

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 15 JANUARY 2019 AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Trish Fennell, County Councillor Arash Fatemian, District Councillors Christine Heath and Mike Bishop and fifteen members of the public.

APOLOGIES: District Councillor Andrew McHugh.

The Chairman welcomed Councillors and members of the public to the meeting and advised that should anyone wish to record the meeting, they could do so. No one indicated that they would be doing so.

97/18 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 104/18 (i) – Planning Applications – The Chairman declared an interest in planning application 18/02086/F because the application had been submitted by her Husband.

Minute Number 106/18 (ii) Environment Committee & Minutes Number 113/18 Trees and Bushes in Rawlins Close – The Chairman declared an interest because quotes had been received from her Nephew.

Resolved that the interests be noted.

98/18 APPOINTMENT OF VICE-CHAIRMAN FOR 2018/2019 – The Chairman asked for nomination for the position of Vice-Chairman for 2018/2019. Councillor Keith Mitchell was proposed by Councillor Rod Head and seconded by Councillor Sheila August.

Resolved that Councillor Keith Mitchell be appointed as Vice-Chairman for 2018/2019.

99/18 MINUTES – Prior to the meeting, the draft minutes of the meeting held on 27 November 2018 had been circulated to the Parish Council.

Minute Number 83/18 – Declarations of Interest – Councillor Sue Jelfs asked that it be included that she too was a member of WARA.

Resolved that the minutes of the meeting held on 27 November 2018 be approved and signed by the Chairman, with the above amendment.

100/18 MATTERS ARISING FROM THE MINUTES OF 27 NOVEMBER 2018 – There were no further matters arising.

101/18 CHAIRMAN'S ANNOUNCEMENTS

- Members were reminded that Planning Training was being held on Tuesday 22 January 2019 at 7pm at Godswell House in Bloxham.
- Grass Cutting and Maintenance Contracts 2019/2020 – All contractors had submitted their quotes and had an increase on their 2018/2019 costs by 3% or below, therefore the current contractors would continue into 2019/2020, as agreed at the previous Parish Council meeting. The only exceptions to this, were the contracts for the Cemetery and Allotments and those figures were expected shortly.

102/18 OPEN FORUM – A resident addressed the Parish Council with regard to the Parish Council's Strategic Plan and he felt that it was disappointing that it had again been deferred to the next meeting.

The Chairman thanked the resident for addressing the Parish Council.

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents and issues within its minutes)

103/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – County Councillor Arash Fatemian reported that County Council Highways officers had attended the Parish Council's Environment Committee and they

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had reported that it had been a constructive meeting. Councillor Martin Rye, Chairman of the Committee, confirmed that following that meeting, there had been a constructive site meeting with the officers and suggested traffic calming measures would be discussed at the next Environment Committee meeting scheduled for 22 January 2019.

Councillor Fatemian also reported that during the last financial year, Oxfordshire had been the best performing county in the country for recycling.

District Councillor Christine Heath reported that the appeal with regard to the refusal of planning permission on Berry Hill Road would not be held until at least September 2019.

The Chairman thanked the Councillors for their report.

Resolved that the reports be noted.

104/18 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:

18/01868/F	Mr & Mrs J Mills 51 Walton Avenue Twyford B Alterations and erection of Side Part Rear Extension
18/00329/TCA	Mrs Betts Tanners Tanners Lane Adderbury T1 x Apple – Remove
18/00359/TCA	Mrs Doreen Matthews Callaly Cottage Tanners Lane Adderbury T1 x Oak - Work to western crown restricted to the branches on the right hand side over the neighbouring 'Cornerstones' property and garden under common law as per tree inspection report.
18/02004/F	Mr Matthew Gerrard 6 Long Wall Adderbury Banbury Single storey rear extension and alterations
18/02086/F	Mr Bratt Fleet Farm House Aynho Road Adderbury Conversion of barn to garages and erection of 1 No. Dwelling
18/00376/TCA	Mr Andrew Rossiter Sydenham Cottages Aynho Road Adderbury G1 x Various Trees - Crown lift and prune back to suitable growth points the overhanging branches of trees to clear rear footpath by 2.5m approx and allow access
18/02127/TPO	Mr Fairbairn Janet Blunt House Greenhill Twyford T1 - Remove four small lower branches from Corsican Pine - Subject to TPO 28/2017

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: None

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:

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18/01876/F Mrs Claudia Roberts
3 Dog Close Adderbury
First floor extension over existing kitchen - Resubmission of 18/01053/F

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

18/02194/F Graham Appleton
Ridgeway Lodge Manor Road Adderbury
Demolition of existing garage and swimming pool building. Erection of a single storey dwellinghouse, with change of use of land to residential

18/02205/F Canal & River Trust
Nell Bridge Maintenance Yard Aynho Road Adderbury
Erection of replacement staff welfare facilities building

ii) Planning Results - These had been circulated to all members 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 the discharge of the conditions relating to the change of use application, which had been approved by Cherwell District Council.

