

ADDERBURY PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 27
FEBRUARY 2024 AT 7.30PM AT CHURCH HOUSE, HIGH STREET,
ADDERBURY

PRESENT: Councillor Diane Bratt (Chairman); Councillors Jacky Atkinson, Simon Davies, Mark Gerold, Joel Greenberg, Oliver Ighani, Ann Lyons and Rachel Moffat.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), District Councillor David Hingley and two members of the public.

140/23 Apologies – Councillor Sue Jelfs submitted her apologies because she was on holiday.

District Councillor Rob Pattenden also submitted his apologies.

Resolved that the apologies from Councillor Sue Jelfs be approved and the absence authorised.

141/23 Declarations of Interest – All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

142/23 Minutes – Prior to the meeting, the minutes of the meeting held on 16 January 2024 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 16 January 2024 be approved and signed by the Chairman.

143/23 Matters Arising from the Minutes of 16 January 2024

Minute Number 129/23 (i) - Adderbury Lakes – At the last meeting, the Parish Council had agreed to accept a quote from Paul Lester to remove one of the viewing platforms. However, the Lakes Committee volunteers believed they would be able to undertake the repair themselves. It was agreed that the volunteers be authorised to undertake the work, subject to this being acceptable to Paul Lester, the work was below £285 (which was the quoted amount) and it was undertaken in a reasonable timeframe. **Action DB**

144/23 Chairman's Announcements

- Mill Stream Footpath – The deterioration of the footpath had been reported to the County Council and they would be asked to review the whole length of the footpath as a number of areas required attention. **Action TG**
- OALC Executive Committee Meeting – The Local Council Charter had been delayed and would not now be completed until June or July 2024. Councillors were encouraged to attend OALC training sessions, especially training with regard to being a good employer. **Action ALL**
- Friends Meeting House & Adderbury Lakes – Repairs were required to walls at both locations. Graham Kite would be providing quotes for this work and quotes would also be obtained for the repairs to the guttering at the Friends Meeting House.
- Adderbury Court – The wall at Adderbury Court had been repaired and Graham Kite had done a very good job.
- Moles at the Milton Road Field – Pest control traps had been laid to remove the moles from the Milton Road field. Rabbits were also getting through the rabbit netting and onto the field, however Rowland Bratt had volunteered to address this matter for the Parish Council.
- Long Wall – It was unclear whether the footpath was now open following the collapse of the wall. The Clerk would contact the homeowner. **Action TG**

145/23 Open Forum – The Chairman of Deddington Parish Council, Helen Oldfield, introduced herself to the Parish Council and reported that she would be standing for election as a District Councillor in May 2024. Councillor Oldfield also thanked the Parish Council for contacting the County Council with regard to a footpath from Adderbury to Deddington which had been closed for an unacceptable amount of time. Deddington Parish Council had contacted the County Council and supported Adderbury Parish Council's submission.

A resident thanked the Clerk for responding to queries which he had raised with her. In addition, he asked for confirmation regarding the organisers of the Day of Dance because the Primary School PTA wished to use

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The Green for fundraising activities on the day. The Clerk advised that the Adderbury Green Association would need to give permission for this.

The resident also asked about the progress with the new footpath on Berry Hill Road. The Clerk would contact the County Council for an update. **Action TG**

(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)

146/23 Reports from Oxfordshire County Councillor and Cherwell District Councillors – District Councillor David Hingley reported that the planning policy officers were analysing the responses to the Local Plan consultation and the intention was to undertake the Regulation 19 consultation in the autumn of 2024.

Councillor Hingley had also attended a meeting with Cherwell District Council and the Parish Council regarding Section 106 funds for the Milton Road project and he hoped that his support had been useful.

It was also reported that Cherwell District Council had agreed its 2024/2025 budget the previous evening. The Banbury 2050 consultation had now closed and there had been a good response.

Councillor Hingley was thanked for his report.

Resolved that the report be noted.

