

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON TUESDAY 24 NOVEMBER 2020 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Ian Bailey, Rod Head, Oliver Ighani, Ann Lyons, Martin Rye, Laura Walker and Stephen Walsh.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), County Councillor Arash Fatemian, Trish Fennell, Chris Wardley and eight 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 Jamie Cox submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

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

Parish Councillor Sue Jelfs submitted her apologies because she was unwell, the apologies were accepted and the absence authorised.

Apologies for absence were also received from District Councillors Mike Bishop and Councillor Andrew McHugh.

87/20 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 94/20 (v) - Works to Footpaths in the Village – Councillors Diane Bratt and Oliver Ighani declared an interest in this item because they lived close to the Longwall footpath.

Resolved that the interests be noted.

88/20 Minutes – Prior to the meeting, the minutes of the meeting held on 27 October 2020 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 27 October 2020 be approved and signed by the Chairman.

89/20 Matters Arising from the Minutes of 27 October 2020

Minute Number 78/20 (ix) Biodiversity Projects – The Chairman advised the Parish Council that following a site meeting, a total of eight bollards were required for St Mary's Road wild flower area. The cost was now £1485.80, plus VAT. The increase in cost was approved. **Acton DB/TG**

Minute Number 78/20 (ii) FOCAL – Councillor Ann Lyons confirmed that new volunteers were still required to enable the Library to re-open. FOCAL had already advertised for volunteers in Contact.

90/20 Chairman's Announcements

- Keys for the bollards in the Lucy Plackett Playing Field – Councillor Martin Rye would pass the keys to Councillor Ian Bailey.
- Budget Working Group – Scheduled to meet on Tuesday 8 December 2020.
- Emergency Planning - Sandbags had been delivered to the Lucy Plackett Playing Field and Dog Close and the village Flood Risk Plan was currently being updated by Councillor Laura Walker.
- Adderbury Speedwatch - More volunteers from the community were required for the scheme.
- Access to the Milton Road field – The community was reminded that there was no public access to the field because contractors were on site and the newly sown field, needed to be protected. Wire fencing had also been cut on neighbouring land however, there was no access in the north east corner because there was no public right of way. Concerns were also raised about people who were taking photographs of the infiltration basin because they could easily slip. Residents were again requested to stay off the land until it was safe and the Parish Council had advised it was open to the public.

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91/20 Open Forum – A resident addressed the Parish Council with regard to the revised plans for community centre on Milton Road. The Chairman advised that this item would be discussed later in the meeting.

A resident asked the Parish Council if it had any information regarding the plans for the site opposite Ball Colgrave on Milton Road. The Chairman advised that this matter had been passed to the Enforcement Team at Cherwell District Council to address.

(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)

92/20 Reports from County and District Councillors – County Councillor Arash Fatemian advised that the traffic calming consultation had commenced. There were no reports from the District Councillors.

Resolved that the report be noted.

93/20 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:

20/02614/F	Stud Farm Stables, East End, Adderbury Demolition of existing single storey ancillary buildings and erection of new single storey, pool building, gym with associated landscape works and construction of one outside pool.
20/02746/F	OS Parcel 3491 North of Adderbury Court, Oxford Road, Adderbury Variation of Conditions 2 (approved plans), 6 (Landscaping Scheme) & 14 (boundary treatments) for plots 19 to 22 on western edge of the site of 16/01459/F
20/02770/F	30A Twyford Road, Twyford, Adderbury Single storey rear extension
20/02898/TCA	Long Wall House, The Green, Adderbury Tree works

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:

20/02856/F	Claire House, Twyford Grove, Twyford Erection of porch, side and rear extensions, change existing flat to pitched roof and associated alterations
20/3132/TCA	Green Farmhouse, Green Farm, Adderbury Tree works
20/03219/TCA	Wychwood, Meadow View, Adderbury G1 - Mixed species copse - Sympathetic reduction of the whole copse by up to 3m to manage tree size and increase light levels to the applicant's property.
20/02919/F	St Martins Barn, Chapel Lane, Adderbury Insertion of 14 solar panels to the front roof
20/02963/F	18 Round Close Road, Adderbury

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Single storey and first floor rear extension, loft conversion and associated works
(Revision to 20/01687/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) – Prior to the meeting, Councillor Oliver Ighani circulated a report to the Parish Council on the ONPA AGM held on 21 November 2020.

Resolved that the report be noted.

94/20 Village Matters

- i) Traffic Calming – Prior to the meeting, the Parish Council had received a report on the progress with the traffic calming project.

Resolved that:

- 1) the report be noted;
- 2) the Parish Council supports the proposal for two new chicanes on Berry Hill Road and Milton Road; **Action TG**
- 3) the Parish Council supports the proposal for double yellow lines on the junction of Banbury Road and The Rise; and **Action TG**
- 4) Mel Zuydam be thanked for volunteering for the 'Adderbury Speedwatch' Scheme'. **Action TG/MR**

- ii) FOCAL – Councillor Ann Lyons reported that FOCAL was continuing to fundraise, but the Library could not re-open because there were not enough volunteers.

