

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 28 MARCH 2023 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY

PRESENT: Councillor Diane Bratt (Chairman); Councillors Jacky Atkinson, Simon Davies, Mark Gerold, Joel Greenberg, Oliver Ighani, Sue Juelfs, Ann Lyons, Rachel Moffat and Lucy Wells.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), County Councillor Arash Fatemian, District Councillor David Hingley and one member of the public.

119/22 Apologies – Parish Councillor Rob Yeatman submitted his apologies because he was at work.

Resolved that the apologies from Parish Councillor Rob Yeatman be accepted and the absence authorised.

120/22 Declarations of Interest – All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

121/22 Minutes – Prior to the meeting, the minutes of the meeting held on 28 February 2023 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 28 February 2023 be approved and signed by the Chairman.

123/22 Matters Arising from the Minutes of 28 March 2023

Minutes Number 113/22 (vi) Bench Policy – The Chairman suggested and the Parish Council agreed that there would be an amendment to the policy as follows:

Additional plaques be included on benches in the village, in consultation with the original purchasers and the wording and type of plaque be agreed by the Clerk, in consultation with the Chairman. The fee be £500. Once a bench is purchased, it becomes the property of the Parish Council, it would be added to the Asset Register and the Parish Council would undertake all future maintenance.

With regard to the two requests for memorial benches in the village, it be suggested to the families that they replace the benches in Adderbury Court and Chapel Lane. No additional benches would be permitted in the area near the Green by the Rookery.

124/22 Chairman's Announcements

- Update on works in Lake Walk – The works at the entrance to Lake House, on land owned by the County Council and leased to their tenant St John's Order had been completed and residents of Lake Walk were pleased with the work.
- Update on meeting between the Chairman and new Head Teacher and Chair of Governors at Christopher Rawlins Primary School – The Head Teacher was keen for the School to be involved with the community and would attend the Annual Parish Meeting (APM) on 5 April 2023 and had agreed to speak at the APM in 2024.
- Footpath on Berry Hill Road – Residents had spoken to County Council Officers regarding the footpath which would be built on Berry Hill Road to connect the Hayfield Homes development to the village. The Parish Council had requested to be consulted when the plans had been produced by Hayfield Homes.
- Memorial Health and Safety Testing Policy – The Clerk reported that she had attended a course and a Memorial Health and Safety Testing Policy would be submitted to the next meeting of the Parish Council. **Action TG**

125/22 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)

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126/22 Reports from County and District Councillors – Prior to the meeting, County Councillor Arash Fatemian had circulated his report to the Parish Council.

District Councillor David Hingley reported that he had looked into EV charging points and would share the information with Parish Councillor Rob Yeatman. EV charging points had been installed in Banbury, eg in Calthorpe Street, which had been funded by private investment and Government grants. Councillor Hingley also advised that the County Council had launched a funding initiative to cover the costs of EV charging points and Parish Councils could apply for this.

Councillor Hingley advised that Local Plan consultation would possibly be undertaken in the summer and he had written in support of the Parish Council's comments on the Local Cycling and Walking Infrastructure Plan, including requests for improved footpath/cycleways on the road to Milton and the A4260, and also comments relating to the proposed lighting on Bloxham Grove Road.

In addition, ID would now be required to vote in elections and information would be included in the Parish Council's newsletter.

The Councillors were thanked for their reports.

Resolved that the reports be noted.

127/22 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:

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| 23/00301/LB | The Old House, Tanners Lane, Adderbury,
The proposal is to rake out existing cement strap pointing and repoint using traditional lime mortar. The project will encompass all walls of the main house and all walls of the stable outbuilding within the curtilage. We would also like to restore and repoint the garden retaining wall |
| 23/00348/LB | Cornerstones, Tanners Lane, Adderbury
Demolition of lean-to greenhouse, removal of steel garage door and duo-pitched roof over rear out-buildings. Retention and repair of stone walls Internal re-modelling of rear outbuilding and erection of new pitched roof over to provide a replacement bedroom. Erection of Oak double car shelter. |
| 23/00420/TCA | Lytchett House, Horn Hill Road, Adderbury,
Tree works |

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: None

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:

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| 23/00365/F &
23/00366/LB | West Bank, Horn Hill Road, Adderbury
RETROSPECTIVE - Replacement of the west gable end chimney liner and extension of the historic construction chimney in height to 1.8m above the ridge of the thatched roof - re-submission of 22/03061/LB |
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Resolved that, it be noted that the Parish Council was considering the following planning applications/works to trees:

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| 23/00396/F | White House, Manor Road, Adderbury
Two-storey rear extension (revised scheme of 22/02901/F) |
| 23/00455/TCA | Hope Cottage 15, Parsons Street, Adderbury |

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Tree works

- 23/00061/F 3 St Marys Road, Adderbury
Erection of single storey extension to rear of garage, internal alterations and loft conversion
- 23/00599/TCA Honeystone House, Parsons Street, Adderbury
Tree works
- 23/00347/F Cornerstones, Tanners Lane, Adderbury
Demolition of lean-to greenhouse, removal of steel garage door and duo-pitched roof over rear out-buildings. Retention and repair of stone walls Internal re-modelling of rear outbuilding and erection of new pitched roof over to provide a replacement bedroom. Erection of Oak double car shelter.
- 23/00521/F Rungall, Berry Hill Road, Adderbury,
First floor extension to rear with various associated alterations to the existing building (predominantly internal) including new doors, windows, roof and solar PV array
- 23/00536/F 15 Lake Walk, Adderbury
Single storey rear extension (sitting room) - re-submission of 22/03666/F

- 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) Oxfordshire Neighbourhood Plan Alliance (ONPA) – Seminar – Councillor Mark Gerold reported that he had attended a seminar, hosted by the ONPA on 25 March 2023 with regard to updating Neighbourhood Plans and sharing best practice amongst Parish Councils.

