

ADDERBURY PARISH COUNCIL

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

PRESENT: Councillor Diane Bratt (Chairman); Councillors Sheila August, Steven Cox, Rod Head, Sue Jelfs, Ann Lyons, Garrad Millier and Martin Rye.

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

APOLOGIES: Parish Councillor Laura Walker submitted her apologies because she was unwell, the apologies were accepted and the absence authorised.

Parish Councillor Keith Mitchell submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

Parish Councillor Andy Millard submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

Apologies for absence were also received from District Councillors Mike Bishop and Christine Heath.

Parish Councillor Rhys Owens was not present.

The Chairman also advised that should anyone wish to record the meeting, they could do so. No one indicated that they would be doing so.

89/19 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

90/19 Minutes – Prior to the meeting, the minutes of the meeting held on 29 October 2019 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 29 October 2019 be approved and signed by the Chairman.

91/19 Matters Arising from the Minutes of 29 October 2019 – There were no matters arising.

92/19 Chairman's Announcements

- Flooding in the village – The Chairman thanked Councillor Steven Cox and Ann Lyons for their work relating to the flooding issues in the village, following the recent poor weather. One property in the village had been flooded and sandbags had been used by other residents. It was suggested that a letter be sent to The Mill with regard to their permanent bollards (located opposite the Pump House Garage) which prevented emergency vehicles from turning into that area of Water Lane. The current permanent bollards could be replaced with temporary bollards, with the agreement of the land owner. **Action TG**
- Village shop – The shop would be re-opening towards the end of this week. All residents were encouraged to use the shop as much as possible to maintain this village facility.
- Cherwell District Council's Parish Liaison Meeting held on 13 November 2019 – The Chairman and Councillor Ann Lyons had attended and notes from the meeting had been circulated to Councillors by email.
- Rural Community Forum being held on 4 December 2019 at Deddington Fire Station – Councillor Rod Head agreed to attend the meeting.
- Budget Working Group – A meeting was being held on 5 December 2019.

93/19 Open Forum – No residents issues were raised.

(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)

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94/19 Reports from County and District Councillors – County Councillor Arash Fatemian reported that he had approved the Locality Fund grant application for the Parish Council's fixed camera to support the Community Speed Watch Scheme.

Councillor Arash Fatemian was also pleased to report that the County Council had been ranked 10th in the Country, up from 49th last year. He had also attended a meeting with Matt Hancock, Secretary of State for Health and Social Care to discuss potential funding for a business case to support the future of the Horton Hospital.

District Councillor Andrew McHugh reported had met with the under Secretary of State to discuss the £1.5-£2 million funding for the business case for the Horton Hospital, which had then been followed up with a meeting with the Chancellor.

Councillor McHugh had also reported that he had compered the Cherwell Volunteer of the Year Award's night.

The Chairman thanked the Councillors for their reports and their support.

95/19 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:

19/01936/TCA Mr & Mrs Robey
Cobbler Cottage, Chapel Lane, Adderbury
Various Tree Works

19/02181/F Mr Tim Catling
St Georges Catholic Church, Round Close Road, Adderbury
Demolition of existing chapel and erection of 1 dwelling

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:

19/02135/F Mr & Mrs Edge
5 Church Close, Adderbury
Single storey side and rear extension

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:

19/00963/OUT Hollins Strategic Land LLP
OS Parcel 9100 Adjoining and East Of Last House Adjoining And North Of, Berry Hill Road, Adderbury
Resubmission of application 17/02394/OUT – Outline application for permission for up to 40 dwellings with associated landscaping, open space and vehicular access off Berry Hill Road (all matters reserved other than access)

The Parish Council also discussed the invitation from Hollins Strategic Land LLP to meet and discuss with Councillors, the community benefits which could be available from their proposal, should planning permission be granted.

Resolved that:

- 1) the Parish Council's objection to this application be confirmed; and
- 2) should CDC have any meetings with Hollins Strategic Land LLP regarding the Section 106 agreement and community benefits for Adderbury, the Parish Council would like to be included too. **Action TG**

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Resolved that, it be noted that, the Parish Council is considering the following planning applications/works to tree and tree preservation orders:

19/02371/LB Ms V Dark
Wisteria House, The Green, Adderbury
Removal of red brick wall to front of property facing road

19/02448/TCA EOS Contracting
Gable House, 13 Dog Close, Adderbury
Various tree works

- 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) Planning Application 18/00220/F – Prior to the meeting, the Chairman circulated to the Parish Council, a report providing an update on project.