Resolved that:

- 1) the report be noted; and
- 2) it be noted that Jackie Head and Parish Councillor Stephen Walsh have both volunteered to work in Adderbury Library. **Action AL**

- iii) The Milton Road Community Project – The Parish Council considered a progress report on the building project and a report from the Working for Adderbury Community (WFAC) Working Group.

Resolved that:

- 1) the annual report from the WFAC Working Group be noted;
- 2) the Chairman and Clerk be authorised to continue the management of the land and the pitch area; **Action DB/TG**
- 3) the Project Management team continues working with the WFAC residents group to progress the building phase of the project; **Action DB/CW/IB**
- 4) the Parish Council to submit a Section 73 Application for variation of condition 2 for the building stage of the project; **Action DB**
- 5) it be noted that the reason for the submission of the Section 73 application is because there is a lack of grant funding available due to the Covid-19 Pandemic;
- 6) the quote from Derek Lathams and Co for architect's work on the Section 73 revision of condition 2 at £3,400 (plus VAT) be approved;
- 7) a statement will be provided by the Parish Council/Project team/WFAC to update the community on the proposed changes; and **Action DB/TG**
- 8) the residents in Henge Close, who have been liaising with the Chairman on the project, be advised of the submission of the Section 73 application. **Action TG/DB**

- iv) Working for Adderbury Community (WFAC) Working Group – The Chairman advised that the Terms of Reference for the Working Group would be discussed at a future meeting because the WFAC AGM had only been held on the previous evening.

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Resolved that this item be deferred to a future meeting of the Parish Council. **Action DB/TG**

- v) Works to Footpaths in the Village – The Parish Council received a progress report with regard to using Section 106 funds for footpaths in the village.

Resolved that:

- 1) the report be noted;
- 2) the Parish Council supports the County Council's proposal to resurface the steep and muddy part of the Long Wall footpath, to be similar to the paths in the Lakes area;
- 3) Councillor Oliver Ighani to liaise with Beth Rutterford at Oxfordshire County Council with regard to obtaining quotes for the work to the footpath; **Action OI**
- 4) it be noted that Oxfordshire County Council may be able to mow the grass verge to the Golf Club once a year, as a number of pedestrians use this; and
- 5) contact be made with Oxfordshire County Council with regard to ascertaining whether there are any Section 106 funds which could be used for a cycleway from the village to the Business Park on Aynho Road. **Action DB/TG**

- vi) Dog Waste Bin – The Parish Council discussed a request for a new dog waste bin to be located in Manor Road.

Resolved that:

- 1) the report be noted;
- 2) a sign be erected asking dog walkers to dispose of their dogs' waste responsibly; **Action TG/LW**
- 3) residents in that area of Manor Road be asked for their feedback with regard to siting a new dog waste bin; and
- 4) suitable locations for a dog waste bin be investigated. **Action DB/LW**

- vii) Street Lighting – The Parish Council considered a report for street lighting in the village to be switched off/dimmed during the night, from around 12.30am to 5am.

Resolved that this item be discussed at the Adderbury Annual Parish Meeting in April 2021. **Action TG**

- viii) Mini Bus Service to Banbury – The Parish Council discussed a proposal for a mini bus service from the village to Banbury.

Resolved that this item be deferred to a future meeting of the Parish Council to enable more information to be obtained. **Action RH**

95/20 Parish Council Matters

- i) Areas of Responsibility – Prior to the meeting, the Parish Council received a report which reviewed the areas of responsibility.

Resolved that:

- 1) the report be noted;
- 2) the Areas of Responsibility list be published on the Parish Council web site; and **Action TG**
- 3) Councillors Ann Lyons and Laura Walker be included in the Cemetery Working Group. **Action TG**

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

Resolved that:

- The annual play area inspections - Councillor Rod Head to review the inspection for The Rise and Councillor Ann Lyons to review the inspection for the Lucy Plackett Playing Field and report back to the next meeting. **Action RH/AL**

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- The bridge parapet inspection (at the Lucy Plackett Playing Field) - Councillor Sheila August confirmed there had been no changes to the structure.
 - Play area inspection at The Rise – Councillor Rod Head would check the equipment.
 - Play area inspection at the Lucy Plackett Playing Field - Councillor Ann Lyons reported that there were no issues. Councillor Stephen Walsh asked if the brambles could be cut back inside the play area. The Chairman advised that this work had been completed recently but could be looked at again, prior to the nesting season.
 - Adderbury Lakes – The Chairman reported that the path alongside the deerfield had been closed because it was slippery and muddy. Covid19 signs were in place and so too was a one-way system. A structural engineer had completed a report on the dam between the two lakes and the report would be circulated to all Councillors. **Action TG**
- iii) Community Governance Review – The Parish Council considered a draft response to the second stage of the consultation process being held by Cherwell District Council.
- Resolved** that the draft response be approved and submitted to Cherwell District Council. **Action TG**
- iv) Committee/Working Group Memberships
- Environment Committee – Prior to the meeting, the minutes of the Environment Committee held on 10 November 2020 had been circulated to the Parish Council.
- Resolved** that the minutes be noted and the recommendations be approved.