Councillor Gerold felt that a Parish Council Working Group was required as the Adderbury Neighbourhood Plan needed to be updated and modernised to reflect changes in planning law since 2018 when the Plan was made. Professional support would be required and grants were available and further information could be obtained from ONPA.

District Councillor David Hingley offered to assist the Working Group too and he was thanked for his support.

Resolved that:

- 1) volunteers from the community be invited to join the Adderbury Neighbourhood Plan Working Group at the Annual Parish Meeting, on-line and in Contact; and **Action DB/TG**
- 2) grant funding for updating the Plan be investigated. **Action MG**

128/22 Village Matters

- i) FOCAL – Prior to the meeting, Councillor Jacky Atkinson had circulated a report on the work of FOCAL. Councillor Atkinson advised that more members were needed for the FOCAL Committee.

Resolved that the report be noted and a thank you be sent to Virginia Yipp for her efforts in running the “Warm Tuesday” sessions, which had now finished. **Action TG**

- ii) Community and Sports Centre, Milton Road – The Chairman reported that all conditions had been discharged, except two, but these were being worked on. A grant of £1000 had been recently received from The Doris Field Trust and a thank you note had been sent.

A Crowdfunding campaign would be launched at the Annual Parish Meeting and the ‘Buy a Brick’ would be promoted then too. Councillor Lucy Wells reported that she received feedback that the bricks were too expensive. Councillor Jacky Atkinson advised that if the price of the bricks were reduced, then it wouldn’t be worthwhile running the project.

Resolved that the report be noted.

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- iii) The Coronation of HM King Charles III – Councillor Jacky Atkinson reported that the Coronation was being televised in the Parish Institute and there would be a bar and a pig roast during the day. There would also be a tea party for children of the village, sponsored by The Coaches and Horses and volunteers were needed to help with the event. An application for a road closure outside the Parish Institute had also been submitted to Cherwell District Council.

Resolved that the report be noted.

- iv) Area Weight Restriction Engagement – Prior to the meeting, the County Council's consultation relating to the movement of heavy goods vehicles had been circulated to the Parish Council.

Resolved that the weight restrictions already in force through Adderbury village be confirmed and the Listed canal bridge on Twyford Road be proposed for a weight restriction. **Action TG**

- v) Annual Parish Meeting (APM) – The Chairman reminded the Parish Council that the APM was being held on Wednesday 5 April 2023 at 7.30pm at the Methodist Hall. The main items would be an update on the project for the new Community and Sports Centre on Milton Road, the Chairman's annual report and the annual Financial Report.

Resolved that the report be noted.

- vi) Traffic Calming Working Group – Prior to the meeting, the minutes of the Working Group meeting held on 21 February 2023 had been circulated to the Parish Council.

Resolved that the minutes of the Traffic Calming Working Group held on 21 February 2023 be noted.

129/22 Parish Council Matters

- i) Staffing Committee – Prior to the meeting, the minutes of the Staffing Committee held on 21 March 2023 had been circulated to the Parish Council.

Resolved that the minutes be noted and resolutions be approved. **Action TG**

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

- Play area inspection at The Rise – Councillor Simon Davies reported that the fencing still needed to be repaired, however the delay was due to the sourcing of materials, but work would be completed shortly.
- Play area inspection at the Lucy Plackett Playing Field – Councillor Simon Davies reported that one sign still needed to be replaced. Five wooden bollards also needed to be replaced in Dog Close. **Action TG**
- Adderbury Lakes – The Chairman reported that there were no issues at the Lakes. A small tree had fallen into the lower lake but this was not a safety issue and work on it would be considered by the Lakes group in due course.
- Cemetery – The Chairman reported that the outside tap had been repaired and the insulating box around it had been replaced. However, it was still unclear where the stop cock was located and the Chairman would pursue this.

- iii) 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**

130/22 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 28 March 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.

131/22 Correspondence – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY

(No items)

132/22 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:

- 5 April 2023 (Annual Parish Meeting at the Methodist Hall)
- 25 April 2023
- 23 May 2023
- 27 June 2023
- 25 July 2023
- 12 September 2023
- 24 October 2023
- 28 November 2023

133/22 Items for Future Agendas (For Information Only)

- Induction of Councillors
- Local Plan 2040 Consultation
- Report of the Parish Remuneration Panel 203/2024
- Accounts and Annual Governance & Accountability Return 2022/2023
- Internal Auditor's Report 2022/2023

(Meeting closed at 9.15pm)

Chairman – 25 April 2023