Resolved that:

- 1) it be noted that details of a surface water drainage scheme for the pitch area of the site (Condition 3) and an Archaeological Written Scheme of Investigation (Condition 4) have now been lodged with Cherwell District Council's (CDC) Planning Department;
- 2) it be noted that CDC is now consulting with County Council officers on these matters;
- 3) it be noted that once Condition 4 is discharged, the Parish Council can move on to the archaeological excavations required to discharge condition 5; and
- 4) the Chairman and Clerk be authorised to continue to progress the discharging of conditions 3,4 and 5 and to also continue with the management of the land. **Action TG/DB**

105/18 VILLAGE MATTERS

i) FOCAL – Prior to the meeting, Councillor Keith Mitchell 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, the Chairman of WFAC Jackie Head, had circulated a report to the Parish Council. Councillor Keith Mitchell also gave a verbal report on the work which had been completed by WFAC.

Resolved that the reports be noted

106/18 PARISH COUNCIL MATTERS

i) Parish Council By-Election – The Chairman advised the Parish Council that a By-Election had been called and was being held on 21 February 2019. Cherwell District Council had asked the Parish Council whether it wished to have poll cards delivered.

If the Parish Council wished to have poll cards delivered, the maximum cost to the PC (of the by-election and poll cards) would be £2779.52. If there were no poll cards, the maximum cost to the PC (of the by-election) would be £2008.19. If it was an uncontested election, there would be a charge of £39.

Resolved that poll cards be issued for the by-election. **Action TG**

ii) Committees:

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- Environment Committee – Prior to the meeting, the minutes of the meeting held on 4 November 2018 had been circulated to the Parish Council. The next meeting was scheduled for Tuesday 22 January 2019 at 10am.

The Chairman of the Committee, Martin Rye, also asked the Parish Council to consider a quote for £185 from Cotefield Treecare to cut back a tree which was blocking the 40mph speed sign on Duchess Bridge.

Resolved that:

- 1) the minutes be noted;
- 2) the recommendations be approved;
- 3) the traffic calming information be noted; and
- 4) the quote for £185.00 from Cotefield Treecare be accepted, however in the first instance, Adderbury House be requested to complete the work. **Action MR**

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

Resolved that the report be noted.

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

Resolved that the report be noted.

- iv) Parish Council Surgeries – At the Surgery held on Saturday 1 December 2018, no residents had attended. One family had attended the Surgery on 5 January 2019 and they were enquiring about the Milton Road land project and other village activities.

Resolved that the report be noted.

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

- The Rise; There were no issues at The Rise.
- Lucy Plackett Play Area; There had been some vandalism and the litter bin next to the MUGA had been set on fire and the tarmac underneath was slightly damaged. The Fire Service had attended the incident. On the same evening, the Church windows had also been broken.
- Adderbury Lakes; There were no issues at Adderbury Lakes.

Resolved that the reports be noted.

- (v) Annual Parish Meeting (APM) Tuesday 16 April 2019 at the Methodist Hall – The Chairman asked the Parish Council for suggestions for a speaker to attend the APM on 16 April 2019. Councillors were also asked to note the change of date from 17 April 2019 to 16 April 2019.

Resolved that Victoria Prentis MP be invited to attend the Annual Parish Meeting on 16 April 2019.
Action TG

107/18 FINANCE

- i) Bank Account Signatories – The Chairman asked the Parish Council to confirm the signatories on the Parish Council bank accounts.

