

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON TUESDAY 30 MARCH 2021 AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), District Councillors Mike Bishop, Trish Fennell and nine members of the public.

APOLOGIES: Parish Councillor Sheila August submitted her apologies because she had another commitment, the apologies were accepted and the absence authorised.

District Councillor Andrew McHugh.

144/20 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

145/20 Minutes – Prior to the meeting, the minutes of the meeting held on 23 February 2021 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 23 February 2021 be approved and signed by the Chairman.

146/20 Matters Arising from the Minutes of 23 February 2021 – There were no matters arising.

147/20 Chairman's Announcements

- Virtual Meetings – Parish Council wished to continue meeting on Zoom after 7 May 2021. The Clerk would investigate this further. **Action TG**
- Covid-19 'Containing Outbreak Management Fund' – Grant applications had been submitted to Cherwell District Council requesting funds for Christopher Rawlins Primary School and Adderbury Library.
- Sydenham Close Amenity Area – The Chairman had met with the owner (Persimmon) and Cherwell District Council Officers to agree reinstatement of parts of the amenity area which were recently damaged by contractors checking drainage, on behalf of Persimmons.

148/20 Open Forum – A resident addressed the Parish Council with regard to a structure which had been erected in the garden of Lake House in Lake Walk. A meeting had been arranged with the owners, The Orders of St John Care Trust. The Clerk and Chairman were thanked for their support with this issue and the Chairman would be attending the meeting. **Action DB**

A resident addressed the Parish Council with regard to walls which had recently collapsed in the village. The Clerk would obtain further details from Cherwell District Council with regard to the partially collapsed wall on Horn Hill Road. **Action TG**

A resident addressed the Parish Council with regard to the erection of two chicanes on Milton Road and Berry Hill Road, which was part of the Parish Council's Traffic Calming project. This matter had been discussed in detail at the Environment Committee the previous week, which the resident had also attended. The Chairman advised that this matter would also be discussed later in the meeting.

A resident addressed the Parish Council, repeating questions he had asked previously about the drainage on the Milton Road site and answers to these had already been provided.

(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)

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149/20 Reports from County and District Councillors – There were no reports from County Councillor Arash Fatemian or the District Councillors.

Resolved that the report be noted.

150/20 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:

- | | |
|---------------|---|
| 21/00403/TCA | Mayfield House 8 Lake Walk, Adderbury
Tree works |
| 21/00087/F | 51 Walton Avenue, Twyford,
First floor side extension with associated internal and external works |
| 21/00119/LB | Cross Hill House, Cross Hill Road, Adderbury
Extensive remedial and conservation work to chimneys, general stonework, roofing and kitchen floor |
| 21/00192/F | Cobb Cottage, 5 Mill Lane, Adderbury
Natural ironstone rear extension with natural slate roof incorporating 3no conservation rooflights, internal alterations and removal of timber shed replacement with timber garden studio (revised proposals to previously approved 16/01819/f) |
| 20/03142/F | Lauriston, Twyford Gardens, Twyford, Banbury
To demolish, rebuild and insulate existing garage (re-submission of 19/00889/F) |
| 21/00304/CLUE | Land On The North Side Of Nell Bridge House, Aynho Road, Adderbury
Certificate of Lawfulness of Existing Use for the use of land for storage or distribution (B8 class) |
| 21/00143/F | Old Marks, East End, Adderbury
Single storey rear kitchen / utility extension |
| 21/00087/F | 51 Walton Avenue, Twyford
First floor side extension with associated internal and external works |
| 21/00468/TCA | Lake House, Lake Walk, Adderbury
Tree Works |
| 21/00564/TCA | Reynard House, Manor Road, Adderbury
Tree works |
| 21/00044/F | Wharf Barn, Twyford Road, Twyford, Adderbury
New doorway and balcony to the side, replacement single storey porch and dormers to rear |
| 21/00422/F | 8 Margaret Road, Twyford
Addition of dormer windows to front roof slope, box dormer to rear roof slope to facilitate use of roof space as habitable accommodation, single storey rear extension and extension to detached garage, with internal and associated external works |
| 21/00441/TCA | Beacon House, Horn Hill Road, Adderbury
Tree Works |
| 21/00583/TCA | The Old Mill House, Mill Lane, Adderbury
Tree Works |

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- 21/00527/F & 21/00528/LB Moorey Cottage, High Street, Adderbury
Replace defective windows on front elevation of cottage
- 21/00426/F Park Farm House, Oxford Road, Adderbury
Retrospective - change of use from agricultural land to residential use - for garden to serve Park Farm House

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:

- 21/00104/F OS Parcels 3309 and 4319 Adjoining and North of, Milton Road, Adderbury
Variation of Condition 2 (plans) of 19/02796/F - amend the drawing numbers, to reflect the proposed building (reduced in size).

