

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 26 APRIL 2022 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY

PRESENT: Councillor Diane Bratt (Chairman); Councillors Jacky Atkinson, Simon Davies, Oliver Ighani, Sue Jelfs, Ann Lyons, Rachel Moffat, Linda Thirzie-Smart and Laura Walker.

The Chairman welcomed all Councillors to the meeting, including two new Councillors, Rachel Moffat and Linda Thirzie- Smart.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), and one member of the public.

APOLOGIES: Councillor Lucy Wells submitted her apologies because she was unwell, the apologies were accepted and the absence authorised.

Trish Fennell

139/21 Declarations of Interest – All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 141/21 – Long Wall Footpath - The Chairman and Councillor Oliver Ighani declared an interest in this item because they lived close to Long Wall footpath.

Resolved that the interests be noted.

139/21 Minutes – Prior to the meeting, the minutes of the meeting held on 29 March 2022 had been circulated to the Parish Council.

Minute Number 126/21 – The Chairman clarified that some works had been completed to the toilets, but there was still more work to be finished by the plumber.

Resolved that the minutes of the meeting held on 29 March 2022 be approved and signed by the Chairman.
Action TG/DB

140/21 Matters Arising from the Minutes of 29 March 2022 – There were no matters arising.

141/21 Chairman's Announcements

- Reminder to Councillors with regard to attending training sessions, in particular OALC's Roles and Responsibilities course, which was recommended for new Councillors.
- Update on Long Wall Footpath (Number 17) – The County Council's Footpaths Officer Beth Rutterford was making progress with the works to the footpath and had been asked about some points of clarification.
- An on-line survey relating to electric vehicle points in the village had been completed. It was suggested that they could be located at the Lucy Plackett Playing Field and on the Milton Road site and potentially at the top of Kemps Road.
- Thanks were passed to District Councillor Andrew McHugh for his work as District Councillor for Adderbury as he would not be standing at the elections in May 2022.

142/21 Open Forum – The resident did not wish to address 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)

143/21 Reports from County and District Councillors – There were no reports from the County and District Councillors.

144/21 Planning

ADDERBURY PARISH COUNCIL

- 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 objections or observations had been made by the Parish Council in respect of the following planning applications/works to trees:

| | |
|--------------|--|
| 22/00758/TCA | 11 Lake Walk, Adderbury Tree works |
| 22/00736/TCA | The Ridings 1, Lambourne Way, Adderbury Tree works |
| 22/00786/TCA | 24 Round Close Road, Adderbury Tree works |
| 22/00888/TCA | Westway Cottage, Horn Hill Road, Adderbury Tree works |
| 22/00890/TPO | South 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 applications/works to trees: None

Resolved that, it be noted that the Parish Council was considering the following planning applications/works to trees:

| | |
|--------------|---|
| 22/00959/REM | OS Parcel 9100 Adjoining And East Of Last House Adjoining And North Of, Berry Hill Road, Adderbury Reserved matters application pursuant to outline planning permission 19/00963/OUT to discharge all remaining reserved matters (appearance, landscaping, layout and scale), the full discharge of conditions 1, 14, 17, 18 and 20 and the partial discharge of conditions 5, 7, 11, 12, 13, 19 and 23. |
| 22/00980/F | Quarry Farm, Oxford Road, Adderbury Full planning application for the provision of an access track and passing bays to facilitate a Class Q change of use to residential (extension of existing farm track) |
| 22/00989/LB | White Lion Cottage, Oxford Road, Adderbury, Replacement front door and top floor rooflight |

- 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) OS Parcel 9100 Adjoining and East of Last House Adjoining and North of, Berry Hill Road, Adderbury – The developer for this site, Hayfield Homes, had requested a meeting with the Parish Council.

Resolved that a meeting be arranged with Hayfield Homes and a separate meeting be arranged for residents who live adjacent to the site. **Action TG**

145/21 Village Matters

- i) Traffic Calming – The Chairman reported that the proposed 20mph speed restriction survey had been circulated in the village and the deadline was 31 May 2022. The County Council had also completed the speed and volume traffic survey on behalf of the Parish Council and the results had been received.

Resolved that the report be noted.

- ii) FOCAL – Prior to the meeting, Councillor Jacky Atkinson had circulated a report on the work of FOCAL.

Resolved that the report be noted.

ADDERBURY PARISH COUNCIL

- iii) The Milton Road Community Project – Prior to the meeting, the Chairman had circulated a progress report on the Milton Road community project.

