

# ADDERBURY PARISH COUNCIL

## MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 25 JUNE 2019 AT 7.30PM

**PRESENT:** Councillor Diane Bratt (Chairman); Councillors Sheila August, Steven Cox, Rod Head, Ann Lyons, Keith Mitchell and Martin Rye.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer), County Councillor Arash Fatemian, District Councillors Christine Heath and Mike Bishop and Jonathan White, Co-opted member of the Environment Committee.

**APOLOGIES:** Parish Councillor Sue Jelfs submitted her apologies because she was baby-sitting, the apologies were accepted and the absence authorised.

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

Parish Councillor Garrad Millier submitted his apologies because he had another appointment, the apologies were accepted and the absence authorised.

Apologies for absence were also received from District Councillor Andrew McHugh and Trish Fennell.

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.

**22/19 DECLARATIONS OF INTEREST** - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 35/19 – Milton Road Project – Councillor Rod Head declared an interest because he was a friend of one of the architects who had submitted a quote.

**Resolved** that the interest be noted.

**23/19 MINUTES** – Prior to the meeting, the draft minutes of the meeting held on 28 May 2019 had been circulated to the Parish Council.

**Resolved** that the minutes of the meeting held on 28 May 2019 be approved and signed by the Chairman

**24/19 Matters Arising from the Minutes of 28 May 2019** – There were no matters arising.

### **25/19 Chairman's Announcements**

- The recent passing of Andrew Barnes was noted and the Parish Council's condolences had been passed to his family by the Clerk. A Memorial Service was being held at 2pm on Monday 15 July 2019 at St Mary's Church, Adderbury.
- Councillors were reminded to regularly check their Parish Council emails and respond in good time.
- Information on the Cherwell District Council's Parish Liaison Meeting held on 12 June 2019 was available on the CDC web site.
- Councillor Steven Cox would attend the Parish Transport Representatives Meeting on 3 July 2019 at 1.30pm at County Hall in Oxford, if he was available.
- An update on the Rural Community Forum meeting held on 5 June 2019 would be circulated by email by the Chairman, who had attended the meeting.
- The volunteers who had come forward to assist the Environment Committee with the work on the traffic calming measures were thanked for their work, especially Jonathan White, Co-opted member of the Committee.

**26/19 Open Forum** – Jonathan White, co-opted member of the Environment Committee, reported that a number of members of the public had come forward to assist the Environment Committee on the traffic calming project and by the next meeting of the Committee, there should be some firm proposals to present to Mike Wasley from the County Council, who would also be attending. The Community Speed Watch Scheme had been discussed with Thames Valley Police and a meeting was being held the following day.

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The Chairman thanked Mr White 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 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)*

**27/19 Reports from County and District Councillors** – Prior to the meeting, County Councillor Arash Fatemian had circulated his report to the Parish Council.

District Councillor Christine Heath reported that the appeal against the decision to refuse planning permission for a development in Berry Hill Road had been withdrawn and another application (19/00963/OUT) had subsequently been submitted to Cherwell District Council (CDC). The new application was very similar to the first and would be submitted to CDC's Planning Committee for a decision.

With regard to the anti-social behaviour in Wallin Road, Councillor Heath had referred this to District Councillor Andrew McHugh because his portfolio covered Health and Well-Being.

County Councillor Arash Fatemian apologised for the confusion when the Aynho Road had been closed at the incorrect times and he acknowledged this had been an error by the County Council and its contractor.

With regard to the Community Speed Watch Scheme, if the other villages within his Ward could be included and have use of the camera, then he would partially, or perhaps fully, fund a camera. More details would be passed to Councillor Fatemian following the meeting with Thames Valley Police.

Councillor Fatemian also reported that the OVO Women's tour would be passing through North Oxfordshire in 2020 as it had passed through South Oxfordshire this year.

The Chairman thanked the Councillors for their reports.

**Resolved** that the reports be noted.

## 28/19 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:

19/00118/TCA                      Mr Welsh  
   Millway House, High Street, Adderbury  
   T1 x Eucalyptus - Fell.

