

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON TUESDAY 28 JULY 2020 AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), County Councillor Arash Fatemian, District Councillor Andrew McHugh and two members of the public.

APOLOGIES: Parish Councillor Sheila August submitted her apologies because she was unable to connect to Zoom, the apologies were accepted and the absence authorised.

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

Parish Councillor Ann Lyons submitted her apologies because she was at unwell, the apologies were accepted and the absence authorised.

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

36/20 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

37/20 Minutes – Prior to the meeting, the minutes of the meeting held on 30 June 2020 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 30 June 2020 be approved and signed by the Chairman.

38/20 Matters Arising from the Minutes of 30 June 2020 – There were no matters arising.

39/20 Chairman's Announcements

- Removal of Hedge adjacent to Barwood Homes Site on A4260 – This hedge had been removed, but should have been left in place as Barwood Homes did not have permission for its removal. This had been raised with Cherwell District Council and they were looking into it and it would hopefully be reinstated.
- Re-opening of Adderbury Lakes and Play Areas – Thanks were passed to Nigel Claxton for his work reopening Adderbury Lakes and also to Parish Councillors Laura Walker and Ann Lyons for their work reopening the two play areas.
- Adderbury Community Day – This was scheduled for 19 September 2020, but would be continually reviewed in accordance with Government Guidance on social gatherings.
- Millennium Cup 2020 – Parish Councillor Sue Jelfs would be undertaking the judging, however the Gardening Club Show had been cancelled this year, therefore the Cup could not be presented to the winners in the usual way. **Action SJ**
- Letter from the Lord Lieutenant of Oxfordshire's Office – The letter thanked those who provided support to the community during the Covid-19 Pandemic. The letter would be included on the Parish Council web site. **Action TG**

40/20 Open Forum – None of the residents wished 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)

41/20 Reports from County and District Councillors – District Councillor Andrew McHugh reported that the NHS Clinical Commissioning Group had decided to remove primary care from Ruscote Ward in Banbury, which

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was one of the most deprived Wards in Oxfordshire. However, he would continue to appeal against this decision and would like it to be reversed.

Councillor McHugh also reported that he still had some funds available to assist anyone affected by the Covid-19 Pandemic. Councillor Ian Bailey advised that Christopher Rawlins Primary School required additional funds and he would make an application on their behalf. **Action IB**

Councillor McHugh also advised that following the Covid-19 Pandemic, Cherwell District Council was facing a loss of income of approximately 40%.

Councillors Arash Fatemian and Andrew McHugh also updated the Parish Council on the proposals for a Unity Authority in Oxfordshire and these proposals could be progressed quite quickly.

The Chairman thanked both Councillors for their reports.

Resolved that the reports be noted.

42/20 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:

20/01421/F Mr Robert Stilgo
2 Grounds Farm Cottages, Oxford Road, Adderbury
Demolition of existing outbuildings and erection of single storey extension.
Replacement of existing timber windows with painted UPVC.

20/01489/F Mr Antony Humphrey
Thistle Cottage, 2 Nell Bridge Cottages, Aynho Road, Adderbury
Ground floor infill extension to the front to extend the hall remove existing conservatory to the rear and create a two storey extension.

20/01543/LB & 20/01542/F Mr Robert Stilgo
Grounds Farm, Oxford Road, Adderbury
Remove existing stonesfield slates and fit Welsh slates to roof slopes 2 and 3 of Grounds Farm farmhouse

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:

20/01208/F Mr Matthew Gough
Land West of Horn Hill Road, Adderbury
Residential development of a single dwelling with associated landscaping and additional community land associated with the Friends Meeting House

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: None

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

20/01627/F Ms Alison Gault
Coromadel Cottage, Horn Hill Road, Adderbury
Extension of single garage and conversion to form annex accommodation

20/01687/F Mr & Mrs. Simon and Jemma Parker
18 Round Close Road, Adderbury
Ground and first floor rear extension, loft conversion and associated works

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- 20/01692/F Mr & Mrs Brock
2 Round Close Road, Adderbury
Conversion of garage to habitable room. Insertion of glazed units to former garage doors
- 20/01858/TPO Katharine House Hospice
Katharine House Hospice, Aynho Road, Adderbury
T1 (Pine) - removal of dead tree T2 & 3 (Elm) - removal of both trees which have died from Dutch Elm Disease subject to TPO 016/1987
- 20/01845/OUT Patron Adderbury Retirement Living Sarl
Land to Rear of Gracewell Care Home, Gardner Way, Adderbury
Erection of up to 9no residential dwellings (Use Class C3) and associated access, with all other matters reserved.

- 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.

43/20 Village Matters

- i) Traffic Calming – The Parish Council received a verbal update from Councillor Martin Rye on the progress of the Environment Committee's Traffic calming project.

There was a discussion about a 20mph speed limit around the area of the Primary School and Councillors Arash Fatemian and Andrew McHugh agreed to follow this up with Thames Valley Police.

Resolved that:

- 1) the report be noted; and
- 2) Councillors Arash Fatemian and Andrew McHugh will seek advice from Thames Valley Police about a 20mph zone around the area of Christopher Rawlins Primary School. **Action AF/AMc**

- ii) FOCAL – In the absence of Councillor Ann Lyons there was no update on FOCAL.

Resolved that the report be noted.

