

ADDERBURY PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 22 MAY 2018 AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Trish Fennell, District Councillors Andrew McHugh, Mike Bishop and Christine Heath.

APOLOGIES: Parish Councillor Penny Clarke submitted her apologies because she was ill, the apologies were accepted and the absence authorised.

County Councillor Arash Fatemian also submitted his apologies.

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 made a recording of the meeting.

1/18 APPOINTMENT OF CHAIRMAN FOR 2018/2019 – The Chairman proposed that Standing Order 5 (f) be suspended which would enable her to step down from the Chair and for the Vice-Chairman to chair this item. This was proposed, seconded and carried.

Councillor Chair Shallis took the Chair and asked for nominations for the position of Chairman for 2018/2019. Councillor Diane Bratt was proposed and seconded.

Resolved that Councillor Diane Bratt be appointed as Chairman for 2018/2019.

2/18 APPOINTMENT OF VICE-CHAIRMAN FOR 2018/2019 - The Chairman asked for nomination for the position of Vice-Chairman. Councillor Chris Shallis was proposed and seconded.

Resolved that Councillor Chris Shallis be appointed as Vice-Chairman for 2018/2019.

3/18 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Councillor Tony Gill raised concerns that Standing Order 5 (j) had not been adhered to and the matters which were listed in this Standing Order, were not on the agenda for the Annual Parish Council Meeting. The Clerk confirmed that these items would be included on the agenda for the June meeting of the Parish Council.

Action TG

Resolved that the interests and concerns of Councillor Gill be noted.

4/18 MINUTES - The minutes of the meetings held on 24 April 2018 were taken as read, duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 24 April 2018 be approved.

5/18 MATTERS ARISING FROM THE MINUTES OF 24 APRIL 2018

Minute Number 185/17 (vi) Forest Schools – The Chairman reported that she had been in contact with the Primary School and another meeting would be held shortly.

Minute Number 189/17 Judicial Reviews – Councillor Colin Astley referred to a letter from Spratt Endicott to the Court relating to the Judicial Reviews and that in his opinion, a statement referring to him was incorrect.

Minute Number 191/17 Barwood Homes – The agreement had been signed by Barwood and would now be followed up with a discussion about the positioning of the barriers and how to manage the access to the Parish Council land.

6/18 CHAIRMAN'S ANNOUNCEMENTS

ADDERBURY PARISH COUNCIL

- Cherwell District Council's Parish Liaison Meeting was being held on 20 June 2018.
- Skanska/OCC Volunteering Events – Three projects had been identified; footpath on Horn Hill Road (from the Cemetery to Manor Road), hedge cutting in the Cemetery and removal of weeds from around the traffic lights on junction on A4260 & Aynho Road.
- Parish Council Email Addresses – Councillors had been advised on their new addresses and these would be used from 25 May 2018.
- Parish Council's land on Milton Road – There had been a meeting with Bob Duxbury and Caroline Ford that day and it had been a positive meeting. The application was progressing and it was hoped that the application would be on the agenda for Planning Committee in July 2018.

7/18 OPEN FORUM – No members of the public wished to address the Parish Council.

8/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Prior to the meeting, a report County Councillor Arash Fatemian had been circulated to the Parish Council.

Councillor Ann Lyons reported that a sign which had been blocking the sightline for drivers leaving the Gracewell Care Home site onto the A4260, had now been moved by the County Council.

District Councillor Christine Heath reported that the planning application at Berry Hill Road was being considered by the Planning Committee on 24 May 2018. However, Councillor Heath knew the applicant and would therefore have to declare an interest and leave the room. If Councillor Andrew McHugh was able, he would attend the meeting and support the objections to the application. Councillor McHugh had spoken to the owner and explained that the application was contrary to the Local Plan and the Adderbury Neighbourhood Plan.

Councillor McHugh also gave an update report on the issues at the Horton Hospital.

Resolved that the report be noted.

9/18 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:

18/00108/TCA Ms Annie Adene
Eridge House Horn Hill Road Adderbury
G1 x Various Conifers (Cupressus) - Reduction by up to 4m to increase light levels to other areas of the house and garden.

18/00104/TCA Oldfield
Easton House Manor Road Adderbury
T1 - Prunus (Cherry) - 3m crown reduction to improve aesthetics of the tree and increase light levels to other areas of the property. T2 - Acer (Maple) - Fell due to the proximity to the nearby shed and to increase light levels to other areas of the property.

18/00566/TPO Mrs Caroline Jones
Court End House Manor Road Adderbury
Various tree works - subject to TPO 16/1996

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 applications/works to trees:

S/2018/0799/ADV Volvo Trucks & Buses Cherwell Valley Silos Twyford Banbury OX17 3AA

ADDERBURY PARISH COUNCIL

3 x flags with flagpoles

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

- | | |
|--------------|--|
| 18/00708/F | Mr & Mrs P Smith
Hope Cottage 15 Parsons Street Adderbury
Single storey rear extension and front canopy with associated alterations |
| 18/00683/F | Thames Water Utilities Limited
Adderbury Sewage Treatment Works, The Leys Adderbury
Provision of welfare building |
| 18/00126/TCA | Mr Paul Newman
Beren House East End Adderbury
T1 - Willow - Pollard back to original stem knuckle. Been 6-7 years since last done so now requires re pollarding. |
| 18/00130/TCA | Mr Richard J Edge
5 Church Close Adderbury
T1 x Lime - Fell. |

- ii) Planning Results - These had been circulated to all members prior to the meeting.

