

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 14 SEPTEMBER 2021 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Jackie Head, Rod Head, Oliver Ighani, Ann Lyons, Laura Walker and Lucy Wells.

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

APOLOGIES: Councillor Sue Jelfs submitted her apologies because she had another appointment, the apologies were accepted and the absence authorised.

Councillor Matthew Gerrard submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

Councillor Andy Millard submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

Trish Fennell and District Councillors Mike Bishop and Andrew McHugh.

47/21 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

48/21 Minutes – Prior to the meeting, the minutes of the meeting held on 27 July 2021 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 27 July 2021 be approved and signed by the Chairman.

49/21 Matters Arising from the Minutes of 27 July 2021 – There were no matters arising.

50/21 Chairman's Announcements

- Accident at Traffic Lights – The Head Teacher at Christopher Rawlins Primary School had reported that there had been a minor accident at the traffic lights the previous day.
- Oxfordshire's Bus Service Improvement Plan – A Councillor was required to respond to the consultation on behalf of the Parish Council.
- Adderbury Community Day 18 September 2021 – All of the slots to marshal the road closure had been filled by volunteers, however further volunteers were also required to help with the WFAC/ Milton Road Sports and Community Hall project stall in the Parish Institute.
- Colonel Stuckey Court, Vera Wood Close – A new name plate was required for Colonel Stuckey Court and Cherwell District Council was dealing with this.
- Tree Blocking Sor Brook – A tree which had fallen into Sor Brook had been reported to the Environment Agency by the Parish Council and it had now been removed.
- FOCAL Bench – The Clerk had ordered a new bench for FOCAL and it was located outside Church House. It was funded by a grant from Cherwell District Council.
- Gigaclear – A meeting to discuss the fibre roll out in the village would be held on Zoom on Thursday 23 September 2021 at 730pm and all Councillors were invited to attend.

51/21 Open Forum – A resident addressed the Parish Council with regard to the term of office for the Chairman of the Parish Council. The Chairman advised that the position was elected every year in May and Parish Council elections were held every four years.

The resident was thanked for her question.

(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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52/21 Reports from County and District Councillors – District Councillor Adam Nell addressed the Parish Council with regard to the Oxfordshire Plan 2050 and encouraged the Parish Council to respond to the consultation deadline which was 8 October 2021.

There would also be a consultation on the Cherwell District Local Plan starting on 29 September 2021 and Councillor Nell encouraged the Parish Council to submit a response to that too.

There was no report from County Councillor Arash Fatemian.

Resolved that the report be noted.

53/21 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 objections had been made by the Parish Council in respect of the following planning applications/works to trees:

- | | |
|---------------|---|
| 21/02143/F | Nell Bridge House, Aynho Road, Adderbury
Erection of a single storey side extension |
| 21/02210/F | Ivydene, Horn Hill Road, Adderbury
Remove existing potting shed and erect new single storey rear extension plus new workshop and new front porch |
| 21/02465/NMA | OS Parcel 0080 West of Berryhill Road Adjoining and South Of Milton Road, Adderbury
Internal rearrangement and walls omitted resulting in number of stables reduced from 6 no. to 4 no. (proposed as non-material amendment to 18/01792/F) |
| 21/02594/DISC | Cross Hill House, Cross Hill Road, Adderbury
Discharge of Condition 16 (roof structure) of 21/00119/LB |
| 21/02469/F | 10 Fleet Farm Way, Adderbury
Two storey rear extension |
| 21/02562/LB | Little Manor, Manor Road, Adderbury
Demolition of internal stud wall, existing conservatory and modern garage extension with new doors installed within previous openings. |

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

- | | |
|------------|---|
| 21/02234/F | Old Marks, East End, Adderbury
Single storey rear kitchen / utility extension (amendments to 21/00143/F) |
| 21/02245/F | The Lake House, Lake Walk, Adderbury
Erection of a gazebo |

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

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|--------------|--|
| 21/02846/TCA | The Old Vicarage, Church Lane, Adderbury
(G1/G2/G3) Hawthorns - Removal of trees from bank of the brook up to 6 per group. |
| 21/02963/F | 49 St Marys Road, Adderbury
Removal of existing garage and erection of new single storey extension to the house to provide new study and store room |
| 21/02884/F | Land To The Rear Of 16-18 Twyford Gardens and adj to Claire House, Twyford Grove, Twyford, |

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Erection of one new dwelling

21/03078/TCA The Lime Trees 5, Church Close, Adderbury
T1 x Laburnum, T2 x Hawthorn - Removal due to lean over adjacent brook, recently removed canopy cover from nearby trees and exposure to the public footpath on the opposite bank

Resolved that, it be noted that the appeal has been upheld for up to 40 dwellings on land off Berry Hill Road, Adderbury and planning permission is now approved.

- 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) Oxfordshire 2050 – The Clerk had circulated information on the Oxfordshire 2050 and the deadline for the consultation was 8 October 2021.

Resolved that all Councillors to forward their comments to the Clerk before 8 October 2021. **Action ALL**

54/21 Village Matters

- i) Traffic Calming – The Chairman reported that the chicanes were yet to be completed and the next meeting of the Environment Committee was on 12 October 2021.

Resolved that the report be noted.

- ii) FOCAL – Councillor Laura Walker gave an update on the work of FOCAL.

Resolved that the report be noted.

- iii) The Milton Road Community Project – The Chairman reported that the entrance would be started by the end of the month. Reports relating to the drainage, archaeology, landscaping and ecology were still being collated, due to the approval of the revised planning application by Cherwell District Council in June 2021. These reports were being revised to reflect this new application, however, it should be noted that the planning conditions were exactly the same as the previously approved application.

Councillor Jackie Head also provided a verbal update on the Community Day which was being held on Saturday 18 September 2021.

