

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 30 JULY 2019 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Sheila August, Steven Cox, Rod Head, Victoria Head, Sue Jelfs, Ann Lyons, Garrad Millier, Keith Mitchell, Martin Rye and Laura Walker.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Trish Fennell, County Councillor Arash Fatemian, District Councillor Andrew McHugh and two members of the public.

APOLOGIES: Parish Councillor Andy Millard submitted his apologies because he had another appointment, the apologies were accepted and the absence authorised.

Apologies for absence were also received from District Councillors Mike Bishop and Christine Heath and Jonathan White, Co-opted member of the Environment Committee.

The Chairman welcomed members of the public and Councillors to the meeting, especially Laura Walker because it was her first meeting as a Parish Councillor.

The Chairman also advised that should anyone wish to record the meeting, they could do so. No one indicated that they would be doing so.

39/19 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 45/19 – Planning Application 19/01047/OUT - Hallam Land Management Ltd, Land North East of Oxford Road West of Oxford Canal and East of Bankside Banbury – Councillor Steven Cox declared an interest in this item because he had a view of the site from his property.

Resolved that the interests be noted.

40/19 MINUTES – Prior to the meeting, the draft minutes of the meeting held on 25 June 2019 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 25 June 2019 be approved and signed by the Chairman

41/19 Matters Arising from the Minutes of 25 June 2019 – There were no matters arising.

42/19 Chairman's Announcements

- Thanks to Margaret Halstead for the lovely arrangement of wild flowers from The Rise, which she displayed in St Mary's Church for Andrew Barnes' funeral and Memorial Service.
- Fallen tree at Adderbury Lakes had now been cleared by Rural Works.
- There had been a recent closure of Adderbury Lakes due an incident of dead fish and the Environment Agency had been involved, however it was unclear exactly what had happened. Thanks were passed to Rick Atkinson and Nigel Claxton for clearing up the fish and Mr Atkinson had also been visiting the Lakes nearly every day for about a fortnight to monitor the situation.
- The amenity area in Griffin Close was in a poor state and Cherwell District Council would be carrying out the necessary maintenance as they have responsibility for this area.
- There had been issues with the grass cutting on Milton Road and Rawlins Close, but these had been addressed by Thomas Fox Landscaping.
- Thanks were passed to the gentleman who regularly picked up litter in the village and he wished to remain anonymous.
- The wall around the Adderbury Court amenity area had been repaired.
- Thanks were passed to Councillor Martin Rye and the volunteers who painted the gateways on Milton Road and Berry Hill Road. All of the gateways at the entrances to the village had now been painted.
- Following his resignation as a Member of the Adderbury Lakes Management Committee, Peter Waite was thanked for all of his hard work.
- The Chairman asked whether anyone would attend the Rural Community Forum meeting on 3 September 2019. This meeting was to promote joint working between the Parish Council, Thames Valley Police and the emergency services.

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- 43/19 Open Forum** – The resident of The Pig Place on Aynho Road addressed the Parish Council and reported that the business continued to go from strength to strength and on 7 & 10 August 2019, there would be a music event and a live theatre event, respectively. The resident hoped that the business would receive support from the Parish Council and the village.

The Chairman thanked the resident 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)

- 44/19 Reports from County and District Councillors** – Prior to the meeting, County Councillor Arash Fatemian had circulated his report to the Parish Council.

Councillor Andrew McHugh addressed the Parish Council with regard to the Community Speed Watch Scheme and his work with the Parish Council's Environment Committee.

Councillor McHugh also reported that he had recently opened the Horton Health Fair and had attended the Horton AGM and the future of the Horton Hospital was looking more hopeful. The Hospital had purchased new equipment and other equipment had been upgraded and a business case had been submitted to the Department for Health for more outpatient facilities. Councillor McHugh also hoped that the obstetrics service would now remain at the Horton.

Councillor Fatemian reported that he had approved the Parish Council's application for locality funding for the bus shelters on Banbury Road.

The Chairman thanked the Councillors for their reports and their support.

Resolved that the reports be noted.

45/19 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:

19/00913/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
19/00169/TCA	Mr Smith Arboretum House, Horn Hill Road, Adderbury Works to 3 trees

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

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

None

- ii) Planning Results – The result 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) 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 begin progressing of the pitch area including drainage and sowing, now that all the Pre-commencement conditions had been discharged, together with the management of the land; and **Action TG/DB**
 - 3) the Chairman, Vice-Chairman and Clerk be authorised to continue working with the Architect to progress the planning application for phase 2 of the project. **Action TG/DB/KM**
- iv) Planning Application 19/01047/OUT - Hallam Land Management Ltd, Land North East of Oxford Road, West of Oxford Canal and East of Bankside Banbury – The Parish Council considered an 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.

Following a discussion, the Parish Council agreed that it would object to the application.

Resolved that the Parish Council objects to application 19/01047/OUT on a number of grounds, including highways, density and coalescence. **Action DB/TG**

46/19 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) Noticeboards – Prior to the meeting, the Parish Council had received a report with regard to the maintenance of noticeboards in the village, which were not owned by the Parish Council.

