

ADDERBURY PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 27 JUNE
2023 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, Sue Jelfs, Ann Lyons, Rachel Moffat, Lucy Wells and Rob Yeatman.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), County Councillor Arash Fatemian and District Councillors David Hingley and Adam Nell.

22/23 Apologies – District Councillor Rob Pattenden also submitted his apologies.

Resolved that the apologies be noted.

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

Resolved that the interests be noted.

24/23 Minutes – Prior to the meeting, the minutes of the meeting held on 23 May 2023 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 23 May 2023 be approved and signed by the Chairman.

25/23 Matters Arising from the Minutes of 23 May 2023

Minute Number 7/23 – The Chairman reported that she had attended a meeting with Dave Catling at the County Council the previous week, regarding traffic calming and had also discussed the permanent signage which was being progressed, to replace the temporary signage placed on the verge next to The Green by local businesses.

A number of Councillors reported on the issue of local businesses receiving a letter from Cherwell District Council about their signage on the verge next to The Green and that they had been requested to move the signs or face legal action. The Chairman confirmed that the Parish Council had not reported these signs to Cherwell District Council because the Parish Council was currently working with Dave Catling and it had been agreed that signage could stay in place until the permanent signs had been agreed.

Councillors were concerned that the Parish Council and the County Council had not been consulted before the letters were sent out and the Clerk was asked to contact Nick Addis at Cherwell District Council to raise these points and ask for further information on this matter. **Action TG**

26/23 Chairman's Announcements

- Party in the Park – There had not been any issues, however concerns had been raised regarding teenagers drinking alcohol at the event. It was agreed to feed this back to the Party in the Park Committee. It was also felt that a child ticket should only be purchased with an adult ticket and that children should be able to attend by themselves, which might help the issue with teenagers drinking alcohol.

The Party in the Park Committee would also like to connect their equipment into the electricity supply at the Lucy Plackett Activity Centre. This request was agreed in principle by the Parish Council and would be referred to the Management Committee. **Action TG**

- Proposed 20mph Speed Restrictions for Adderbury - The proposals had been presented to the Cabinet Member for Highway Management on Thursday 22nd June 2023. Berry Hill Road, Milton Road and the A4260 Banbury Road and Oxford Road had not been agreed as part of the project and would not have 20mph speed restrictions applied to them. The Clerk would contact the County Council to seek clarification on the reasons why these roads had not been included. **Action TG**

27/23 Open Forum – There were no residents present.

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(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)

28/23 Reports from County and District Councillors – Prior to the meeting, County Councillor Arash Fatemian had circulated his report to the Parish Council. Parish Councillors were surprised that County Councillors had been told by the Leader of the County Council, not to speak about the Oxford United relocation and lease. It was agreed to raise these concerns with the County Council and seek clarification on the context of the request. **Action TG**

District Councillor David Hingley reported that there was no overall control by any political party at Cherwell District Council and there was a Conservative lead minority. Councillor Barry Wood remained Leader of the Council and Councillor Hingley was now the leader of the Liberal Democrats and the Leader of the Opposition.

The draft Local Plan would be available in the autumn and the public consultation would start at around the same time.

District Councillor Adam Nell reported that the Executive would be holding its first meeting on Monday 3 July 2023 and the initial items the Administration would be dealing with, were fairly uncontroversial matters. Further information was available on the CDC web site. CDC would also be improving its digital services on its web site.

The Councillors were thanked for their reports.

Resolved that the report be noted.

29/23 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:

23/01098/F & 23/01099/LB	2 Stud Farm Cottages, East End, Adderbury Erection of a single storey rear extension - re-submission of 23/00043/F & 23/00044/LB
23/01412/ADV	OS Parcel 9100 Adjoining and East of Last House Adjoining and North of, Berry Hill Road, Adderbury RETROSPECTIVE - 2 x non-illuminated blue sales and entrance signage and 4 x flag pole signage
23/01268/F & 23/01260/LB	Cross Hill House, Cross Hill Road, Adderbury Construction of a pool house and gym, swimming pool, terrace and tennis court, annexe accommodation to be provided within the pool house
23/01370/TCA	South House, The Green, Adderbury Tree works
23/01448/F & 23/01449/LB	Cornerstones, Tanners Lane, Adderbury, Demolition of lean-to greenhouse, removal of steel garage door and duo-pitched roof over rear outbuildings. Retention and repair of stone walls. Internal re-modelling of rear outbuilding, associated external alterations and erection of new pitched roof over to provide a replacement bedroom. Erection of oak double car shelter - re-submission of 23/00347/F

