

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 30 OCTOBER 2018 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Colin Astley, Steven Cox, Tony Gill, Rod Head, Sue Jelfs, Ann Lyons, Garrad Millier, Keith Mitchell, Martin Rye and Chris Shallis.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), County Councillor Arash Fatemian and over twenty five members of the public.

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

Trish Fennell and District Councillors Christine Heath, Mike Bishop and Andrew McHugh.

The Chairman welcomed Councillors, including Councillor Millier for his first meeting, and members of the public to the meeting and advised that should anyone wish to record the meeting, they could do so. Councillor Colin Astley advised that he would be recording the meeting. This was for his own purposes, not on behalf of the Parish Council.

69/18 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

70/18 MINUTES – Prior to the meeting, the draft minutes of the meeting held on 11 September 2018 had been circulated to the Parish Council.

Minute Number 63/18 (iv) Oxford Road Speed Survey/Traffic Matters – Councillor Colin Astley requested that his motion on this issue proposed at the last meeting, should be recorded in the minutes. The motion was as follows:

- 1) the Parish Council to carry out informal consultation within the village on whether or not they support the principles set out in the report and explore all funding options, including if it is necessary that residents pay an increased precept which may be of the order of £10 per household/annum if it is necessary to raise a Public Works Loan; and
- 2) approve £12,500 to carry out a design with an audit check and the formal consultation by Oxford City Council considering any revisions as a result of the informal consultation with residents and the police.

Minute Number 64/18 (iv) Parish Council Matters, Parish Council Surgeries – The road being referred to in the preamble was Twyford Grove, not Twyford Road.

Resolved that the minutes of the meeting held on 11 September 2018 be approved and signed by the Chairman, with the two above amendments. **Action TG**

71/18 MATTERS ARISING FROM THE MINUTES OF 11 SEPTEMBER 2018 – Councillor Colin Astley proposed that his motion from the meeting on 11 September 2018 and referred to in Minute number 70/18 above, should be voted on. This was seconded by Councillor Tony Gill. Councillor Astley requested a recorded vote.

Those in favour of voting on the motion in minute number 70/18 above: Councillors Colin Astley, Tony Gill and Sue Jelfs (3).

Those against voting on the motion in minute number 70/18 above: Councillor Diane Bratt, Steven Cox, Ann Lyons, Garrad Millier, Keith Mitchell, Martin Rye and Chris Shallis (7).

Abstentions: Councillor Rod Head (1)

Therefore the motion was not carried.

There were no further matters arising.

72/18 CHAIRMAN'S ANNOUNCEMENTS

- Ice House and footpath repair projects at Adderbury Lakes – The Ice House project had been completed and one further task was for clay to be added to the roof of the Ice House and for vegetation

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to be planted. These would be completed by the Lakes volunteer group. The footpath repairs had also been completed.

The Chairman also reported that Chris Fulawka- Baczmanska, a resident of Adderbury, had undertaken work at the Boat House at his own expense and a letter of thanks would be sent to him.

- Progress with the Friends Meeting House project – The project had been completed, which included the work to the grills.
- Cherwell District Council's Community Infrastructure Fund meeting held on 5 September 2018 – Funds were available and could be applied for by organisations in the village.
- Oxfordshire County Council 'Commitment to Thriving Communities' Meeting held on 4 October 2018 – The Chairman had raised the issues of traffic calming and road drainage with the County Council Officers and they had reassured the Chairman that these were being dealt with.
- The Adderbury and Milton Royal British Legion was thanked for their £50 donation towards the 'Silent Soldier'.
- Remembrance Service – Councillor Ann Lyons would be attending the Service on 11 November 2018 and would be laying a wreath on behalf of the Parish Council.
- Cherwell District Council's Parish Liaison Meeting was being held on 7 November 2018 and Councillors Steven Cox and Ann Lyons were attending.

73/18 OPEN FORUM – A number of residents, from different areas of the village, addressed the Parish Council with their concerns regarding the speed and volume of traffic in the village. Residents gave examples of accidents, a number of near-miss accidents, pets being killed, speeding traffic and said they believed this type of issue had increased over recent years. All of the residents in attendance, indicated that they were supportive of traffic calming measures in the village to address these issues.