96/20 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 November 2020	£1191.66
T Goss – Expenses November 2020	£59.82
HMRC – Monthly Payment for November 2020	£167.41
Oxfordshire County Council Pension Fund – Monthly Payment for November 2020	£409.97
T Goss – Salary for December 2020	£1191.86
HMRC – Monthly Payment for December 2020	£167.61
Oxfordshire County Council Pension Fund – Monthly Payment for December 2020	£409.97
Theresa Goss – Microsoft 365 Annual Subscription	£59.99
Theresa Goss – Back-up for PC Laptop	£72.00
The Play Inspection Company – Play Area Inspection	£240.00
Design Grow – Maintenance at Adderbury Lakes for October 2020	£69.77
Thomas Fox Landscaping – Grass cutting for October 2020	£883.23
Derek Latham and Co Ltd – Milton Road Project	£2400.00
Green Scythe Ltd – Grass Cutting LPPF for October 2020	£231.60
J Robbins – Maintenance Work at LPPF (1312)	£130.50
J Robbins – Maintenance Work at Allotments (middle wall & roadside wall) (1314)	£360.00
J Robbins – Maintenance Work at Allotments (North wall & gate) (1313)	£234.00
J Robbins – Maintenance Work at Lakes Approach Road (1316)	£292.50
J Robbins – Maintenance Work at LPPF Play Area (1315)	£306.00
J Robbins – Maintenance Work at Adderbury Lakes (1309)	£135.00
J Robbins – Maintenance Work at Rawlins Close (Work not yet complete) (1317)	£202.50
J Robbins – Maintenance Work at Rawlins Close (work not yet complete) (1318)	£346.50
Rascal Horticultural Services – Cemetery and Allotment Maintenance	TBC

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation, as at 24 November 2020 for the accounts at Unity Trust Bank and the Cambridge Building Society.

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Resolved that the bank reconciliation be noted.

- iii) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as at 24 November 2020.

Resolved that the report be noted.

- iv) Budget and Precept 2021/2022 – The Parish Council noted that the budget and precept would be considered at the next meeting of the Parish Council and any suggestions for items for inclusion in the budget should be forwarded to the Responsible Financial Officer.

Resolved that the report be noted.

97/20 Correspondence – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY (One item)

98/20 Party in the Park 2021 – The Parish Council considered a request for use of the Lucy Plackett Playing Field for Party in the Park on Saturday 19 June 2021

Resolved that the request be approved. **Action TG**

99/20 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 100/20, 101/20 & 102/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

100/20 Internal Audit 2020/2021 – The Parish Council discussed the appointment of the Internal Auditor for 2020/2021.

Resolved that the quote from Auditing Solutions Ltd be approved and they be appointed as the Internal Auditor for 2020/2021. **Action TG**

101/20 Scribe Accounts – The Parish Council considered a quote from Scribe Accounts to provide the Parish Council with an accounting package.

Resolved that the quote from Scribe Accounts be approved. **Action TG**

102/20 Grass Cutting/Allotment/Cemetery/Milton Road Field/Lucy Plackett Playing Field Maintenance Contracts for 2021/2022 – The Parish Council discussed the maintenance contracts for 2021/2022.

Resolved that:

- 1) the grass cutting contract 2021/2022 for the Milton Road field be discussed at the next meeting; and **Action TG**
- 2) the following maintenance contracts be awarded for 2021/2022:
 - Village & highway areas – Thomas Fox Landscaping Ltd
 - Lucy Plackett Playing Field and Play Area – Green Scythe Ltd
 - Adderbury Lakes – Design Grow
 - Allotment and Cemetery – Rascal Horticultural Services

Action TG

103/20 Registration of Volunteers – The Parish Council considered a quote for the electronic registration of volunteers who assist the Parish Council.

Resolved that the quote from Pixel Concepts be accepted. **Action TG**

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

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104/20 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 December 2020
- 12 January 2021
- 25 February 2021
- 30 March 2021
- 27 April 2021
- 18 May 2021

105/20 Items for Future Agendas (For Information Only)

- Front Gardens in Bloom
- Mini Bus Service to Banbury
- Shed at Adderbury Lakes
- Play area/equipment maintenance following annual inspections
- Milton Road field grass cutting contract

(Meeting closed at 9.15pm)

Chairman – 12 January 2021