- iii) The Milton Road Community Project – The Parish Council received a progress report on the pitch preparation and also a progress report on the project, from the WFAC Working Group.

Resolved that

- 1) the reports be noted;
- 2) the Chairman and Clerk be authorised to continue progressing of the pitch area and continue the management of the land; and **Action TG/DB**
- 3) the Chairman, Clerk and Vice Chairman be authorised to continue working with the WFAC residents group to progress Phase 2 of the project. **Action TG/DB/KM**

- iv) Dog Fouling – The Parish Council discussed new initiatives to tackle dog fouling in the village, which would involve spraying with a fluorescent paint, dog mess which had not been picked up by dog owners.

Resolved that the initiative be approved to tackle dog fouling in the village and volunteers be sought to support this work. **Action TG**

44/20 Parish Council Matters

- i) Vacancies – There were no applications for co-option onto the Parish Council.

Resolved that the vacancy continue to be advertised. **Action TG**

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- ii) Environment Committee – Prior to the meeting, the minutes of the Environment Committee held on 23 June 2020 had been circulated to the Parish Council.

Resolved that the minutes be noted and the recommendations be approved.

45/20 Finance

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

Resolved that the following accounts for payment, be approved:

Payee	Amount
T Goss – Salary for July 2020	£1167.89
T Goss – Expenses July 2020	£56.22
HMRC – Monthly Payment for July 2020	£158.84
T Goss – Salary for August 2020	£1170.29
T Goss – Expenses August 2020	£14.39
HMRC – Monthly Payment August 2020	£156.44
Oxfordshire County Council Pension Fund – Monthly Payment for July	£400.16
Oxfordshire County Council Pension Fund – Monthly Payment for August 2020	£400.16
DW Clark Drainage Ltd – Milton Road Project	£42,516.00
Green Scythe Ltd – Grass cutting LPPF for June 2020	£463.20
Design Grow – Lakes Maintenance for June 2020	£69.77
GeoXphere Ltd – Parish Online Annual Subs	£150.00
T Goss – Training for Councillors	£20.00
OALC – Training for Councillors	£156.00
NR Prickett – Repairs to The Rise Fencing	£636.29
Rascal Horticultural Services – Allotment and Cemetery Maintenance	£140.00

- ii) Bank Reconciliation & Financial Report - Prior to the meeting, the Clerk had circulated the bank reconciliation, as at 28 July 2020 for the accounts at Santander, Barclays and Cambridge Building Society and the financial report.

Resolved that the bank reconciliation for the Barclays, Santander and Cambridge Building Society accounts and the financial report, be noted.

46/20 Correspondence – There were three items of correspondence.

1. The Chairman reported that there had been a number of reports of anti-social behaviour in the Lucy Plackett Playing Field. Residents would be encouraged to report these instances to Thames Valley Police. A reminder had been included on the Parish Council's Facebook page and web site however it would also be included on the village web site. **Action TG**
2. The Bryan Sheppard Memorial Tree had been planted.
3. Western Power would be undertaking work to trees on the disused railway embankment next to the Lucy Plackett Playing Field to stop the branches from damaging the overhead power lines.

THE LUCY JANE PLACKETT CHARITY (No items)

47/20 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 48/20, 49/20 and 50/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

48/20 The Leys – The Chairman reported on the latest advice from the Parish Council's Solicitor regarding the issue of the access to The Leys.

Resolved that:

- 1) the report be noted;

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- 2) the Parish Council's land not be registered at the disused railway land with the Land Registry, subject to advice from the Parish Council's Solicitor; and **Action TG/DB**
- 3) the Parish Council place a charge on the land registered by the Biggam's solicitor if that is possible, subject to advice from the Parish Council's Solicitor. **Action TG/DB**

49/20 Ice House – The Parish Council considered a quote for works to the Ice House at Adderbury Lakes.

Resolved that:

- 1) the report be noted;
- 2) the quote from Graham Kite for £685.00 be accepted; and
- 3) the Chairman and Councillor Martin Rye be authorised to work with the Lakes Management Committee to progress this work. **Action DB/RH/MR**

50/20 Adderbury Lakes – The Chairman reported that a grant application had been submitted to Thames Water to cover the cost of the work to remove the weeds from the Lakes, however the application had been unsuccessful. Therefore, a request was made for the Parish Council to fund the works.

If nothing was done to remove the weed, the upper lake would gradually become a bog with a small water course running through it and the lower lake would revert to a swamp.

Resolved that:

- 1) the report be noted;
- 2) it be noted that the grant application to Thames Water has not been successful;
- 3) the quote from Aquatic Solutions for £5010.00 be accepted; and **Action DB**
- 4) the work be funded from the Parish Council's budget. **Action DB**

(This item was taken as a matter of urgency because the work needed to be completed after the breeding season and a decision at the next meeting of the Parish Council would not meet this deadline)

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

50/20 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.

- No meeting in August 2020
- 8 September 2020
- 27 October 2020
- 24 November 2020
- No meeting in December 2020
- 12 January 2021
- 25 February 2021
- 30 March 2021
- 27 April 2021
- 18 May 2021

51/20 Items for Future Agendas (For Information Only)

- Burial Fees for 2021/2022
- Walled Garden Allotment Rent for 2021/2022

(Meeting closed at 9.00pm)

Chairman – 8 September 2020