Resolved that, it be noted and approved that, observations have been made by the Parish Council in respect of the following planning applications/works to trees: None

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

21/01966/F Land To Rear Of Gracewell Care Home, Gardner Way, Adderbury
The erection of 18 dwellings and access road

Councillors highlighted their concerns about how application 21/01966/F was handled by Cherwell District Council and it appeared the correct planning process had not been followed and opportunities for Section 106 funding and affordable housing had been missed. This would be raised with Cherwell District Council. **Action TG/MG**

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

23/01445/LB White Lion Cottage, Oxford Road, Adderbury
Addition of secondary glazing to single glazed first floor stairway window

23/01504/LB 1 The Wicketts, High Street, Adderbury
Extension of upstairs bathroom requiring change of position of internal stud wall

23/01448/F Cornerstones, Tanners Lane, Adderbury
Demolition of lean-to greenhouse, removal of steel garage door and duo-pitched roof over rear outbuildings. Retention and repair of stone walls. Internal re-modelling of rear outbuilding, associated external alterations and erection of new pitched roof over to provide a replacement bedroom. Erection of oak double car shelter - re-submission of 23/00347/F

23/01724/TCA The Old Vicarage, Church Lane, Adderbury,
Tree Works

- 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) – The Parish Council received a progress report on the ANP but unfortunately, no one from the community had come forward to be a member of the Working Group.

Councillor Mark Gerold reminded Councillors that the Parish Council had received quote from Neil Homer and his costs were £22,000, however, the grant funding which was available was a maximum of £18,000. Other quotes had not yet been obtained.

Councillor Gerold reported that the Deddington NP was a very impressive document and it would be a good example to follow. Neil Homer had advised Councillor Gerold to speak to the Chairman of Deddington Parish Council and she had been very helpful and recommended working Neil and his team.

Councillor Gerold had been in touch with Locality who channelled the grant funding to Parishes, which came from the Department for Levelling Up and Communities. This year's funds had not come through yet, but when they did so, the Parish Council could apply for £18,000 to cover the consultants' fees. The technical assessments would be paid for separately.

It was important that work did not start prior to a grant funding application being successful, as funds could not be awarded retrospectively.

Councillor Gerold had also spoken to Christina Cherry at Cherwell District Council and she was happy to have a meeting to discuss how to progress the review of the Plan.

Resolved that:

- 1) the report be noted;
- 2) the ANP will not be progressed with Neil Homer, or any other consultant, until the grant funding has been secured;

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- 3) a meeting be arranged with Christina Cherry at Cherwell District Council to discuss the ANP; **Action MG**
- 4) an informal meeting be arranged with Bloxham Parish Council to establish whether there can be any joint working on their respective Neighbourhood Plans; and **Action TG**
- 5) the Working Group be authorised to continue with any work deemed necessary on the ANP, which does not incur any costs.

30/23 Village Matters

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

Resolved that:

- 1) the report be noted;
- 2) the minutes of the Adderbury Library Partnership Working Group meeting held on 12 June 2023 be sent to the Clerk; **Action JA**
- 3) confirmation be sought in writing from the County Council, that the Section 106 funds allocated to Adderbury Library will only be spent in Adderbury; and **Action TG**
- 4) the Parish Council thanks Councillor Jacky Atkinson for attending the meeting and thanks also be passed to the County Council officers for their work. **Action TG**

- ii) Community and Sports Centre, Milton Road – Prior to the meeting, the Parish Council received a report on the Milton Road project.

The Chairman highlighted that all pre-commencement conditions had now been completed which secured the two planning permissions and the build could commence, once all funding was in place.

