

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON TUESDAY 27 APRIL 2021 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Ian Bailey, Rod Head, Sue Jelfs, Oliver Ighani, Ann Lyons, Andy Millard, Martin Rye and Laura Walker.

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

APOLOGIES: Parish Councillor Sheila August submitted her apologies because she had another commitment, the apologies were accepted and the absence authorised.

Parish Councillor Jamie Cox submitted his apologies because he was at work, the apologies were accepted and the absence authorised.

Parish Councillor Stephen Walsh submitted his apologies because he had another appointment, the apologies were accepted and the absence authorised.

162/20 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

163/20 Minutes – Prior to the meeting, the minutes of the meeting held on 30 March 2021 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 30 March 2021 be approved and signed by the Chairman.

164/20 Matters Arising from the Minutes of 30 March 2021 – There were no matters arising.

165/20 Chairman's Announcements

- Elections – The Parish Council Elections on 6 May 2021 were an uncontested election and nine Councillors would form the new Parish Council and come into office on 10 May 2021.

The Chairman thanked those Councillors who were standing down for all their work, in particular Councillor Martin Rye for all his efforts and hard work on the Parish Council, for over 14 years. The Adderbury community had benefitted significantly, especially from his work on the recent traffic calming project.

- Lake House, Lake Walk, Adderbury – A meeting had been held with The Orders of St John Care Trust and another meeting was scheduled for 5 May 2021. The Chairman would be attending the meeting.
- 19/00963/OUT – The appeal hearing had been postponed by the Planning Inspectorate regarding an application for 40 houses on Berry Hill Road, Adderbury (OS Parcel 9100 Adjoining and East of last house adjoining and North, Adderbury).
- Plot 37, Henge Close, Adderbury – The application for one dwelling, had been approved by Cherwell District Council.
- Sydenham Close Amenity Area – There had been a meeting with the owners, Persimmon Homes and work to rectify the damage caused by the contractors, as well as work to bring the area up to an adoptable state, would be completed. A further meeting was being held on 5 May which the Chairman would attend.
- Footbridge – Repairs to the footbridge in the Lucy Plackett Playing Field would be undertaken by the County Council later in the year, however following some recent vandalism, maintenance would be completed shortly to ensure it was safe.

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- Horn Hill Road Well – Repairs had been completed following the vandalism to the well and quotes for further work to the well would be considered later in the meeting.
- Cemetery Gates – These were being removed from 7 to 14 May 2021 for maintenance works.
- Litter Pick – The annual litter pick would be held on 5 June 2021 and the WI would be organising the event.
- Horn Hill Road Footpath from Manor Road to Adderbury Cemetery – This had been reported to Oxfordshire County Council Highways with a request to widen the footpath and repair the uneven surface.

166/20 Open Forum – A resident addressed the Parish Council with regard to litter picking which had been undertaken in the village.

A resident addressed the Parish Council with a request that traffic not be permitted through the centre of the village. The Chairman advised that this request would be forwarded to the Environment Committee to consider. The resident also asked why there was no outside war memorial in Adderbury.

A resident repeated questions which had previously been answered at Parish Council meetings, with regard to the drainage at the Milton Road site.

A resident congratulated the new village handyman on the good job he had done on the maintenance of the noticeboard by the oak tree.

A resident made a request that Councillors included their full name on the screen during Zoom meetings.

(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)

167/20 Reports from County and District Councillors – There were no reports from County Councillor Arash Fatemian or the District Councillors.

Resolved that the report be noted.