Resolved that:

- 1) the report be noted;
- 2) the Chairman and Clerk be authorised to continue progressing of the pitch area and continue the management of the land; **Action DB/TG**
- 3) the Chairman, Clerk and Vice-Chairman be authorised to continue working with the Architect to progress the Planning Application for Phase 2 of the project; and
- 4) the payment for the planning application of £3028.00 be funded from Section 106 funds.

96/19 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, a report had been circulated to the Parish Council detailing the work of the Group and the progress which had been made. It was also reported that Jackie Head had stepped down as Chairman of WFAC.

Resolved that:

- 1) the report be noted; and
- 2) Jackie Head be thanked for all of her hard work on WFAC as Chairman and prior to that, as Vice-Chairman. **Action TG**

- iii) Railway Embankment Bridge Parapet – Prior to the meeting, a report had been circulated to the Parish Council regarding the maintenance of the parapet, following the receipt of a report from Martin Walker at Wellan Ltd.

Resolved that:

- 1) the report be noted;
- 2) that no action be taken at present but that the cracks be kept under observation and Wellan Ltd (or other qualified engineer) be asked to carry out a further inspection, as and when necessary;
- 3) Wellan Ltd be asked for an indication of the suggested timings of further inspections; and **Action TG**
- 4) Councillor Sheila August be appointed to keep the cracks under observation, reporting every six months under the health and safety section of the Parish Council agenda. **Action SA**

- iv) LAP/LEAP/Community Areas, Adderbury Fields – Prior to the meeting, a report had been circulated to the Parish Council with regard to a site meeting which had been held, regarding the request from

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Cherwell District Council, for the Parish Council to take over the responsibility for the community areas on this site.

Resolved that:

- 1) the report be noted;
 - 2) a decision on the transfer of responsibility be deferred until further information is received; and
 - 3) the Chairman and Councillor Steven Cox to attend the site meeting with Cherwell District Council and David Wilson Homes. **Action TG**
- v) Snow Wardens – Prior to the meeting, a report had been circulated to the Parish Council with regard to a village Snow Warden Scheme.

Resolved that the report be noted.

- vi) Biodiversity Project – Prior to the meeting, a report had been circulated to the Parish Council encouraging biodiversity in the village.

Resolved that:

- 1) the report be noted;
- 2) areas in Lake Walk and Tanners Lane be removed, or partially removed, from the grass cutting contract to encourage biodiversity in the village;
- 3) the amenity areas on the Aynho Road (Longwall Close and Sydenham Close) be managed for meadow plants, through agreement with Cherwell District Council;
- 4) the Parish Council progresses the scheme for small scale tree planting at The Rise and in Forest School area, which will be six to seven small fruiting trees in each area; and
- 5) a note be included in Contact and on the village and PC web sites with regard to the biodiversity project. **Action DB/TG**

97/19 Parish Council Matters

- i) Committees:

- Environment Committee – The minutes of the meeting held on 19 November 2019 had been circulated to the Parish Council, prior to the meeting.

Resolved that the minutes be noted and recommendations be approved.

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

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

Resolved that:

- 1) the report be noted; and
- 2) contact be made with Martin Lipson from the Oxfordshire Neighbourhood Plan Alliance requesting information relating to the meeting which he had attended with CDC relating to Neighbourhood Plans. **Action DB/TG**

- iii) Parish Council Surgeries – Councillor Steven Cox reported that he had attended the surgery with the Councillor Laura Walker on Saturday 9 November 2019, but no residents had been present.

Resolved that:

- 1) the report be noted; and
- 2) Councillor Laura Walker be requested to pass the Surgery book to Councillors Ann Lyons or Sue Jelfs. **Action TG**

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

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- The Rise; Councillor Steven Cox reported that one of the seats on the swings needed to be repaired. **Action SC/TG**
- Lucy Plackett Playing Field/Play Area; There were no issues at the Lucy Plackett Playing Field/Play Area.
- Adderbury Lakes; The Chairman reported that a tree branch had been removed recently.

Resolved that the reports be noted.