Resolved that the report be noted.

10/18 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 – May 2018 salary	
T Goss – Expenses for May 2018	
OCC Pension Fund – Clerks pension for May 2018	
Design Grow – Lakes Maintenance for April 2018	£66.00
S Cochrane – Cleaning the Lucy Plackett Activity Centre	£200.00
Thomas Fox Landscaping – Grass Cutting for April 2018 (Invoice 24316)	£782.40
Arrow Accounting – Internal Audit for 2017/2018	£265.02
Pixel Concepts – Deposit for web site	£519.74
Wild Oxfordshire - Annual Subscription	£35.00
Adderbury Evergreens – Grant 2018/2019	£200.00
Adderbury Gardening Club – Grant 2018/2019	£200.00
Working For Adderbury Community – Grant 2018/2019	£200.00
1 st Adderbury Scout Group – Grant 2018/2019	£220.00
Adderbury Institute – Grant 2018/2019	£200.00
Adderbury History Society – Grant 2018/2019	£200.00
Party In the Park – Grant 2018/2019	£200.00
Adderbury Coffee and Chat – Grant 2018/2019	£200.00
Adderbury Cine Club – Grant 2018/2019	£200.00
1 st Adderbury Rainbows – Grant 2018/2019	£200.00
Lucy Plackett Activity Centre Management Committee – Grant 2018/2019	£310.00
St Mary’s Church – Grant 2018/2019	£200.00
Adderbury and District WI – Grant 2018/2019	£200.00
Adderbury Theatre Workshop – Grant 2018/2019	£200.00
Deddington Day Centre – Grant 2018/2019	£500.00
Christopher Rawlins Primary School – Grant 2018/2019	£500.00
Oxfordshire County Council – Cherry Tree Centre Grant 2018/2019	£500.00
SLCC – Annual Subs	£185.00
Rascal Horticultural Services – Allotment and Cemetery Maintenance	£220.00

ADDERBURY PARISH COUNCIL

Green Scythe Ltd – Grass cutting in playing field in April 2018	£440.40
---	---------

- ii) Bank Reconciliations/Breakdown of Parish Council Funds - Prior to the meeting, the Clerk had circulated the bank reconciliation and breakdown of Parish Council funds as at 22 May 2018 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

Resolved that the bank reconciliations and breakdown of Parish Council funds for the Barclays, Santander, Natwest and Cambridge Building Society be noted.

11/18 PARISH COUNCIL MATTERS

- i) Appointment of Council Representatives & Council Committees and Working Groups – The Parish Council discussed its representatives on outside bodies and the memberships of the Parish Council Working Groups and Committees.

Resolved that the appointments be approved, as detailed in Appendix A to the minutes. **Action TG**

- ii) Committees:

- Environment Committee – Prior to the meeting, the minutes of the Environment Committee meeting held on 9 March 2018 had been circulated to the Parish Council.

Councillor Tony Gill felt that the consultation process relating to the proposal for a footpath across Colin Butler Green should be carried out again due to the lack of a response. The Clerk confirmed that information inviting comments on the proposed footpath had been included in Contact, the Banbury Guardian Column, on the village and PC web sites and on the PC's Facebook page, but there had still been a poor response.

Councillor Gill proposed that the recommendation from the Committee that the proposed footpath not be progressed not be supported and that the consultation process be started again. This was seconded by Councillor Colin Astley. Councillor Gill asked for a recorded vote.

Those in favour; Councillors Colin Astley, Sue Jelfs and Tony Gill (3).

Those against; Councillors Sheila August, Diane Bratt, Steven Cox, Ann Lyons, Keith Mitchell, Martin Rye and Chris Shallis (7)

Abstentions; Councillor Rod Head (1)

Therefore the proposal was not carried.

Resolved that the minutes be noted and approved.

- 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) Parish Council Surgeries – Councillor Gill had attended the Surgery and he reported that one couple had raised the issue of dogs not being on a lead in the Lucy Plackett Playing Field.

The Parish Council felt that additional signage should be added to the fencing of the play area.

Resolved that:

- 1) the report be noted;
- 2) additional signage be added to the play areas at the Lucy Plackett and The Rise; **Action TG**
- 3) those Councillors who live close-by to monitor the Playing Field. **Action ALL**

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

- The Rise; Councillor Cox reported that there was a loose fence post in the fencing around the play area and he would monitor it.

