to update the ANP.

Resolved that further information and quotes be obtained and if grant funding is successful, the Clerk, in consultation with the Chairman and Councillor Mark Gerold, be authorised to appoint a consultant for the first stage of the update to the ANP. **Action MG/DB**

59/23 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:

- 12 September 2023
- 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 9.35pm)

Chairman – 12 September 2023