Issues relating to road drainage in the village were also highlighted and that despite reports being made to the County Council's 'Fix My Street' web site, no progress had been made.

The Chairman thanked the members of the public for their contributions.

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents and issues within its minutes)

74/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – A report from County Councillor Arash Fatemian had been circulated prior to the meeting. There was no report from the District Councillors.

Councillor Fatemian highlighted some of the items within his report and this led onto a discussion about Section 106 funds for the village. Councillor Fatemian encouraged residents to report to Thames Valley Police, any incidents or accidents relating to speeding vehicles. There were also comments from the residents in attendance, as well as Councillors.

The Chairman thanked the residents and Councillor Fatemian for their input.

Resolved that the report be noted.

75/18 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:

18/01472/LB &
18/01471/F

Johan Robb and Vicky Law
8 Parsons Street Adderbury

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Alterations and extensions to dwelling and alterations to outbuilding

- 18/00227/TCA Mr and Mrs Shirt
Fieldgate Manor Road Adderbury
T1 x Prunus that is overhanging fastigate yew to be pruned back to allow the yew more space to grow. T2 x Copper Beech overhanging St Hilliers Road to be reduced 2m away from the road. T3 x Goat Willow to dismantle.
- 18/00232/TCA Mrs Trish Fennell
Archway Cottage Tanners Lane Adderbury
T1 - Birch 12m tall - Reduce by 4m and shape remaining; tree is growing large, has a co dominant stem which already has a bracing system fitted.
- 18/01554/F Mr C Coles
Streams 19 Dog Close Adderbury
First floor extension
- 18/01309/REM Crest Nicholson Midlands
Land South of Cotefield Business Park Phase 2 Adjacent to Blossom Field Road Bodicote
Reserved matters application for 14/02156/OUT - appearance, landscaping and layout (including the layout of the internal access roads, footpaths and cycleways) for 58 dwellings.

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:

- 18/01128/F Mrs Caroline Cooper
30A Twyford Road Twyford Adderbury
Erection of three bedroom bungalow to land rear

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

- 18/00292/TCA Mrs Linda Arnold
Elton House Sir Georges Lane Adderbury
T1 x Sycamore, T2 x Cypress – Removal
- 18/01723/TPO Mr Robert Woodhall
The Maltings 10 Adderbury Court Adderbury
Copper Beech - Crown lift to 6m and reduce canopy by 10% (crossing branches) subject to TPO 02/2015
- 18/01712/F Mr & Mrs Hawkins
Tryad House High Street Adderbury
Variation of condition 2 (plans) of 17/00345/F - Amend the approved scheme to replace two new velux rooflights on the side (south) elevation with a new dormer window
- 18/01471/F & 18/01472/LB Johan Robb and Vicky Law
8 Parsons Street Adderbury
Alterations and extensions to dwelling and alterations to outbuilding
- 18/01792/F Ms Katie Macdonald
OS Parcel 0080 West Of Berryhill Road Adjoining And South Of Milton Road Adderbury
Erection of new equestrian yard comprising of stables, storage barn and hard surfacing

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18/00296/TCA

Mr Kevin Darke

Brook House Mill Lane Adderbury

G1 x Alder - Pollard the 3 trunks to approx 10' to 12' as the roots are causing considerable damage to the boundary wall, causing large horizontal cracks and causing the wall to lean dangerously into the next property.

- ii) Planning Results - These had been circulated to all members 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 three pre-commencement conditions relating to the planning consent, for the change of use of agricultural land to sport/recreation and community use on the Parish Council's land on Milton Road.

Resolved that:

- 1) the report be noted;
 - 2) to note that, following advice from Oxfordshire County Council's Archaeological Officer, Cotswold Archaeology has been appointed to deal with the requirements of conditions 4 and 5 of the planning consent;
 - 3) Forge Engineering will deal with the requirements for condition 3 as this follows on from their Flood Risk Assessment;
 - 4) it be noted that the vegetation on the field was cut back in September 2018; and
 - 5) the Chairman and Clerk be authorised to continue progressing the discharging of conditions 3, 4 and 5 and to continue the management of the land. **Action TG/DB**
- iv) Section 106 Funds – Prior to the meeting, the Parish Council had received information relating to the Section 106 funds which had been allocated to Adderbury and were held at Oxfordshire County Council and Cherwell District Council, including the Deed of Variation for the Nicholas King site.