Resolved that:

- a) the noticeboards which are not owned by the Parish Council, and do not appear to be owned, be included in the Parish Council's Asset Register and be maintained by the Parish Council; and
 - b) the two noticeboards (by The Bell Inn and by the Oak tree) be checked and the Clerk be advised if any maintenance is required. **Action LW**
- iv) Nature Reserve at the Railway Embankment – Prior to the meeting, the Parish Council had been advised that this item would be deferred to the next meeting.

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

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- v) Railway Embankment Bridge – Prior to the meeting, the Parish Council had received a report with regard to potential maintenance which was required to the bridge parapet on the railway embankment, next to the Lucy Plackett Playing Field.

Resolved that Martin Walker from Wellen Ltd be requested to assess the required work to the parapet. **Action DB/TG**

47/19 Parish Council Matters

- i) Committees:

- Environment Committee – The minutes of the meeting held on 24 July 2019 had been circulated to the Parish Council, prior to the meeting.

Resolved that:

- 1) the minutes be noted; and
- 2) the recommendations be approved.

- Staffing Committee – The minutes of the meeting held on 18 July 2019 would be circulated to the Parish Council in readiness for the next meeting being held on 10 September 2019.

Resolved that:

- 1) the minutes of the meeting be deferred to the next meeting of the Parish Council; and
- 2) a meeting of the Staffing Committee be arranged. **Action MR/TG**

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

Resolved that the report be noted.

- iii) Parish Council Surgeries – Councillor Diane Bratt reported that a number of issues had been brought up at the Parish Council surgery, but all were County Council matters and had already been reported via 'Fix My Street'.

Resolved that the report be noted.

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

- The Rise; Councillor Steven Cox reported that there was a loose nut and bolt on one piece of equipment and Councillor Rod Head volunteered to complete the necessary work. **Action RH**
- Lucy Plackett Playing Field/Play Area; Councillor Ann Lyons reported that there were no issues at the Lucy Plackett, except a report of dog mess in the play area.
- Adderbury Lakes; The Chairman reported that there were no issues at Adderbury Lakes, in addition to those reported earlier in the meeting, with regard to the dead fish and fallen tree.

Resolved that the reports be noted.

48/19 Finance

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

Resolved that the following accounts for payment be approved:

Payee	Amount
T Goss – July 2019 salary	£1123.86
T Goss – Expenses for July 2019	£62.64
T Goss – Salary for August 2019	£1123.56
OCC Pension Fund – Clerks pension for July 2019	£384.71
OCC Pension Fund – Clerks pension for August 2019	£384.71
Design Grow – Maintenance at Adderbury Lakes June 2019	£67.80
Green Scythe Ltd – Gang mowing the Lucy Plackett Playing Field in May 2019	£452.40

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Came and Company – PC Insurance for 2019/2020	£1482.00
Castle Water – Water rates for Walled garden Allotments	£6.48
GeoXphere Ltd - Parish On-line annual fee	£150.00
Thomas Fox Landscaping – Grass cutting for June 2019	£1827.60
Derek Latham and Co Ltd – Architects Fees for the Milton Road Project	£2400.00
FOCAL – Grant for 2-018/2019 & 2019/2020	£1000.000
Rascal Horticultural Service – Allotment and Cemetery Maintenance	£227.50
J Robbins – Removal of fallen tree at Adderbury Lakes	£230.00
Graham Kite – Work to repair the wall at the Banbury Road Amenity Area	£380.00

- 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 30 July 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) Budget Monitoring April to July 2019 - Prior to the meeting, the Parish Council had received a report which monitored the budget from April to July 2019.

Resolved that the report be noted.

49/19 Correspondence – There were no further items of correspondence.

THE LUCY JANE PLACKETT CHARITY (No Items)

50/19 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 51/19 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

51/19 The Leys – Prior to the meeting, the Parish Council had received a report regarding the receipt of a letter from the Solicitors acting on behalf of the owner of The Leys.

Resolved that:

- 1) the report be noted;
- 2) the registration of Parish Council land be progressed with a solicitor; **Action TG**
- 3) the Clerk sends Bower and Bailey a copy of the Parish Council's conveyance with a suitably worded email in response to their letter; **Action TG**
- 4) the Chairman, Vice-Chairman and Clerk be authorised to meet with Bower and Bailey to discuss the matter if necessary, or make further responses, if necessary; and **Action TG/DB/KM**
- 5) a solicitor be instructed to assist with the negotiations, if the Chairman, Vice-Chairman and Clerk feel it is necessary. **Action TG/DB/KM**

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

52/19 Meeting Dates – Future meeting dates are as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

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

53/19 Items for Future Agendas (For Information Only)

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- Nature Reserve at the Railway Embankment
- Registration of Parish Council Land

(Meeting closed at 8.50pm)

Chairman – 10 September 2019