147/23 Planning

- i) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees which have 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:

24/00010/TCA	Pine Trees, Berry Hill Road, Adderbury Tree works
24/00077/F	Land On The North Side Of Nell Bridge House, Aynho Road, Adderbury Variation of Condition 12 (use of premises) of 22/03565/F - Amendments to the wording of Condition 12 to - The premises shall be used for purposes falling within Class B8 specified in the Schedule to the Town and Country Planning (Use Classes) Order 1987 (England) (as amended)
24/00134/TCA	The Ridings, 1 Lambourne Way, Adderbury Tree works
24/00071/F	Sidelands, Oxford Road, Adderbury Replacement dwelling and use of outbuildings ('Building 2' and 'Building 3') for purposes ancillary to the replacement dwelling
24/00158/F	Ground Floor Right The Hub, Twyford Mill, Oxford Road, Adderbury, Overcladding of existing structure with new insulated metal panels and replacement windows
24/00194/TCA	Home Farm House, Manor Road, Adderbury Tree works
24/00172/TPO	The Ridings, 1 Lambourne Way, Adderbury, Douglas Fir (T1) - Crown lifting to create approximately 1.5 metres clearance from the roof - this work would reduce the risk of damage being caused to the north aspect of the roof, additionally light levels would be improved in the garden in close vicinity of the tree - subject to TPO 8/2004
23/03308/F	Well House, The Green, Adderbury,

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Replacement of rotting single glazed wooden casement windows to the rear of the property with Heritage double glazed wooden casement windows with the same pane configuration

- 24/00236/TCA East House, Aynho Road, Adderbury
Tree works
- 24/00169/CLUE NB Acres, Aynho Road, Adderbury
Certificate of Lawfulness of Existing Use for mixed use of farming, farm shop, café, external storage, canal moorings, caravan and camping
- 24/00157/F 34 Twyford Road, Adderbury,
Single storey extension to rear of property, 3 metres out by approximately 8.5 metres in block with a render finish with a flat roof.

Resolved that, it be noted and approved that, objections with additional comments have been made by the Parish Council in respect of the following planning applications/works to trees:

- 23/03271/F & Cornerstones, Tanners Lane, Adderbury
23/03272/LB Alterations, Remodelling and Additions to Rear Outbuilding. (resubmission of 23/01448/F)

Resolved that, it be noted that the Parish Council was considering the following planning applications:

- 24/00283/TCA Camlo House 2 Adderbury Park Adderbury
T1-10 Leylandii conifer tees, Crown reduction of large overgrown trees to reduce height up to 4m.
- 24/00385/TCA North Bank, Cross Hill Road, Adderbury
T1 x Goat Willow - Removal to ground level.

- 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) Adderbury Neighbourhood Plan (ANP) – Councillor Mark Gerold reported that a meeting had been held with Christina Cherry from Cherwell District Council (CDC) and the emerging Local Plan's 'larger villages' and it had been confirmed that CDC was on track with its timetable in respect of the emerging Local Plan. There were many sites across the District which had to be assessed for their suitability for inclusion in the emerging Local Plan.

Government grant funding had been received from Locality for the technical support required to progress the ANP, including a Housing Needs Assessment and the report from Aceom would be issued shortly.

Resolved that the report be noted.

- iv) 21/01966/F, Land to Rear of Gracewell Care Home, Gardner Way Adderbury – The Parish Council discussed the planning permission which had been granted for the erection of 18 dwellings and an access road and the lack of progress with the discharge of the conditions.

Resolved that:

- 1) the Parish Council raises its concerns with Cherwell District Council in respect of the lack of progress by the developer in discharging of the planning conditions and the Parish Council not being provided with a copy of the Bidwells viability report, despite it being requested on 11 December 2023; and **Action TG**
 - 2) Councillor David Hingley to also contact Nathanael Stock at Cherwell District Council regarding the biodiversity issues and Bidwells viability report. **Action DH**
- v) Cherwell Landscape Character Assessment Consultation – The Parish Council discussed making comments on Cherwell District Council's Landscape Character Assessment consultation.

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Resolved that Councillors to review the survey and complete it on an individual basis and any comments which Councillors feel the Parish Council should make, be forwarded to the Clerk and Chairman, prior to the deadline of 6 March 2024. **Action ALL**

- vi) Proposed Neighbourhood Area Designation: The Parish of Heyford Park – The Parish Council discussed the proposed Neighbourhood Area Designation of Heyford Park.

Resolved that the Neighbourhood Area Designation of the Parish of Heyford Park be noted.