ADDERBURY PARISH COUNCIL

- Lucy Plackett Play Area; Councillor Ann Lyons reported that the footpath through the playing field needed some maintenance work and possibly resurfacing. There had also been some damage to the bridge at the end of Dog Close which led to the Church. **Action TG**
- Adderbury Lakes; There were no issues at Adderbury Lakes.

Resolved that the reports be noted.

- v) General Data Protection Regulations (GDPR) Compliance – Prior to the meeting, the Clerk had circulated a number of documents relating to GDPR.

Resolved that:

- a) the Data Map be approved;
- b) the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy be approved;
- c) the Privacy Notices be approved;
- d) it be noted that completed Security Compliance Checklists were received from Councillors August, Bratt, Cox, Head, Lyons and Mitchell;
- e) to note that the Parish Council is already registered as a Data Controller with the Information Commissioners Office; and
- f) it be noted that there is no legal requirement for the Parish Council to appoint a Data Protection Officer.

12/18 VILLAGE MATTERS

- i) Adderbury Walled Garden Allotments – Prior to the meeting, the Clerk had circulated a report with regard to a tenant who was not meeting the conditions of his tenancy.

Resolved that the Chairman and Councillor Martin Rye to meet with the tenant on site and then if agreement is reached, the tenant be given 28 days to rectify the situation and meet the conditions of his tenancy. **Action TG/DB/MR**

- ii) Adderbury Neighbourhood Plan (ANP) – Prior to the meeting, the Chairman had circulated a report with regard to the progress with the ANP. The referendum was being held on Thursday 21 June 2018. Information on the referendum would be in Contact as well as on the village and Parish Council web sites and on the noticeboards.

If the referendum result was in favour of the ANP, then it would come into effect the day after, which was 22 June 2018.

Resolved that the report be noted.

- iii) FOCAL – Prior to the meeting, Councillor Keith Mitchell had circulated a report on the work of FOCAL.

Resolved that the report be noted.

- iv) Bench on Cross Hill Road/Corner of Dog Close – Following on from the decision at the last meeting of the Parish Council where it had been agreed to purchase a parkgate seat, the Clerk had circulated a report regarding an offer from Thomas Fox Landscaping of £355.00 towards a new bench. He also suggested that the Parish Council could purchase a Cambridge seat which was cheaper and a similar style to the bench which had been damaged.

Resolved that the Cambridge seat be purchased and installed by Thomas Fox Landscaping. **Action TG**

- v) Silent Soldier – Prior to the meeting, the Clerk had circulated a progress report on the purchase of a Silent Soldier.

Resolved that the report be noted.

- vi) Adderbury Cemetery – Prior to the meeting Councillor Colin Astley had circulated a report with regard to borehole tests in Adderbury Cemetery.

ADDERBURY PARISH COUNCIL

Resolved that costs be established for the borehole tests and it be considered at the next meeting.
Action TG

- vii) Traffic Issues – Prior to the meeting, Councillor Colin Astley had circulated a report updating the Parish Council on the work of the Traffic Calming Working Group.

Resolved that the report be noted.

- viii) Working for Adderbury Community (WFAC) – Prior to the meeting, the Chairman of WFAC had circulated a report to the Parish Council.

Resolved that the report be noted.

13/18 CORRESPONDENCE – There were no further items of correspondence.

The Lucy Jane Plackett Charity

14/18 REQUEST FOR USE OF THE FIELD – The Parish Council considered a request for use of the field, for a children's birthday party, including a bouncy castle, on Friday 6 July 2018, 2pm to 7pm. The Clerk had tried to obtain further information but had so far been unsuccessful.

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

15/18 MEETING DATES – Future meeting dates are as follows, and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 26 June 2018
- 31 July 2018
- 11 September 2018
- 30 October 2018
- 27 November 2018
- 15 January 2019
- 26 February 2019
- 26 March 2019
- 30 April 2019
- 28 May 2019

16/18 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 17/18 & 18/18 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

17/18 CLERK AND RESPONSIBLE FINANCIAL OFFICER – The Parish Council was advised that there had been a national pay review and the salary scales for the Clerk for 2018/2019 had been increased.

Resolved that the report be noted and the pay increase be approved.

18/18 ICE HOUSE PROJECT – The Chairman reported that this item was being deferred to the next meeting for additional information.

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

(The public and press were invited back into the meeting at the conclusion of this item)

19/18 ITEMS FOR THE NEXT AGENDA (FOR INFORMATION ONLY)

- LAP/LEAP/Community Areas, Adderbury Fields
- Oxford Road Speed Survey/Traffic matters
- Strategic Plan 2018-2021
- Distribution of remaining funds from Defibrillator fundraising

ADDERBURY PARISH COUNCIL

- Parking at Christopher Rawlins School
- Dogs on leads in the Lucy Plackett Playing Field
- Ice House Project
- Resurfacing of the footpath at the Lucy Plackett Playing Field
- Working for Adderbury Community
- Request for use of the field, for a children's birthday party, including a bouncy castle, on Friday 6 July 2018, 2pm to 7pm.
- Boreholes in Adderbury Cemetery

(Meeting closed 9.15pm)

Chairman – 26 June 2018