**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:

None

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

19/00913/F                      Mr & Mrs Ciupitu  
   53 Rochester Way Twyford  
   Single storey extension to the side and dormer constructed on the rear to provide a first floor to the property

19/00982/F                      British Telecom PLC  
   Telephone Exchange Aynho Road Adderbury  
   To recover two windows and replace with two new aluminium acoustic louvres, powder coated white to match the existing wooden window frame

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19/00169/TCA

Mr Smith  
Arboretum House, Horn Hill Road, Adderbury  
Works to 3 trees

- 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 (CDC).

**Resolved** that:

- 1) the report be noted;
  - 2) the Chairman and Clerk be authorised to continue to progress the discharging of condition 5, progressing of the pitch area and the management of the land; **Action TG/DB**
  - 3) the Chairman and Clerk be authorised, with the Architect, to progress with formal Pre-App discussions with Cherwell District Council (CDC) based on the concept designs, in preparation for the full planning application for phase 2 (community building, highway entrance); and **Action TG/DB**
  - 4) the appointment of a Quantity Surveyor for the Initial Budget Cost Plan and the appointment of an Architect for the next stage of the planning application, following the Pre-App discussions with CDC be discussed and agreed later in the meeting.
- iv) 19/00963/OUT, OS Parcel 9100 Adjoining and East of Last House Adjoining and North of Berry Hill Road, Adderbury - Re-submission of application 17/02394/OUT – The Parish Council considered an application for outline planning permission for up to 55 dwellings with associated landscaping, open space and vehicular access off Berry Hill Road.

**Resolved** that the Parish Council objects to planning application 19/00963/OUT. **Action TG**

- v) Planning Application 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 this planning application be discussed at the next meeting of the Parish Council on 30 July 2019. **Action TG**

### 29/19 Village Matters

- i) FOCAL – Prior to the meeting, Councillor Ann Lyons 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.

**Resolved** that the report be noted.

- iii) Bench for The Rise – Prior to the meeting, the Parish Council considered a report with regard to a request for a new bench in The Rise.

**Resolved** that the request for a bench be approved and further decisions on the type and location be deferred to the Environment Committee to be considered as part of the tree planting project in The Rise. **Action TG**

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- iv) Location of the Silent Soldier – Prior to the meeting, a report had been circulated with regard to whether or not the Silent Soldier should be relocated. The Royal British Legion had also been consulted, but did not have a firm view either way.

**Resolved** that the Silent Soldier be retained in its current location at The Crescent/Kemps Road and this be reviewed at an appropriate time.

### 30/19 Parish Council Matters

- i) Vacancies – Prior to the meeting, three applications for co-option had been circulated to the Parish Council.

**Resolved** that:

- 1) Andy Millard and Laura Walker be co-opted onto the Parish Council; and **Action TG**
- 2) Rhys Owens be invited to be co-opted onto the Environment Committee. **Action TG**

- ii) Committees:

- Environment Committee – The minutes of the meeting held on 5 June 2019 had been circulated to the Parish Council, prior to the meeting.

**Resolved** that:

- 1) the minutes be noted;
- 2) the recommendations approved;
- 3) the terms of reference be approved;
- 4) the three areas of responsibility in the village, be filled by the two new Councillors and the newly co-opted member of the Environment Committee. **Action TG**

- Staffing Committee – The minutes of the meeting held on 11 June 2019 had been circulated to the Parish Council, prior to the meeting.

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

- iii) Appointment of Council Representatives & Council Committees and Working Groups/Review of Subscriptions/Insurance – The Parish Council reviewed the appointments of the Parish Council representatives and memberships of the Parish Council's Working Groups/Committees.

**Resolved** that the appointments of the Parish Council representatives and memberships of the Parish Council's Working Groups and Committees be approved, as detailed in appendix A to the minutes.  
**Action TG**

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

**Resolved** that the report be noted.

- v) Parish Council Surgeries – No residents attended the Surgery on 1 June 2019.

**Resolved** that the report be noted.

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

- The Rise; Councillor Steven Cox reported that there were no issues at The Rise.
- Lucy Plackett Playing Field/Play Area; Councillor Ann Lyons reported that there were no issues at the Lucy Plackett;
- Adderbury Lakes; The Chairman reported that there were no issues at Adderbury Lakes.
- The Annual Play Area Inspections for 2019 were noted.

