

# ADDERBURY PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD USING ZOOM ON TUESDAY 19 MAY 2020 AT 7.30PM

**PRESENT:** Councillor Diane Bratt (Chairman); Councillors Rod Head, Sue Jelfs, Ann Lyons, Keith Mitchell, Martin Rye and Laura Walker.

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

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

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

Apologies for absence were also received from District Councillor Christine Heath.

Councillor Garrad Millier was not present.

**1/20 Suspension of Standing Orders** – The Chairman proposed that Standing Order 5f be suspended for this item only, to enable the Vice-Chairman to take the Chair.

**Resolved** that Standing Order 5f be suspended for the following item only (minute number 2/19).

**2/20 Appointment of Chairman for 2020/2021** – The Vice-Chairman asked for nominations for the position of Chairman for 2020/2021. Councillor Diane Bratt was proposed and seconded.

**Resolved** that Councillor Diane Bratt be appointed as Chairman for 2020/2021.

The Chairman then signed the Chairman's Declaration of Acceptance of Office.

**3/20 Appointment of Vice-Chairman for 2020/2021** – The Chairman asked for nominations for the position of Vice-Chairman for 2020/2021. Councillor Keith Mitchell was proposed and seconded.

**Resolved** that Councillor Keith Mitchell be appointed as Vice-Chairman for 2020/2021.

**4/20 Declarations of Interest** - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

**Resolved** that the interests be noted.

**5/20 Minutes** – Prior to the meeting, the minutes of the meeting held on 21 April 2020 had been circulated to the Parish Council.

**Resolved** that the minutes of the meeting held on 21 April 2020 be approved and signed by the Chairman.

**6/20 Matters Arising from the Minutes of 21 April 2020** – There were no matters arising.

**7/20 Chairman's Announcements**

- Community Governance Review – A statement regarding the Community Governance Review was approved for publication.
- Commencement of works on the Milton Road land - A statement regarding the work at Milton Road was approved for publication.
- Dog fouling signs in the Lucy Plackett Playing Field – Signs would be purchased.

**8/20 Open Forum** – None of the residents wished to address the Parish Council.

## ADDERBURY 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)*

**9/20 Reports from County and District Councillors** – County Councillor Arash Fatemian reported that the County Council had its first on-line remote meeting at the beginning of May 2020. The meeting went well and this was how County Council meetings would be held for the foreseeable future.

In addition, the Government had allocated £250m to the County Council to encourage for the 'Active Travel' initiative which was to encourage people to walk and cycle. The funds had not yet been received by the County Council, however they would be split between each division and there was £40,000 available for projects in Councillor Fatemian's division. Councillor Fatemian had already made two suggestions which were clearance of the footpath from Adderbury to Deddington (along the A4260) and a new footpath for Berryhill Road.

The Chairman also suggested clearance and possible widening of the footpath from Adderbury to Bodicote as another option, which might include a cycle path.

District Councillor Andrew McHugh reported that he had chaired a meeting of the Oxfordshire Health Improvement Board and they had signed-off the Tobacco Control Strategy and the Board would now be taking this forward. The Board would be trying to make Oxfordshire the first smoke-free county in the country.

Councillor McHugh also reported that the 16% of Covid-19 deaths were patients with severe respiratory issues and 26% had Type 2 Diabetes. Therefore, giving up smoking and losing weight would help fight Covid-19.

The Chairman thanked both Councillors for their reports.

**Resolved** that the reports be noted.

### 10/20 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:

20/00911/TCA	Dr J Greenberg Hamelin Cottage, Horn Hill Road, Adderbury Various tree works
20/00867/REM	Crest Nicholson Midlands Land South Of Cotefield Business Park Phase 2 Adj To, Blossom Field Road, Bodicote Variation of condition 1 (approved plans) of 18/01309/REM - Minor Material Amendment for plot substitutions of housetypes for Plots 64-76 and Plots 79- 95. To replace approved drawings with new drawings as appropriate
20/00916/TPO	Mr Fairbairn Greenhill House, Greenhill, Twyford T1 - Pollard Sycamore to the main union. Due to excessive squirrel damage at almost all main unions and a large cavity at the base. This tree is in the ground of a group of flats/houses and therefore has high pedestrian footfall - Subject to TPO 15/2016
20/00589/F	David Kennedy 17 The Rise, Twyford Single storey rear extension