Resolved that:

- 1) the report be approved;
 - 2) the Chairman and Clerk be authorised to continue the management of the land and the pitch area including the mowing and other requirements like fertiliser and spraying of weeds;
 - 3) the Project Management Team be authorised to continue working with the WFAC residents' group to progress the Building Phase of the project; and
 - 4) the Chairman and Architect be authorised to continue to work on the discharge of planning conditions.
- iv) HM The Queen's Platinum Jubilee Events – The Chairman reported that there was a meeting on 5 May 2022 and numerous events were being held over the bank holiday weekend. A grant application had been submitted to Cherwell District Council and further information on the finances now needed to be added to the application.

Resolved that the report be noted.

- v) Bench Survey – Rod Head attended the meeting and circulated a review of the bench survey, which included all the benches in the village. Rod was thanked for attending the meeting and for all his work updating the survey.

Resolved that:

- 1) the report be noted; and
 - 2) the updated information on the bench survey be forwarded to Councillor Lucy Wells to progress.
- Action TG**

146/21 Parish Council Matters

- i) Vacancies – The Chairman reported that there was one application for co-option onto the Parish Council.

Resolved that Joel Greenberg be co-opted onto the Parish Council. **Action TG**

- ii) Parish Council Surgery – Councillor Simon Davies reported that two residents attended the Surgery on 2 April 2022 and reported that the gravel footpath by the junction of Horn Hill Road and Milton Road was unsafe, as well as the footpath along Horn Hill Road to the Cemetery.

Resolved that the report be noted and the issue with the footpaths be reported to the County Council's Fix My Street web site. **Action TG**

- iii) Committee Minutes and Recommendations – Prior to the meeting, the minutes of the Staffing Committee held on 24 March 2022 had been circulated to the Parish Council.

There had not been a meeting of the Environment Committee since the last meeting of the Parish Council.

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

- iv) Health and Safety – The Parish Council considered a number of health and safety inspections.
- Play area inspection at The Rise – Councillor Simon Davies advised there were no issues and the cradle seat would be replaced shortly.
 - Play area inspection at the Lucy Plackett Playing Field – Councillor Ann Lyons reported the gate into the play area was often not closed which allowed dogs and foxes to get in. Councillor Simon Davies would be taking over responsibility for monitoring and inspecting the play area from Councillor Ann Lyons.
 - Adderbury Lakes – The Chairman reported that there were no issues at the Lakes.

ADDERBURY PARISH COUNCIL

- vi) Parish Council Newsletter/Communication with the Village – The Parish Council discussed producing a Parish Council Newsletter.

Resolved that the current monthly Parish Council report no longer be published in Contact and this be replaced by a more reader friendly two page document. **Action All Councillors**

- v) Termination of Tenancy at Walled Garden Allotments – The Parish Council considered terminating the tenancy on plot 17A at the Walled Garden Allotments.

Resolved that:

- 1) tenancy on plot 17A be terminated and the tenant be given one month's notice, in accordance with the Conditions of Tenancy; and **Action TG**
- 2) tenants at the Walled Garden Allotments be reminded not to neglect their plots and that they should be tended to regularly. **Action TG**

147/21 Finance

- i) Covid-19 Grant Funding – The Parish Council discussed using the remaining £550 Covid-19 grant funding for replacement book stock at Adderbury Library. This grant funding had initially been awarded to FOCAL by Cherwell District Council for an alternative purpose, but their permission had been sought for use on the book stock.

Resolved that:

- 1) the funding of £550.00 from the Covid-19 fund for new book stock, be approved; and
- 2) it be noted that Cherwell District Council has given its approval for this expenditure.

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

Resolved that the following accounts for payment be approved:

| | |
|---|---------|
| Theresa Goss – Salary and Expenses for April 2022 | |
| HMRC – Payment for April 2022 | |
| Oxfordshire County Council – Clerks Pension for April 2022 | |
| Theresa Goss – Petty Cash Top-Up | £47.02 |
| Eco Web Hosting – Email hosting | £5.99 |
| Oxfordshire Neighbourhood Plan Alliance (ONPA) – Annual Subs | £50.00 |
| Adderbury Methodist Church – Room Hire | £40.00 |
| Andy Loos Ltd – Toilets for Day of Dance | £196.80 |
| Oxfordshire Association of Local Councils – Training for R Moffat | £132.00 |
| Oxfordshire Association of Local Councils – Training for J Atkinson | £132.00 |
| Auditing Solutions Ltd – Internal Audit Report 2021/2022 | £144.00 |
| G&S Window Cleaning – Gutter Cleaning at Lucy Plackett Activity Centre | £50.00 |
| Cherwell District Council - Emptying dog waste bins for winter period | £768.67 |
| TaxAssist Accountants – Payroll Services 2022/2023 | £293.32 |
| Thomas Fox Landscaping and Maintenance - Grass cutting March 2022 | £918.88 |
| 4 th Corner Landscaping – Grass Cutting at the Lucy Plackett Playing Field | £674.24 |
| 4 th Corner Landscaping – Grass Cutting at the Milton Road Field | £491.54 |
| 4 th Corner Landscaping – Allotment and Cemetery Maintenance | £658.45 |
| Adderbury Platinum Jubilee Fund - Stall for Jubilee Celebrations | £10.00 |
| Kerry Davison – Padlock for gate at the Lucy Plackett Playing Field | £22.00 |