**Resolved** that the reports be noted.

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## 31/19 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 – June 2019 salary	
T Goss – Expenses for June 2019	
HMRC – Quarterly Payment	
OCC Pension Fund – Clerks pension for June 2019	
Castle Water – Water rates for Walled garden Allotments	£6.70
Prysebros Ltd – Weed Control on the Village	£548.40
Design Grow – Maintenance at Adderbury Lakes	£67.80
Cherwell District Council – Bins for Day of Dance	£196.57
John Hicks and Associates – Play area inspections	£184.68
Thomas Fox Landscaping – Grass cutting for May 2019	£862.80
Cotswold Archaeology – Milton Road Project	£8346.00
Green Scythe Ltd – Gang mowing the Lucy Plackett Playing Field in May 2019	£678.60
Rascal Horticultural Service – Allotment and Cemetery Maintenance	£205.00
Cherwell District Council – By-Election on 21 February 2019	£2779.52
Mr D Chandler – Installation of the Noticeboard and repair of wooden bollards	£610.00

- 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 25 June 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. **Action TG**

- iii) Bus Shelters on Banbury Road – Prior to the meeting, the Clerk had circulated a report with regard to new bus shelters on Banbury Road. They were due to be funded from Section 106 funds, a grant from the County Council and a grant from Cherwell District Council. However the application submitted to Cherwell District Council had been refused.

**Resolved** that it be noted that County Councillor Arash Fatemian would support another application from the Parish Council for Locality Funding to meet the shortfall, to enable to project to be progressed. **Action TG**

**32/19 Correspondence** – There were no further items of correspondence.

### **THE LUCY JANE PLACKETT CHARITY** **(One Item)**

**33/19 Party in the Park** – The Chairman reported that due to adverse weather, the event had been relocated to St Mary's Church and The Bell Inn. The Clerk advised that the Parish Council had already thanked the Organising Committee for their speedy implementation of the contingency plans.

**Resolved** that the report be noted.

**34/19 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 35/19 & 36/19 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**35/19 Milton Road Project** – Prior to the meeting, a report had been circulated to the Parish Council with regard to quotes for a Quantity Surveyor to prepare the initial cost budget plan for the Milton Road project and quotes for an Architect to prepare drawings etc for the formal application to Cherwell District Council on the building, which was the next phase of the project.

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## Resolved that:

- 1) the report be noted; and
- 2) Hadland, Manning, Bullock and Partners Ltd be appointed as the Quantity Surveyor for the initial budget cost plan; **Action DB/TG**
- 3) authority be delegated to the Chairman, Vice-Chairman and Clerk & Responsible Financial Officer to negotiate with Latham's Architects and should a satisfactory agreement be reached, Latham's Architects be appointed as the architect; and **Action DB/TG**
- 4) if the negotiations fail, then this item be discussed again at the meeting on 30 July 2019. **Action TG**

**36/19 Boreholes in Adderbury Cemetery** – Prior to the meeting, a report had been circulated to the Parish Council with regard to advice which had been received on the water levels in the ground in Adderbury Cemetery.

## Resolved that:

- a) the report be noted;
- b) the Parish Council will monitor the situation and continue to follow the revised burial policy to avoid burials in areas which may have a high water table;
- c) the Clerk & Responsible Financial Officer and Chairman be authorised to look into marking out suitable grave spaces in the Cemetery; and **Action DB/TG**
- d) the Parish Council to investigate how many years of burials the Cemetery potentially has and consider measures to acquire future burial land elsewhere, as per Policy AD21 of the Adderbury Neighbourhood Plan. **Action DB/TG**

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

**37/19 Meeting Dates** – Future meeting dates are as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 30 July 2019
- 10 September 2019
- 29 October 2019
- 26 November 2019
- 14 January 2020
- 25 February 2020
- 31 March 2020
- 28 April 2020
- 26 May 2020

## **38/19 Items for Future Agendas (For Information Only)**

- Planning Application 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.

(Meeting closed at 9.40pm)

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Chairman – 30 July 2019