168/20 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:

21/00798/TCA	11 Meadow View, Adderbury Tree works
21/00640/F	10 Twyford Gardens, Twyford, Demolish existing side elevation single storey and build new two storey side extension
21/00765/F	25 Kemps Road, Twyford, Banbury Single storey front extension to form porch
21/00747/LB	Replacement of existing glazing The Grange Manor, High Street, Adderbury
21/00770/TCA	Gable House, 13 Dog Close, Adderbury Tree works

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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:

21/00630/F & Westway House, Horn Hill Road, Adderbury
21/00631/LB Low single-storey outbuilding and swimming pool forming part of the residential dwelling within a new walled garden

Resolved that, it be noted that the Parish Council was considering 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
- 21/01082/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
- 21/01114/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 Geoges Lane, Adderbury
Tree Works
- 21/01115/TCA The Cedars, The Green, Adderbury
Tree Works
- 21/01179/F 2 St Marys Road, Adderbury
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.

- 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.

169/20 Village Matters

- i) Traffic Calming – Councillor Martin Rye reported that there had not been a meeting of the Committee since the last meeting of the Parish Council. The works were due to start on the chicanes on 28 June 2021 through to 30 July 2021 and there would be road closure in place during these dates.

Councillor Rye also reported that drainage works on Oxford Road were due to commence soon.

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Resolved that the report be noted.

- ii) FOCAL – Councillor Ann Lyons provided a verbal update on the work of FOCAL. The Committee was grateful for the Covid-19 grant funding which the Parish Council applied for on their behalf. The Library was now open on restricted hours and FOCAL was working with FOSMA on a fundraising book sale to coincide with the Community Day being held 18 September 2021.

Resolved 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.

Resolved 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) the Chairman and Architect be authorised to continue to work on the determination of planning conditions. **Action TG/DB**

- iii) Dog Waste Bin – The Parish Council discussed a request for a new dog waste bin on Oxford Road. There was a discussion about possible locations and it was agreed further investigation was required.

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

- iv) New Bench – The Parish Council considered a report with regard to an offer by a resident to purchase a new bench in the village.

Resolved that:

- 1) the purchase of a new bench by a resident be agreed in principle;
- 2) further discussion be held with the resident with regard to exact location; and **Action TG/DB**
- 3) a survey of all of the village benches be discussed at the next meeting. **Action TG**

- v) Community Engagement Newsletter – Councillor Laura Walker reported that there was not an update on the newsletter and it would be progressed once the new Parish Council had been formed.

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

170/20 Parish Council Matters

- i) Walled Garden Allotments – The Chairman reported that a plot at the Walled Garden Allotments was not being kept in a good condition, as stated in the Conditions of Tenancy. The tenant had been asked to bring the plot up to an acceptable state, however this had not yet been actioned.

Resolved that plot 17A at the Walled Garden Allotments be brought up to a satisfactory condition by 27 May 2021. If this is not achieved by the tenant, then one months' notice of the termination of the tenancy be served. **Action TG/DB**

- ii) 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.

Resolved that the report be noted.

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

Resolved that, it be noted that:

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- Play area inspection at The Rise – Councillor Rod Head reported that the bridge repair had not yet been completed and the quote for the maintenance of the safety surfacing had not yet been received. The Clerk agreed to contact HAGS for an update. **Action TG**
 - Play area inspection at the Lucy Plackett Playing Field – Councillor Ann Lyons reported that there were no issues. However, as with The Rise, the Parish Council was waiting for a quote for the maintenance of the safety surfacing.
 - Adderbury Lakes – The Chairman reported that there were no issues at the Lakes. There had been a tomograph inspection inside the large Oriental Plane tree because it was partially hollow in the trunk. The crown had previously been reduced and the inspection had shown that there was no increased decay of the trunk and reducing the crown had helped. The tree would continue to be monitored and another tomograph inspection would be carried out in a few years. The Lakes were now fully open, except the deer park walk because this was still very muddy, however it would be opened soon.
- iv) Parish Council Meetings Post 7 May 2021 – Prior to the meeting, the Parish Council received a report regarding the continuation of virtual meetings after 7 May 2021, when the emergency legislation allowing virtual meetings came to an end.

Resolved that in response to the Covid-19 situation, Adderbury Parish Council believes it is not safe to hold a physical Parish Council meeting.

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 decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline.

The delegation does not extend to matters expressly reserved to the Parish Council in legislation or in its Standing Orders or Financial Regulations.

Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first physical meeting of the Parish Council, or upon changes to Government legislation, whichever is the soonest'.

171/20 Finance

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

Resolved that:

- 1) the following accounts for payment, be approved:

Thomas Fox Landscaping Ltd – Grass Cutting in March 2021	£896.47
Auditing Solutions – Final Internal Audit Report	£90.00
Tree & Woodland Company – Tree work at Adderbury Lakes	£480.00
Cherwell District Council – Emptying Dog Waste Bins for Winter Period	£769.82
Theresa Goss – Salary and expenses for April 2021	
Oxfordshire County Council – Clerks Pension for April 2021	
HMRC Payment for April 2021	
Green Scythe Ltd – Grass Cutting at Lucy Plackett Playing Field in March 2021	£238.20
4 th Corner Ltd – Allotment Maintenance	£123.42
4 th Corner Ltd – Cemetery Maintenance	£515.65
S.Cochrane – Gutter Cleaning at Lucy Plackett Activity Centre	£50.00
PE Walsh – Grass Cutting on Milton Road playing field	£190.00
PR Lester – Emergency Works to vandalised well on Horn Hill Road	£45.00
PR Lester – Noticeboard Maintenance	£180.00
Castle Water – Water rates for Walled Garden Allotments	£164.30
Graham Kite – Moving Seat at Adderbury Lakes	£140.00
Graham Kite – Repairs to stone seat at Adderbury Lakes	£300.00
Graham Kite – Repairs to wall at Adderbury Lakes	£215.00
Graham Kite - Repairs to wall at Walled Garden Allotments	£670.00

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OALC – Training Course (Councillor Oliver Ighani) Roles and Responsibilities	£120.00
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- 2) it be noted that, Councillor Ian Bailey had reviewed all the invoices, the relevant bank statements and the bank reconciliation, up to 27 April 2021.
- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation, as at 27 April 2021 for the accounts at Unity Trust Bank and the Cambridge Building Society.
- Resolved** that the bank reconciliation be noted.
- iii) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as at 27 April 2021.
- Resolved** that the report be noted.
- iv) Accounts 2020/2021 – The Parish Council considered the Annual Governance and Accountability Return for the year ended 31 March 2021 and the Receipts and Payments as at 31 March 2021.
- Resolved** that:
- i) the Receipts & Payments Account as at 31 March 2021 be approved; and
- ii) the Annual Governance Statement 2020/2021 (Section 1) and the Accounting Statement for 2020/2021 (Section 2) be approved. **Action TG**
- v) Internal Auditor's Report 2020/2021 – Prior to the meeting, the Parish Council had received the Internal Auditors final report for 2020/2021.
- Resolved** that the report and recommendations be noted.
- vi) Bank Account Signatories – The Parish Council discussed new signatories for the Parish Council bank accounts.
- Resolved** that the Clerk & Responsible Financial Officer Theresa Goss and Councillors Diane Bratt, Rod Head, Oliver Ighani, Laura Walker and be approved as signatories on the Parish Council bank accounts. **Action TG**

172/20 Correspondence – Councillor Sue Jelfs reported that she had received correspondence with regard to dogs not being on their leads in the Lucy Plackett Playing Field. The Chairman advised that dogs being kept on a lead was Parish Council policy and it was hoped residents would follow this request as stated on the signage. It was agreed this would be emphasised to residents in Contact. **Action TG**

THE LUCY JANE PLACKETT CHARITY

(No items)

173/20 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.

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

174/20 Items for Future Agendas (For Information Only)

- Memberships of Committee/Outside Bodies and Co-options to Committees
- Co-options onto the Parish Council
- General Power of Competence

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- Quote for Works at Adderbury Cemetery
- Monitoring of brambles at the Lucy Plackett Playing Field
- Dog waste bin on Oxford Road
- Community Engagement
- Bench Survey

(Meeting closed at 8.45pm)

Chairman – 18 May 2021