## ADDERBURY PARISH COUNCIL

**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:

20/00809/F

Mr Steve O'Rourke  
26 Deene Close, Adderbury  
Side extension to create new dwelling

19/01047/OUT

Hallam Land Management Ltd  
Land North East of Oxford Road West of Oxford Canal and East of Bankside,  
Banbury  
Outline planning application for a residential development of up to 850 dwellings; green infrastructure including formal (playing fields with changing rooms, allotments) and informal open space, landscaping; and associated infrastructure including a balancing pond; on land off the A4260, with access off the existing Longford Park access off the A4260 (Oxford Road), and a new access off the A4260 (Banbury Road). All matters of detail reserved, save for access

**Resolved** that, it be noted that, the Parish Council is considering the following planning applications/works to tree and tree preservation orders: None

- 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 19/02796/F/Milton Road Project – OS Parcels 3309 and 4319 Adjoining and North of, Milton Road, Adderbury - The Parish Council considered a report from the Chairman with regard to the progress of the planning application for the recreation of sports & community pavilion with associated carpark and sport facilities (outdoor pitches and MUGA) following planning consent for change of use of agricultural land to sport/recreation and community use (18/00220/F).

**Resolved** that:

- 1) the report be noted;
  - 2) the Chairman and Clerk be authorised to continue progressing of the pitch area, working with Clark's Drainage (the company appointed by APC) and continue the management of the land;
  - 3) the Clerk and Chairman be authorised to complete payments for this work when invoices are presented between Parish Council meetings;
  - 4) 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
  - 5) the Parish Council commissions a survey of all utilities for connection to the site, from Latham's Architects as the next step for the project. **Action DB/TG**
- iv) 20/01073/F, OS Parcel 0080 West of Berryhill Road adjoining and South of Milton Road, Adderbury – The Parish Council was due to consider an application for the use of the site for recreational caravan park to include a new amenity building containing reception, toilets, showers and washing facilities, however the application had been withdrawn by the applicant.

**Resolved** that the report be noted.

- v) 20/01078/F, 9 Walton Avenue, Twyford – The Parish Council considered an application for the construction of a garage.

**Resolved** that the Parish Council objects to application 20/01078/F. **Action DB/TG**

### 11/20 Village Matters

- i) FOCAL – Councillor Ann Lyons reported to the Parish Council on the work of FOCAL.

# ADDERBURY PARISH COUNCIL

**Resolved** that:

- 1) the report be noted; and
  - 2) County Councillor Arash Fatemian to check on the funding for the additional hours for the Library Managers. **Action AF/AL**
- ii) Working for Adderbury Community (WFAC) – Prior to the meeting, the Parish Council received a progress report on the project.

**Resolved** that the report be noted.

- iii) Annual Parish Meeting (APM) 2020 – The Chairman asked the Parish Council whether it wished to cancel the Annual Parish Meeting for 2020 due to the Covid-19 Pandemic and the Government guidance on social distancing.

**Resolved** that the Annual Parish Meeting for 2020 be cancelled due to the Covid-19 Pandemic, however, the Chairman's report and other APM standard documents will be produced in due course and published on the Parish Council web site. **Action DB/TG**

## 12/20 Parish Council Matters

- i) Vacancies – The Clerk advised that there had not been any applications for co-option onto the Parish Council.

**Resolved** that the report be noted and the vacancies continues to be advertised. **Action TG**

- ii) Parish Council Documents – The Parish Council reviewed a number of Council documents, which were available to view on the Parish Council web site.

**Resolved** that the following documents be approved for 2020/2021:

- Asset Register
- Risk Management Log and Risk Schedule
- Financial Regulations
- Standing Orders
- Code of Conduct
- Complaints Policy
- Vexatious Complaints Procedure
- Freedom of Information Policy
- Dispute Resolution Process
- Dignity at Work Policy
- Grievance Procedure
- Data Breach Policy
- Data Protection Policy
- Records Retention Policy
- Subject Access Request Procedure
- Press and Media Policy
- Safeguarding Policy

- iii) Appointment of Council Representatives & Council Committees and Working Groups/Review of Subscriptions/Insurance – The Parish Council reviewed the appoints of the Parish Council representatives, memberships of the Parish Council's Working Groups and Committees, reviewed the Parish Council's and staff subscriptions to other bodies and confirmed the insurance arrangements.