148/23 Village Matters

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

Resolved that the report be noted.

- ii) Community and Sports Centre, Milton Road – The Chairman reminded the Parish Council that Hawkins had been appointed at the last meeting, as the preferred contractor and there had been a positive response from them.

A number of grant applications were being progressed and would be submitted over the coming weeks, including to the National Lottery and Valencia. There would also be further discussions with the Football Foundation now that the project had been included in the Playing Pitch Strategy and was due to be included in the revised Local Football Facilities Plan.

The Chairman, Clerk and Councillor Joel Greenberg had attended a meeting with Cherwell District Council Officers Nicola Riley and Tom Darlington, District Councillors Adam Nell, David Hingley and Councillor Nigel Simpson to discuss CDC's support and the S106 funding which was available for the project.

The Buy-A-Brick and Cherwell Lottery fundraising initiatives were continuing and the next WFAC fundraising event was a joint event with Adderbury Park Football Club on Saturday 23 March 2024 at the Parish Institute.

The Chairman and Clerk had also attended a meeting with representatives from Adderbury Park Football Club which had been very positive and the Club was very supportive of the Milton Road project.

Resolved that the report be noted.

- iii) 20mph Speed Restrictions – The Parish Council discussed the issue of vehicles overtaking each other on Aynho Road since the introduction of the 20mph speed restrictions and considered requesting a review by Oxfordshire County Council. It was also reported that there had been at least two accidents on the Aynho Road caused by impatient drivers overtaking when vehicles were turning.

Resolved that the County Council be requested to undertake a review of the 30mph limit on the Oxford Road (A4260) so that it be reduced to a 20mph limit (around the area of Christopher Rawlins Primary School) and the 20mph limit on the Aynho Road, be increased back up to 30mph, from where the 40mph limit ends, up to Deene Close. **Action TG**

- iv) Annual Parish Meeting – The Parish Council discussed the arrangements for the Annual Parish Meeting being held on Wednesday 17 April 2024 at the Methodist Hall, Chapel Lane, Adderbury.

Resolved that the Parish Council accepts the offer from the Head Teacher at Christopher Rawlins Primary School to attend the meeting and make a presentation. **Action TG**

149/23 Parish Council Matters

- i) Health and Safety – The Parish Council considered several health and safety inspections.

- Play area inspection at The Rise – Councillor Simon Davies advised that there were no issues at The Rise except that the fence was slightly unstable. The works to the roof on the hut had been completed by Paul Lester.

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- Play area inspection at the Lucy Plackett Playing Field – Councillor Simon Davies advised that there were no issues at the play area and the dog waste bin had been relocated.
- Adderbury Lakes – The Chairman advised that there were no issues at the Lakes. A number of Health & Safety documents were being reviewed and tree works would be completed on 4 March 2024, which would involve the closure of the Lakes for that afternoon.
- Walled Garden Allotments – There were no issues at the Walled Garden Allotments and tenants would be advised of the commencement of the inspections in March 2024. The water supply to the bottom trough would also be turned back on in March 2024

Resolved that the reports be noted.

- ii) Parish Council Newsletter – The Parish Council discussed items for inclusion in the next Parish Council Newsletter in Contact.

Resolved that Parish Councillor Rachel Moffat to continue to edit the Parish Council Newsletter and Councillors to forward items to her. **Action ALL**

- iii) Meeting with the Feoffees – The Parish Council received a report on the meeting with the Adderbury and Milton Feoffees held on 26 February 2024.

Resolved that the report be noted and Seb Peissel, Chairman of the Feoffees and Donella Siviter, Clerk to the Feoffees, be thanked for attending the meeting. **Action TG**

- iv) Staffing Committee – The Parish Council discussed appointing another Councillor to the Staffing Committee.

Resolved that Councillor Rachel Moffat be appointed to the Staffing Committee. **Action TG**

150/23 Finance

- i) Financial Matters – Prior to the meeting, a number of financial documents were circulated to the Parish Council.