- iii) Bank Reconciliation, Uncashed Payment & Income Since the last Meeting - Prior to the meeting, the Clerk had circulated the income which had been received since the last meeting, the uncashed payments and the bank reconciliation, as at 26 April 2022 for the accounts at Unity Trust Bank and the Cambridge Building Society.

Resolved that the income and the bank reconciliation be noted.

- iv) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as 26 April 2022.

ADDERBURY PARISH COUNCIL

Resolved that the report be noted.

- v) Parish Council Grants – The Chairman reported that there was £400 remaining in the Parish Council grants budget and suggested that this amount should be allocated to the Party in the Park and Adderbury Park Football Club.

Resolved that:

- 1) further details on the arrangements for Party in the Park on 11 June 2022 be obtained from the organisers; and
- 2) the following grants for 2022/2023 be allocated:
 - Party in the Park - £150
 - Adderbury Park Football Club - £250

Action TG/DB

- vi) Tree Works at Adderbury Lakes – The Chairman advised that a quote had been received from Acreman's Arboricultural for works to trees at Adderbury Lakes.

Resolved that the Chairman and Clerk be given delegated authority to obtain further quotes for the tree works at Adderbury Lakes and be authorised to accept one of the quotes accordingly. **Action TG**

- vii) Councillor to Monitor Financial Matters – The Parish Council discussed appointing a Councillor to monitor the Parish Council's financial matters, in conjunction with the Clerk and Responsible Financial Officer.

Resolved that Councillor Rachel Moffat be appointed to monitor financial matters. **Action TG**

- viii) Members Allowances 2022/2023 – Prior to the meeting, the report of the Independent Remuneration Panel 2022/2023 had been circulated to the Parish Council.

Resolved that:

- 1) the report be noted;
- 2) no basic allowances be paid to Councillors for 2022/2023; and
- 3) travel and subsistence be paid in accordance with the report, on production of receipts.

- ix) Accounts 2021/2022 – The Parish Council considered the Annual Governance and Accountability Return for the year ended 31 March 2022 and the Receipts and Payments as at 31 March 2022.

Resolved that:

- i) the Receipts & Payments Account as at 31 March 2022 be approved; and
- ii) the Annual Governance Statement 2021/2022 (Section 1) and the Accounting Statement for 2021/2022 (Section 2) be approved. **Action TG**

- v) Internal Auditor's Report 2021/2022 – Prior to the meeting, the Parish Council had received the Internal Auditors final report for 2021/2022.

Resolved that the report and recommendations be noted.

- 148/21 Correspondence** – The Chairman reported that following the Day of Dance on Saturday 23 April 2022, issues had arisen with regard to returning the signage for the road closure, to the County Council's Deddington depot. It was agreed this matter would be discussed at the next meeting. **Action TG**

The Clerk advised that Oxfordshire Association of Local Councils had circulated a template letter, which it was suggesting should be sent to Victoria Prentis MP, asking for her support with regard to Parish Council meetings being held on-line and that the law should be changed to allow for this. It was agreed that the letter should be sent. **Action TG**

THE LUCY JANE PLACKETT CHARITY

(No items)

ADDERBURY PARISH COUNCIL

149/21 Meeting Dates – The Chairman reported that Parish Council meetings would be held in Church House, High Street, Adderbury, at 7.30pm on the following dates:

- 24 May 2022
- 28 June 2022
- 26 July 2022

150/21 Items for Future Agendas (For Information Only)

- Monitoring of brambles at the Lucy Plackett Playing Field
- Lucy Plackett Playing Field – Area for Dogs
- Day of Dance 2023
- Parish Council Newsletter/Communication with the Village
- Section 106 Funds

(Meeting closed at 9.30pm)

Chairman – 24 May 2022