**Resolved** that:

- 1) the appointments of the Parish Council representatives, memberships of the Parish Council's Working Groups and Committees be approved, as detailed in Appendix 1 to the minutes with the exception of the Feoffees; the Clerk to check when the Terms of Office end for those two Parish Council representatives;
- 2) the Parish Council's and staff subscriptions to other bodies be noted; and

## ADDERBURY PARISH COUNCIL

3) the insurance arrangements be confirmed.

iv) Committees

- Environment Committee – Prior to the meeting, the minutes of the Environment Committee held on 5 May 2020 had been circulated to the Committee.

**Resolved** that:

- 1) the minutes be noted and the recommendations be approved; and **Action TG**
- 2) a standard item be included on the Parish Council meeting agendas, updating on the traffic calming project; and **Action MR/TG**
- 3) the information produced in (2) above, be published on the Parish Council web site and Facebook page, as and when necessary. **Action MR/TG**

### 13/20 Finance

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

**Resolved** that the following accounts for payment, be approved:

<b>Payee</b>	<b>Amount</b>
T Goss – Salary for May 2020	£1204.77
T Goss – Expenses May 2020	£14.39
HMRC – Monthly Payment	£173.21
Oxfordshire County Council Pension Fund – Monthly Payment	£415.62
Castle Water – Water rates at Walled Garden Allotments	£57.82
Thomas Fox Landscaping Ltd – Grass Cutting for April 2020	£882.23
Green Scythe Ltd – Grass cutting LPPF for April 2020	£463.20
S.Cochrane – Cleaning of the Lucy Plackett Activity Centre	£200.00
Theresa Goss – SLCC Membership for 2020/2021	£50.50

<b><u>Grants 2020/2021</u></b>	
<b>Payee</b>	<b>Amount</b>
Voices Across Time	£600.00
Adderbury Gardening Club	£200.00
Adderbury Evergreens	£200.00
Christopher Rawlins Primary School	£500.00
Adderbury & District WI	£200.00
Working for Adderbury Community	£500.00
Adderbury History Association	£200.00
Adderbury Park Football Club	£200.00
Oxfordshire County Council - Cherry Tree Centre	£500.00
Adderbury Cine Club	£200.00
Adderbury Theatre Workshop	£200.00
Adderbury Bowls Club	£500.00
Lucy Plackett Activity Centre	£200.00

**Resolved** that the following be signatories on the Parish Council bank account be approved: Councillors Diane Bratt, Ann Lyons, Laura Walker and Martin Rye and Theresa Goss (Clerk and Responsible Financial Officer). **Action TG**

ii) Bank Reconciliation & Financial Report - Prior to the meeting, the Clerk had circulated the bank reconciliation, as at 19 May 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.

## **ADDERBURY PARISH COUNCIL**

- iii) Review of the Effectiveness of the Internal Audit 2019/2020 – Prior to the meeting, the Review of the Effectiveness of the Internal Audit 2019/2020 had been circulated to the Parish Council.

**Resolved** that Review of the Effectiveness of the Internal Audit 2019/2020 be approved.

- iv) Statement of Internal Control 2019/2020 – Prior to the meeting, the Statement of Internal Control 2019/2020 had been circulated to the Parish Council.

**Resolved** that the Statement of Internal Control 2019/2020 be approved.

**14/20 Correspondence** – There was no further correspondence.

### **THE LUCY JANE PLACKETT CHARITY** **(No Items)**

**15/20 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 minute numbered 16/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**16/20 The Leys** – The Chairman reported that there was no update on this matter.

**Resolved** that the report be noted.

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

**17/20 Meeting Dates** – The Chairman reported that until further notice, Parish Council meetings would be virtual meetings 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.

- 30 June 2020
- 28 July 2020
- 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

**18/20 Items for Future Agendas (For Information Only)**

- Adderbury & Milton Feoffees
- Traffic Calming

(Meeting closed at 8.50pm)

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Chairman – 30 June 2020