Resolved that the reports be noted.

55/21 Parish Council Matters

- i) Parish Council Surgery – The Parish Council considered a report on the issues raised at the Surgery on 4 September 2021.

Resolved that the matters reported at the Surgery be passed to the relevant bodies to action. **Action TG**

- iv) Parish Council Meetings, Post May 2021 – The Parish Council discussed confirming all of the decisions which had been made by the Clerk and Responsible Financial Officer under delegated authority, based on recommendations made by the Parish Council, since 7 May 2021.

Resolved that all of the decisions which had been made by the Clerk and Responsible Financial Officer, under delegated authority, based on recommendations made by the Parish Council, since 7 May 2021 be approved.

- ii) Committee Minutes and Recommendations – There had not been a meeting of the Environment Committee or the Staffing Committee since the last meeting of the Parish Council. The next meeting of the Environment Committee was being held on Tuesday 12 October 2021 at 703pm.

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Resolved that the report be noted

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

- Play area inspection at The Rise – Councillor Rod Head reported that the quote for the surfacing was still awaited, but Kompan was undertaking a site visit the following day.

The bolts on the climbing wall were still missing, but they had been ordered from the manufacturer, Proludic.

The fencing around the play area was due to be repaired, once the necessary materials were available.

- Play area inspection at the Lucy Plackett Playing Field – Councillor Ann Lyons reported that the quote for the surfacing was still awaited, but Kompan was undertaking a site visit the following day. Paul Lester had completed the work on the seesaw and she was very pleased with his workmanship. Councillor Lyons also felt that a sign reminding users that the play equipment was for children only, would be useful.

There was a discussion and it was felt that it might be beneficial to have a specific area of the Lucy Plackett Playing Field where dogs could be let off their leads to exercise. This would be discussed at the next meeting and in the meantime, Councillors were asked to visit the playing field and identify suitable areas for discussion.

It was also reported that a wall surrounding the play area had collapsed and needed to be repaired.

The Chairman reported that she had spoken to some young people who were digging holes around the edge of the playing field to create jumps for their bikes. Councillor Laura Walker agreed to follow this up and contact the young people and their parents. **Action LW**

There was also a loose metal bar on the climbing frame which needed to be tightened.

- Adderbury Lakes – The Chairman reported that a tree had fallen at Adderbury Lakes and quotes were being discussed later in the meeting. There were also ongoing discussions with Thames Water and the Environment Agency with regard to the algae in the Lakes.

Resolved that the report be noted and the above actions be approved.

56/21 Finance

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

Recommended that the following accounts for payment be approved and Councillor Lucy Wells be added as a signatory to the Parish Council bank account:

Theresa Goss – Salary and Expenses for September 2021	
HMRC – Payment for September 2021	
Oxfordshire County Council – Clerks Pension for September 2021	
Eco Web Hosting – Email hosting	£11.98
Cherwell District Council – Planning application fee	£58.00
Theresa Goss – Bench for FOCAL	£450.00
Councillor Laura Walker – Flyers for Community Day	£119.09
Thomas Fox Landscaping Ltd – Grass Cutting	£1792.94
Design Grow – Maintenance at Adderbury Lakes	£139.20
Fourth Corner Ltd – Cemetery and Allotment Maintenance	£639.07
Green Scythe Ltd – Grass cutting in the Lucy Plackett Playing Field	£476.40
Oxford Direct Services – Bollards in St Mary's Road	£2139.55
Turnstone Ecology – Hedgerow check prior to removal of trees on Milton Road	£168.00
Came and Company – Insurance for 2021/2022	£1602.00
PE Walsh – Grass cutting at the Milton Road field	£190.00
Theresa Goss – Millennium Cup engraving	£15.95
Paul Lester – Fitting of Dog Waste Bin	£65.00

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- ii) Bank Reconciliation & Income Since the last Meeting - Prior to the meeting, the Clerk had circulated the income which had been received since the last meeting and the bank reconciliation, as at 14 September 2021 for the accounts at Unity Trust Bank and the Cambridge Building Society.

Resolved that the income and the bank reconciliation be noted.

- iii) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as at 14 September 2021.

Resolved that the report be noted.

- iv) Budget Monitoring – The Parish Council considered the budget monitoring report for April to September 2021.

Resolved that the report be noted.

- 57/21 Correspondence** – A complaint had been received and further clarification would be obtained from the complainant. A meeting of the Complaints Committee would then be arranged, if necessary.

Confirmation had been received from Adderbury and Milton Feoffees that Councillor Sue Jelfs could be replaced by Councillor Jackie Head as the Parish Council's representative from October 2021, when the term of office expired.

THE LUCY JANE PLACKETT CHARITY

(No items)

- 58/21 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 minute numbered 59/21 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

- 59/21 Adderbury Lakes & Adderbury Cemetery** – The Parish Council considered quotes for the removal of a fallen tree at Adderbury Lakes and work maintenance works at Adderbury Cemetery.

Resolved that the quote from Ben Acreman be accepted for the works at Adderbury Lakes and the quote from Fourth Corner Limited be accepted for the works at Adderbury Cemetery. **Action DB/TG**

- 60/21 Meeting Dates** – The Chairman reported that from September 2021, Parish Council meetings would be held in Church House, High Street, Adderbury, at 7.30pm on the following dates:

- 26 October 2021
- 30 November 2021
- 11 January 2022

- 61/21 Items for Future Agendas (For Information Only)**

- Co-options onto the Parish Council
- Monitoring of brambles at the Lucy Plackett Playing Field
- Bench Survey – Rod Head
- Area for Exercising Dog in the Lucy Plackett Play Field

(Meeting closed at 8.45pm)

Chairman – 26 October 2021