Councillor Tony Gill proposed that a request should be made to Cherwell District Council, to establish whether it was difficult to vary a Section 106 agreement. This was seconded by Councillor Colin Astley. Councillor Sue Jelfs asked for a recorded vote.

Those in favour: Councillors Colin Astley, Steven Cox, Tony Gill and Sue Jelfs (4).

Those against: Councillors Diane Bratt, Rod Head, Ann Lyons, Garrad Millier, Keith Mitchell, Martin Rye and Chris Shallis (7).

Therefore the motion was not carried.

Resolved that:

- 1) the information provided by Cherwell District Council and Oxfordshire County Council be noted; and
- 2) the Parish Council's understanding and acceptance of the S106 funding purposes as detailed in the documents from the County and District Councils, be confirmed.

76/18 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 had circulated a report to the Parish Council.

Councillor Tony Gill proposed that no further spending on the project took place until a fully costed project plan had been developed. This proposal was seconded by Councillor Colin Astley. There were three votes in favour of the motion, seven against and one abstention. Therefore the motion was not carried.

Resolved that:

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- 1) the WFAC report be noted;
- 2) it be noted that Jackie Head is now the Chairman of Working for Adderbury Community;
- 3) the current expenditure on the Milton Road project be circulated to the Parish Council; **Action TG**
- 4) at the next Trustees meeting, WFAC be asked to supply the Parish Council with an indication of when their Business Plan for the project will be ready; and **Action KM/MR/CS**
- 5) WFAC be asked to supply the Parish Council with as much detail of their meetings as possible. **Action KM/MR/CS**

iii) Forest Schools Project – The Parish Council received an update on the progress of this project.

Resolved that:

- 1) it be noted that Thomas Fox Landscaping has be asked to include this area of land in the schedule of cuts; and
- 2) Councillor Diane Bratt be authorised to continue liaison on this project with the Primary School. **Action TG**

(iv) Road Drainage Issues – Prior to the meeting, the Parish Council received an update from Councillor Colin Astley on the meeting held with Nicholas Watson from Oxfordshire County Council with regard to drainage issues in the village.

Resolved that the report be noted.

(v) Defibrillator for Adderbury – Prior to the meeting, the Parish Council received a report with regard to the Defibrillator which had been purchased and how the remaining funds could be allocated. Western Power would be installing the Defibrillator at the Methodist Church, free of charge.

Resolved that:

- 1) the report be noted;
- 2) a plaque be installed at the site of the defibrillator stating that the defibrillator is funded by Adderbury Community; and **Action TG**
- 3) the remaining funds of £353.75 be ring fenced by the Parish Council for future maintenance and replenishing supplies. **Action TG**

iv) Traffic Calming Working Group – Prior to the meeting, the Parish Council received two reports relating to Traffic Calming. The first report was submitted by Councillor Colin Astley reporting on the progress with the Traffic Calming Working Group. The second report was submitted by Councillor Keith Mitchell suggesting that traffic calming be included as part of the terms of reference for the Environment Committee.

Councillor Colin Astley proposed that the measures suggested within his report be approved and informal consultation with residents be progressed and subject to the results of the consultation, the Parish Council commissions design, safety audit and formal consultation by Oxfordshire County Council. This proposal was seconded by Councillor Sue Jelfs. A recorded vote was requested by Councillor Tony Gill.

Those in favour: Councillors Colin Astley, Steven Cox, Tony Gill and Sue Jelfs (4).

Those against: Councillors Diane Bratt, Ann Lyons, Garrad Millier, Keith Mitchell, Martin Rye and Chris Shallis (6).

Abstentions: Councillor Rod Head (1).

Therefore the motion was not carried.