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

- 21/00630/F & 21/00631/LB Westway House, Horn Hill Road, Adderbury
Low single-storey outbuilding and swimming pool forming part of the residential dwelling within a new walled garden
- 21/00798/TCA 11 Meadow View, Adderbury
Tree works
- 21/00640/F 10 Twyford Gardens, Twyford,
Demolish existing side elevation single storey and build new two storey side extension
- 21/00765/F 25 Kemps Road, Twyford, Banbury
Single storey front extension to form porch
- 21/00747/LB Replacement of existing glazing
The Grange Manor, High Street, Adderbury

- 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) Local Transport and Connectivity Plan Vision Consultation – The Chairman reported that comments on this consultation had been submitted to the County Council.

Resolved that the report be noted.

151/20 Village Matters

- i) Traffic Calming – Prior to the meeting, the Parish Council had received a report on the progress with the traffic calming project. The installation of the chicanes had been delayed until June 2021 because the County Councils contractor had advised that a road closure was required and this could not be implemented until June 2021. The closure of the western arm of the junction at Horn Hill Road/Milton Road would also start at the same time.

Resolved that the report be noted;

- ii) FOCAL – Councillor Ann Lyons provided a verbal update on the work of FOCAL.

Resolved that the report be noted.

- 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.

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Resolved that:

- 1) the progress report on the building project and the report from the WFAC Working Group be noted;
 - 2) it be noted that the Adderbury Community Day will be held on 18 September 2021 and the Autumn Ball will be held on 20 November 2021;
 - 3) the Chairman and Clerk be authorised to continue the management of the land and the pitch area, including other requirements, such as fertiliser; **Action DB/TG**
 - 4) the Project Management team continues working with the WFAC residents group to progress the building phase of the project; and **Action DB/CW/IB**
 - 5) the Chairman and Architect be authorised to continue to work on the determination of planning conditions. **Action TG/DB**
- iv) Annual Parish Meeting (APM) 2021 – The Chairman advised the Parish Council that the Annual Parish Meeting was being held on Wednesday 14 April 2021 at 730pm on Zoom.

Resolved that the report be noted. **Action TG**

- v) Community Engagement – The Parish Council discussed community engagement and distributing information to the village.

Resolved that the Councillors Jamie Cox, Laura Walker and Stephen Walsh to continue to progress a Parish Council newsletter. **Action JC/LW/SW**

- vi) Defibrillator Maintenance – The Parish Council considered a quote for the necessary items for maintenance of the defibrillator located outside of The Bell PH.

Resolved that the quote be accepted. **Action TG**

- vii) Parking in The Rise – The Parish Council discussed the continuing issues with vehicles being parked on the grass in The Rise.

Resolved that:

- 1) residents be contacted again and asked not to park on the grass in The Rise; **Action TG**
- 2) if writing to residents is not successful, 'No Parking' signs be erected; and
- 3) Parish Councillors Ian Bailey, Sue Jelfs and Oliver Ighani to discuss other options to address the issue. **Action IB/SJ/OI**

152/20 Parish Council Matters

- i) Parish Council Elections 2021 – The Chairman reminded the Parish Council that elections were being held on 6 May 2021 and nomination papers must be submitted to Cherwell District Council by 8 April 2021.

Resolved that the report be noted.

- ii) Committee Minutes and Recommendations

- Environment Committee – Prior to the meeting, the minutes of the Environment Committee held on 23 March 2021 had been circulated to the Parish Council.

Resolved that:

- 1) the minutes be noted and the recommendations be approved; and
 - 2) Councillor Stephen Walsh be appointed to the Environment Committee. **Action TG**
- Staffing Committee – Prior to the meeting, the minutes of the Staffing Committee held on 18 March 2021 had been circulated to the Parish Council.

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

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- iii) Parish Council Training Policy – Prior to the meeting, a draft training policy had been circulated to the Parish Council.