Resolved that:

- 1) the accounts for payment be approved, as detailed in appendix 1 to the minutes;
- 2) the receipts since the last meeting, the uncashed payments & receipts and the bank reconciliation, as at 27 February 2024 for the bank accounts at Unity Trust Bank and the Cambridge Building Society be noted; and
- 3) it be noted that Councillor Rachel Moffat, as Councillor for monitoring the Parish Council's internal controls, has signed the uncashed payments list, the uncashed receipts list, the bank reconciliation as at 27 February 2024 and the Unity Trust bank statements for January 2024.

- ii) Budget Monitoring 2023/2024 – Prior to the meeting, the Parish Council received budget monitoring report for 2023/2024.

Resolved that the report be noted.

- iii) General and Ear Marked Reserves – Prior to the meeting, the general and ear marked reserves had been circulated to the Parish Council.

Resolved that the report be noted and the reserves be approved.

151/23 Correspondence – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY
(One item)

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152/23 Lucy Plckett Playing Field Survey – The Parish Council considered the results of the Survey regarding the Lucy Plckett Playing Field.

Resolved that:

- 1) the survey and results be noted;
- 2) additional signage be erected in the Lucy Plckett Playing Field regarding the requirement for dogs to be kept on a lead;
- 3) additional signage be erected in the Lucy Plckett Playing Field regarding the requirement for owners to pick up their dogs' mess;
- 4) consideration be given to a 'dog only area' once the Football Club has moved to the Milton Road field;
- 5) consideration be given to reduced cuts of the playing field once the Football Club has moved to the Milton Road field;
- 6) consideration be given to additional play equipment/adult gym equipment/other sports at the playing field once the Football Club has moved to the Milton Road field;
- 7) the results of the survey and the Parish Council's actions be reported in Contact as a main item and also on the village and PC web sites; and
- 8) Councillor Rachel Moffat be thanked for all her work analysing the results of the survey.

153/23 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 154/23, 155/23, 156/23 & 157/23 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

154/23 Adderbury Lakes – The Parish Council discussed the request from Adderbury Lakes Management Committee for a contribution to their TOE grant application.

Resolved that:

- 1) the grant application be approved for submission to TOE;
 - 2) JPR Environmental be approved as the preferred contractor and their quote be accepted subject to enough grant funds being raised; and
 - 3) £1000 be approved to support the Adderbury Lakes Management Committee TOE grant application.
- Action TG**

155/23 Track to the Railway Embankment – The Chairman reported gave an update on the ownership of the track to the railway embankment.

Resolved that:

- 1) the report be noted; and
- 2) delegated authority be given to the Clerk, in consultation with the Chairman and Councillor Mark Gerold to liaise with the Parish Council's solicitor and reach an agreement to resolve this matter. **Action TG/DB/MG**

(Councillor Joel Greenberg left the meeting during this item)

156/23 Grass Cutting & Maintenance Contracts for 2024/2025 – The Parish Council received an update on the discussions with the contractors regarding the grass cutting contracts which had been awarded for the village areas/verges, on the Milton Road field and at the Lucy Placket Playing Field.

Resolved that the report be noted.

157/23 FOCAL – Prior to the meeting, an outline of possible funding models for staffing at Adderbury Library, had been circulated to the Parish Council.

Resolved that:

- 1) the report be noted;
- 2) the Parish Council supports the full funded staffing model which will ensure that Adderbury Library's opening hours do not change;

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- 3) it be noted that the Parish Council does not have capacity within its budget for 2024/2025 to allocate additional funding to FOCAL, over and above the £500 already allocated;
- 4) FOCAL be requested to submit an application for additional grant funding from the Parish Council as part of the Parish Council's grant funding process for 2025/2026; and
- 5) as part of the 2025/2026 grant funding application, the Parish Council will require from FOCAL/Oxfordshire County Council detailed financial information including the staffing costs, other sources of funding, the income and expenditure for 2023/2024 & predicted income and expenditure for 2024/2025.

Action JA

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

158/23 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:

- 26 March 2024
- 17 April 2023 (Annual Parish Meeting)
- 30 April 2024
- 21 May 2024
- 25 June 2024
- 30 July 2024
- 10 September 2024
- 22 October 2024
- 26 November 2024

159/23 Items for Future Agendas (For Information Only)

- Induction of Councillors
- Adderbury Green Association - Annual grass cutting contribution
- Parish Council elections 2024

(Meeting closed at 10.00pm)

Chairman – 26 March 2024