Councillor Keith Mitchell proposed that given the scale and complexity of issues being discussed and proposed by the informal Traffic Calming Working Group, the unorthodox manner in which recommendations appear to have been reached and submitted to the Parish Council and the recommendation of the *Hoey-Ainscoigh* review with regard to effective delegation, the Parish Council determines:

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- (a) To add to the terms of reference of the Environment Committee:
- “(j) to identify the need for improved traffic calming in the village and, if a need is established, how it can be implemented and funded.”
- (b) To take on the work to date of the informal Traffic Calming Working Group which is hereby disbanded.
- (c) The Environment Committee to continue to meet in public with agendas issued and minutes taken and circulated by the clerk or a deputy and with recommendations to the parish council.
- (d) To consult widely and effectively on any proposals the Committee may consider to ascertain support across the village and willingness to accept the likely costs of such proposals.
- (e) To add to the current membership of the Environment Committee (Cllrs Martin Rye, Steven Cox, Keith Mitchell and Chris Shallis) two members from the Traffic Calming Working Group.
- (f) The Parish Council to be empowered to add up to two non-council members as non-voting advisory members, to be appointed on the basis of their demonstrable expertise in traffic management.

This was seconded by Councillor Ann Lyons. A recorded vote was requested by Tony Gill.

Those in favour: Councillors Diane Bratt, Rod Head, Ann Lyons, Garrad Millier, Keith Mitchell, Martin Rye and Chris Shallis (7).

Those in against: Councillors Colin Astley, Steven Cox, Tony Gill and Sue Jelfs (4).

Resolved that:

- 1) the report be noted;
- 2) the following be added to the terms of reference of the Environment Committee:

“(j) to identify the need for improved traffic calming in the village and, if a need is established, how it can be implemented and funded.”
- 3) the work to date of the informal Traffic Calming Working Group, be continued by the Environment Committee and the Working Group be disbanded;
- 4) the Environment Committee continues to meet in public with agendas issued and minutes taken and circulated by the Clerk or a deputy, with recommendations to the Parish Council;
- 5) the Environment Committee to consult widely and effectively on any proposals the Committee may consider to ascertain support across the village and willingness to accept the likely costs of such proposals;
- 6) to add to the current membership of the Environment Committee (Cllrs Martin Rye, Steven Cox, Keith Mitchell and Chris Shallis) one member from the Traffic Calming Group, namely Councillor Ann Lyons and also Councillor Garrad Millier;
- 7) the Committee be empowered to add up to two non-council members as non-voting advisory members, to be appointed on the basis of their demonstrable expertise in traffic management; and
- 8) it be noted that Councillors Colin Astley and Sue Jelfs were invited to join the Environment Committee but verbally confirmed that they did not want to become members of the Environment Committee.

(Councillors Colin Astley, Tony Gill and Sue Jelfs left the meeting at this point)

77/18 PARISH COUNCIL MATTERS

- i) Committees:
- Environment Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council. The Chairman of the Committee, Martin Rye, requested that two new members be appointed to the Committee.
- Councillor Martin Rye also reported that the ‘topple test’ had been undertaken in Adderbury Cemetery and there were four headstones which needed some work and the grave owners would be contacted.

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Resolved that Councillors Garrad Millier and Ann Lyons be appointed to the Environment Committee.

- Staffing Committee – There had not been a meeting of the Staffing Committee since the last meeting of the Parish Council.

Resolved that the report be noted.

ii) Councillors Training Courses – The following training courses were available to Councillors:

- Planning, How Town and Parish councils fit into the planning system and how to make effective responses to planning applications – Thursday 15 November 2018 at Committee Rooms 1 and 2, Woodgreen Office, West Oxfordshire District Council, Witney (half day).

Resolved that the report be noted.

iii) Parish Council Surgeries – The last surgery had been held on Saturday 6 October 2018, however no residents attended.

Resolved that the report be noted.

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

- The Rise; There were no issues at The Rise.
- Lucy Plackett Play Area; There were no issues at the Lucy Plackett Play Area, however a closer inspection of the toddler climbing frame would be undertaken.
- Adderbury Lakes; There were no issues at Adderbury Lakes.

Resolved that the reports be noted.

(v) Strategic Plan 2018-2021 – Prior to the meeting, the Strategic Plan for 2018-2021 had been circulated to the Parish Council.

Resolved that the Strategic Plan for 2018-2021 be approved, with the inclusion of long term financial planning, within Objective 4. **Action TG**

(vi) Walled Garden Allotments – Prior to the meeting, the Parish Council had received a report with regard to a request from the tenant of plot 3 to erect a shed and greenhouse. Councillors were also requested to re-consider their decision to terminate the tenancy on plot 1, which had been agreed at the previous meeting.