Resolved that:

- 1) the report be noted;
- 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; and
- 3) the Chairman, Clerk and Architect be authorised to continue any further work required, particularly to liaise with potential builders to obtain firm quotes to use as evidence in grant applications.

Action DB/TG

- iii) Grass Cutting on The Rise – The Chairman reported that a complaint had been received from a resident in The Rise relating to the wildflower area because children were playing in the long grass and the resident felt that it could be safety issue with the area being next to the road.

Resolved that the wildflower area not be cut back and the resident be advised of the Parish Council's decision. **Action TG**

31/23 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 reported that there were no issues at The Rise.
- Play area inspection at the Lucy Plackett Playing Field – Councillor Simon Davies reported that an item of wooden equipment at the play area was broken and it was agreed to obtain a quote for the repair and contact also be made with the Parish Council's insurers to establish whether a claim could be made. **Action TG**
- Adderbury Lakes – The Chairman reported that there were no issues at Adderbury Lakes.

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.

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

- iii) Memorial Stability Policy/Adderbury Cemetery Fees – The Parish Council discussed a new policy for testing the stability of memorials in Adderbury Cemetery and the inclusion of additional fees for transferring grave ownership.

Resolved that

- 1) the Memorial Stability Testing Policy be approved;
- 2) delegated authority be given to Clerk, in consultation with the Chairman, to accept a suitable quote from an external contractor for undertaking the memorial stability testing;
- 3) for future applications relating to the Transfer of Exclusive Burial Rights, a fee of £75 be applied to each application; and
- 4) clarification be sought on whether the Cemetery has been consecrated.

Action TG

- iv) Walled Garden Allotments – The Parish Council discussed the termination of tenancies where tenants have failed to keep their plots tidy, in accordance with the Conditions of Tenancy.

Resolved that:

- 1) the tenancies on the following plots be terminated, and the tenants be given a one-month notice period:
10a, 11, 14 & 17a (top half nearest wall)
- 2) the tenants of plots 16 & 19a be given until 21 July 2023 to tidy their plots, otherwise the termination of their tenancies will be considered at the PC meeting on 25 July 2023;
- 3) with the exception of plots 10A and 17A which are already half plots, when any full size plots are let in future (including plots 11 and 14), they be halved to make them more manageable, in consultation with the new tenant;
- 4) the Walled Garden Allotments be inspected by Councillors, on a rota system, every 3 months;
- 5) if a plot is so overgrown and needs to be sprayed with weed killer before it can be re-let, this cost be recovered from the tenant vacating the plot; and
- 6) it be noted that a skip will be available from 3 July 2023 for two weeks for tenants to use and a Work Party is being held on Saturday 8 July 2023 at 10am. All tenants have been invited to join.

32/23 Finance

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

Resolved that the accounts for payment be approved, as detailed in appendix 1 to the minutes.

- ii) 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 27 June 2023 for the accounts at Unity Trust Bank and the Cambridge Building Society.

Resolved that the income, uncashed payments and the bank reconciliation be noted.

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

Resolved that the report be noted.

33/23 Correspondence – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY

(One Item)

34/23 Exclusion of the Public and Press

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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 35/23, 36/23 & 37/23 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

35/23 Lease for Use of the Lucy Plackett Playing Field – The Chairman reported that a meeting was being held on 13 July 2023 with Adderbury Park Football Club regarding the renewal of the lease between the Football Club and the Parish Council

Resolved that the report be noted.

36/23 Track to the Railway Embankment – The Parish Council received an update from the Chairman on the ownership of the track following a meeting with Spratt Endicott.

Resolved that the report be noted.

37/23 The Pound – There was no update on the lease between the Parish Council and Simon Verdon, for the land known as 'The Pound'.

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

38/23 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:

- 25 July 2023
- 12 September 2023
- 31 October 2023
- 28 November 2023

39/23 Items for Future Agendas (For Information Only)

- Induction of Councillors
- Local Plan 2040 Consultation

(Meeting closed at 9.30pm)

Chairman – 25 July 2023