- v) Annual Parish Meeting (APM) 2020 – The Chairman advised the Parish Council that the Annual Parish Meeting was being held on 9 April 2020 and asked that if Councillors had any suggestions with regard to speakers and/or the format of the meeting, then they should report them at the next meeting.

Resolved that the report be noted.

98/19 Finance

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

Resolved that:

Payee	Amount
T Goss – Nov 2019 salary	£1123.66
T Goss – Expenses for Nov 2019	£52.04
T Goss – Dec 2019 salary	£1123.66
OCC Pension Fund – Clerks pension for Nov 2019	£384.71
OCC Pension Fund – Clerks pension for Dec 2019	£384.71
Turnstone Ecology Ltd - Preliminary ecological appraisal and report	£450.00
Thomas Fox Landscaping – Grass cutting for Sept 2019	£862.80
Design Grow – Maintenance at Adderbury Lakes October 2019	£67.80
Rural Works – Remove broken ash tree limb from Adderbury Lakes	£250.00
Royal British Legion – Poppy Wreath and donation	£50.00
Mr M Rye – High-Vis Jackets for Community Speed Watch Volunteers	£39.98
Wellan Ltd – Report on Railway Bridge Parapet	£250.00
Green Scythe Ltd – Grass cutting in the LPPF for October 2019	£452.40
Wellan Ltd – Report on Railway Bridge Parapet	£300.00
Externiture Ltd – New bus shelter	£4559.78
Pixel Concepts – Parish Council web site	£250.80
Planning Portal – Planning application for Milton Road Phase 2	£3028.00
RPS Consulting – Milton Road Project	£2040.00

- 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 November 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. **Action TG**

- iii) Walled Garden Allotments – Prior to the meeting, the Parish Council had received a report relating to the rent review for 2020/2021.

Resolved that the rent for 2020/2021 be increased to £29.00. **Action TG**

- iv) Burial Fees for 2020/2021 – Prior to the meeting, the Parish Council had received a report relating to the fees for 2020/2021.

Resolved that:

- 1) the burial fees be increased by 3% for 2020/2021, from 1 April 2020; and
- 2) no charges be applied to the interment and Exclusive Burial Rights for those aged 17 years and under and the costs be reclaimed from the Children's Funeral Fund.

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99/19 Correspondence – The Clerk reported that Cherwell District Council had notified the Parish Council that it would be removing the phone kiosk on Twyford Gardens.

THE LUCY JANE PLACKETT CHARITY (One Item)

100/19 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 101/19, 102/19 & 103/19 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

101/19 Pavilion and Playing Field Lease – Prior to the meeting, the Parish Council had received a report regarding the lease between the Lucy Jane Plackett Charity and Adderbury Park Football Club, relating to the Pavilion and Playing Field, which was due to expire in January 2020.

Resolved that:

- 1) the report be noted;
- 2) the lease be renewed for two years; and
- 3) a copy of the insurance documents be requested from Adderbury Park Football Club. **Action TG**

102/19 Grass Cutting and Maintenance Contracts 2020/2021 – Prior to the meeting, the Parish Council had received a report with regard to the grass and maintenance contracts for 2020/2021.

Resolved that the following grass cutting and maintenance contracts be awarded for 2020/2021:

- 1) Thomas Fox Landscaping be awarded the contract for grass cutting the village areas and grass verges;
- 2) Green Scythe Ltd be awarded the contract for grass cutting the Lucy Plackett Play Field and the Play Area;
- 3) Rascal Horticultural Services be awarded the contract for the allotment and cemetery maintenance; and
- 4) Design Grow be awarded the contract for the maintenance at Adderbury Lakes.
Action TG

103/19 The Leys – Prior to the meeting, the Parish Council had received a report regarding the registration of the land at The Leys and the access track alongside the Leys.

Resolved that the report be noted.

(Members of the public were invited back into the meeting at the conclusion of this item)

104/19 Meeting Dates – Future meeting dates are as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 14 January 2020
- 25 February 2020
- 31 March 2020
- 9 April 2020 (Annual Parish Meeting, Methodist Hall)
- 21 April 2020
- 26 May 2020

105/19 Items for Future Agendas (For Information Only)

- Annual Parish Meeting (APM) 2020
- Budget & Precept for 2020/2021

(Meeting closed at 9.05pm)

Chairman – 14 January 2020