Resolved that:

- 1) the report be noted;
- 2) the request for a shed on plot 3 be approved, in accordance with the Conditions of Tenancy; **Action TG**
- 3) the request for a greenhouse on plot 3 be refused, however a polytunnel would be acceptable as an alternative; and **Action TG**
- 4) the tenant of plot 1 be allowed to keep her tenancy as there had been a vast improvement on the site. **Action TG**

(Councillor Keith Mitchell left the meeting during this item)

78/18 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 – October 2018 salary	
T Goss – Expenses for October 2018	

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OCC Pension Fund – Clerks pension for October 2018	
Design Grow – Lakes Maintenance for September 2018	£66.00
Thomas Fox Landscaping – Grass Cutting for September 2018	£782.40
Green Scythe Ltd – Grass Cutting in the Lucy Plackett August 2018	£439.80
Prosser Carpentry and Building Ltd – Friends Meeting House Steel Fabricating	£2907.36
Viking – Stationery	£36.58
Daniel P Green - Repair to path by Ice House	£9009.46
Prysebros Ltd – Weed control in the village	£542.40
WEL Medical Ltd – Defibrillator	£1639.50
S Cochrane – Gutter Cleaning at Lucy Plackett Activity Centre	£50.00
Cotefield Treecare – Works at Adderbury Lakes	£3350.50
Cherwell District Council – Emptying Dog Wates Bins for summer period	£1153.15
Mr D Chandler – Installation of Silent Soldier	£110.00
Mr D Chandler – Repairs to the gate at the LPPF	£180.00
Mr D Chandler – Installation of new litter bin on Chapel Lane/High Street	£320.00
CPRE – Annual Subs	£36.00
Mr P Waite – Lakes Expenses	£149.18
Pat Gardiner – Cutting the Milton Road Field and Banbury Road site	£180.00
Broxap - Litter bin for High Street	£295.14
Oxford Direct Services - Overlay footpath in LPPF	£5988.60
Mr A Barnes - Expenses at Adderbury Lakes	£239.65
Signs Direct – Two signs for Christopher Rawlins Primary School	£310.72
T Goss – Poppy Wreath for Remembrance Day Service	£22.98
Green Scythe Ltd – Grass Cutting in the Lucy Plackett September 2018	£675.60
Tustain Builders Ltd – Works at the Ice House	£10,435.98
Thomas Fox Landscaping – Grass Cutting for October 2018	£840.00
Rascals Horticultural Services – Allotment and Cemetery Maintenance	£220.00

- 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 October 2018 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

Resolved that the bank reconciliation and financial report for the Barclays, Santander, Natwest and Cambridge Building Society be noted.

- iii) Members' Allowances Scheme 2019/2020 – The Parish Council considered the current Members' Allowances Scheme and discussed suggestions for submission to Cherwell District Council for the Independent Panel to consider as part of their review for the 2019/2010 Scheme.

Resolved that the Parish Council supports an inclusion in the Scheme for a Carers' Allowance, to cover reimbursements to Parish Councillors for attendance at Parish Council Meetings, Committee Meetings and Councillors' training. **Action TG**

79/18 CORRESPONDENCE – There was no further correspondence.

The Lucy Jane Plackett Charity

80/18 PLAY EQUIPMENT REPAIRS – The Parish Council considered a quote from Playdale for repairs to the wooden play equipment in the Lucy Plackett Playing Field. It was also highlighted that the toddler slide had been damaged and might also require some repair work.

Resolved that:

- 1) the quote for £893.54 from Playdale be accepted; and
- 2) following an inspection of the toddler slide, should work be required, a quote be obtained from Playdale and authority be delegated to the Clerk and Chairman to accept the quote, if they consider it reasonable. **Action TG**

81/18 MEETING DATES – Future meeting dates are as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

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- 27 November 2018
- 15 January 2019
- 26 February 2019
- 26 March 2019
- 30 April 2019
- 28 May 2019

68/18 ITEMS FOR THE NEXT AGENDA (FOR INFORMATION ONLY)

- LAP/LEAP/Community Areas, Adderbury Fields
- Boreholes in Adderbury Cemetery
- Annual Parish Meeting 2019
- Grass Cutting 2019/2020

(Meeting closed at 9.50pm)

Chairman – 27 November 2018