Resolved that Councillors Diane Bratt, Steven Cox, Garrad Millier and Martin Rye and the Clerk and Responsible Financial Officer Theresa Goss, be confirmed as the signatories on the Parish Council bank account. **Action TG**

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

Resolved that the following accounts for payment be approved:

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Payee	Amount
T Goss – January 2019 salary	
T Goss – Expenses for January 2019	
OCC Pension Fund – Clerks pension for January 2019	
Playdale - Repairs to LPPF play equipment	£1072.25
Cotefield Treecare – Works to tree at Adderbury Lakes	£330.00
Glasdon UK Ltd – Memorial bench at Adderbury Lakes	£686.98
Mr R Atkinson – Wheels for boat at Adderbury Lakes	£60.90
Pixel Concepts – New PC Web site	£1055.23
DJ Beak SRC Ltd – Repair of headstone in Adderbury Cemetery	£240.00
Adderbury Methodist Hall – Room hire	£47.32
Adderbury PCC – Room hire	£135.00
Mr D Chandler – Repair to the noticeboard at Church House	£50.00

- 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 15 January 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.

- iii) Budget and Precept 2019/2020 – Prior to the meeting, the draft budget and precept for 2019/2020 had been circulated to the Parish Council.

Resolved that:

- 1) the budget for 2019/2020 be approved;
- 2) the precept for 2019/2020 be set at £48,350; and **Action TG**
- 3) a 3 year forward budgetary plan, including Section 106 funds be submitted to a future meeting of the Parish Council. **Action TG**

108/18 CORRESPONDENCE – There were no further items of correspondence.

THE LUCY JANE PLACKETT CHARITY (Two Items)

109/18 LUCY PLACKETT PLAYING FIELD – Prior to the meeting, a report had been circulated with regard to additional signage in the playing field asking users to clean up dog mess and litter.

Resolved that further investigations be made into the need for additional signage and possible locations and this be considered again at a future meeting. **Action ALL/TG**

110/18 CHURCH/PRIMARY SCHOOL FETE AND PARTY IN THE PARK – The Parish Council considered requests from the Church/Primary School and Party in the Park for use of the playing field for their events on 8 June 2019 and 15 June 2019, respectively.

Resolved that:

- 1) the request that the playing be used for the Primary School/Church Fete on 8 June 2019 be approved; and **Action TG**
- 2) the request that the playing be used for the Party in the Park on 15 June 2019 be approved. **Action TG**

111/18 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 112/18, 113/18, 114/18 & 115/18 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

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112/18 WFAC REQUEST FOR ARCHITECT TO PRODUCE CONCEPT DESIGNS – The Parish Council considered a report with regard to a request from Working for Adderbury Community, for the appointment of an architect to produce concept designs.

Resolved that:

- 1) the quote from Latham Architects for up to £6,000, be accepted; and **Action TG/DB**
- 2) the Chairman and Clerk be authorised to continue to progress this matter, liaising with Working for Adderbury Community. **Action TG/DB**

Councillor Tony Gill requested a recorded vote.

Those in favour: Councillor Sheila August, Diane Bratt, Steven Cox, Rod Head, Ann Lyons, Garrad Millier, Keith Mitchell and Martin Rye. (8)

Those against: Councillor Tony Gill and Sue Jelfs. (2)

Abstentions: Councillor Colin Astley. (1)

113/18 TREE AND BUSHES ON AMENITY LAND IN RAWLINS CLOSE – Prior to the meeting, a report and three quotes had been circulated for works to the amenity land in Rawlins Close.

Resolved that the quote from Cotefield Treecare be accepted. **Action TG**

114/18 HORN HILL ROAD FOOTPATH – Prior to the meeting, a report and quote had been circulated for works to the Horn Hill Road footpath.

Resolved that the quote from 4th Corner Ltd be accepted and Councillor Steven Cox to liaise with 4th Corner to ensure the work is extended along the footpath to the Cemetery. **Action TG**

THE LUCY JANE PLACKETT CHARITY (One Item)

115/18 REPAIRS TO THE TODDLER SLIDE AND CLIMBING FRAME PLATFORM – Prior to the meeting, a report and quote had been circulated for proposed works to the play equipment in the Lucy Plackett Playing Field.

Resolved that no works be undertaken at this time and the play equipment continue to be monitored.

116/18 MEETING DATES – Future meeting dates are as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 26 February 2019
- 26 March 2019
- 16 April 2019 (Annual Parish Meeting)
- 30 April 2019
- 28 May 2019

117/18 ITEMS FOR THE NEXT AGENDA (FOR INFORMATION ONLY)

- LAP/LEAP/Community Areas, Adderbury Fields
- Boreholes in Adderbury Cemetery
- Strategic Plan - Action Plan
- Annual Parish Meeting 2019
- 3 year forward budgetary plan, including Section 106 funds
- Additional signage at the Lucy Plackett Playing Field

(Meeting closed at 9.10pm)