Resolved that the training policy be approved. **Action TG**

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

Resolved that, it be noted that:

- Play area inspection at The Rise – Councillor Rod Head reported that the bridge still needed to be repaired, as well as the gapping in the safety surfacing.
- Play area inspection at the Lucy Plackett Playing Field – Councillor Ann Lyons reported that the gapping in the safety surfacing needed to be addressed.
- Adderbury Lakes – The Chairman reported that there were no issues at the Lakes. It was still closed at weekends.

- v) Adderbury Cemetery – The Parish Council considered a report regarding Exclusive Burial Rights with a recommendation that they only be purchased by one individual.

Resolved that:

- 1) the Parish Council's Burial Policy be amended to only permit one person to purchase Exclusive Burial Rights; and **Action TG**
- 2) it be noted that the topple test has been completed.

152/20 Finance

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

Resolved that the following accounts for payment, be approved:

Association of Local Councils – Annual Subscription	£642.05
Landarb Land Solutions – Landscape Management Plan for Milton Road	£720.00
Turnstone Ecology – Ecology work to discharge planning conditions at Milton Road	£360.00
Oxfordshire Playing Fields Association – Annual Subscriptions	£53.00
Theresa Goss – Salary and expenses for March 2021	£
Oxfordshire County Council – Clerks Pension for March 2021	£
HMRC Payment for March 2021	£
Josh Robbins – Works to land in Rawlins Close	£243.00
Oxfordshire Neighbourhood Plan Alliance – Annual Subscription	£50.00
Cherwell District Council – Business Rates for Adderbury Cemetery	£312.41
Wild Oxfordshire – Annual Subscriptions	£35.00
Rascal Horticultural Services – Winter tidy up and Cemetery Hedge	£370.00
Cherwell Business Services Ltd – Payroll services for 2021/2022	£276.71
Graham Kite – Works to Walls in Adderbury Cemetery	£1170.00
Paul Lester – Works to Noticeboards	£625.00
Rascal Horticultural Services – Allotment and Cemetery Maintenance	£370.00

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation, as at 30 March 2021 for the accounts at Unity Trust Bank and the Cambridge Building Society.

Resolved that the bank reconciliation be noted.

- iii) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as at 30 March 2021.

Resolved that the report be noted.

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- iv) Internal Audit 2020/2021 Interim Report – The Parish Council considered the interim report for 2020/2021 from the Internal Auditor.

Resolved that the report and recommendations be noted.

- v) Members' Allowances 2021/2022 – Prior to the meeting, the Parish Council had received a copy of the report of the Independent Parish Remuneration Panel.

Resolved that:

- 1) no allowances be paid to Councillors for 2021/2022; and
- 2) only travel and subsistence be reimbursed, on the production of a receipts.

153/20 Correspondence – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY

(One item)

154/20 Lucy Plckett Play Area – The Parish Council discussed the removal of brambles in the play area in the Lucy Plckett Playing Field.

Resolved that the brambles in the play area cut back, but not removed and quotes be sought for this work.
Action DB

155/20 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 156/20, 157/20, 158/20 & 159/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

156/20 Quotes for Works at Adderbury Cemetery – The Chairman asked that this item be deferred to the next meeting of the Parish Council.

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

157/20 Rabbit Fencing at Milton Road Sports Field – The Parish Council considered quote for rabbit netting to be located on the Milton Road sports field.

Resolved that the quote from Nicholsons be accepted. **Action TG/DB**

158/20 Play Equipment at The Rise – The Parish Council considered a quote from HAGS for a replacement bridge in the play area at The Rise.

Resolved that:

- 1) the quote from HAGS be approved; and **Action TG**
- 2) HAGS be asked to provide a quote to addressing the gapping in the safety surfacing at The Rise and the Lucy Plckett Play Areas. **Action TG**

159/20 Works to Walls – The Parish Council considered quotes for repair works to a wall in Adderbury Cemetery

Resolved that the quotes from Graham Kite be approved. **Action TG**

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

160/20 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.

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- 14 April 2021 (Adderbury Annual Parish Meeting)
- 27 April 2021
- 18 May 2021

161/20 Items for Future Agendas (For Information Only)

- Quotes for Works at Adderbury Cemetery
- Brambles in the Lucy Plackett Play Area
- Virtual Meetings After 7 May 2021

(Meeting closed at 9.20pm)

Chairman – 27 April 2021