

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 15 FEBRUARY 2022 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY

PRESENT: Councillor Diane Bratt (Chairman); Councillors Jacky Atkinson, Simon Davies, Sue Jelfs, Ann Lyons and Lucy Wells.

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

APOLOGIES: Councillor Oliver Ighani 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.

Councillor Laura Walker submitted her apologies because she was on holiday, the apologies were accepted and the absence authorised.

District Councillors Mike Bishop and Andrew McHugh.

Trish Fennell

108/21 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

109/21 Minutes – Prior to the meeting, the minutes of the meeting held on 18 January 2022 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 18 January 2022 be approved and signed by the Chairman.
Action TG/DB

110/21 Matters Arising from the Minutes of 18 January 2022 – There were no matters arising.

111/21 Chairman's Announcements

- The application for 20mph speed restrictions through the village had been submitted to the County Council, with the support of County Councillor Arash Fatemian.

112/21 Open Forum – A resident addressed the Parish Council with regard to the proposal for a dog exercising area in the Lucy Plackett Playing Field and suggested that it be incorporated into the wider project of how the playing field would be used after the Football Club had moved to the Milton Road site.

The resident also requested that the field on Milton Road be opened to allow people to walk across the land and to exercise their dogs.

The Chairman advised that she agreed with the suggestion relating to the dogs exercising area in the Lucy Plackett Playing Field. However the Milton Road site could not be opened to the public due to the restrictions relating to the planning application and that contractors could be working at the site, which would be a health and safety issue. The field was being maintained to ensure the new pitches were established and ready for use by the Football Club and the Parish Council was following advice from Sports experts on the time needed for the grass to establish before use.

Another resident reported that he also supported the Milton Road Field being opened to the public. It was suggested that the Parish Council consider that another communication could be circulated in the village, with regard to the Milton Road field and why it was not accessible to the public. However it was noted, this information had been circulated a number of times already and was included in the monthly updates on the project provided to the Parish Council and available on the Parish Council website. **Action DB/TG**

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The resident also asked for a response to the meeting which he had attended with two Parish Councillors in June 2021. The Chairman advised that those Councillors had now resigned from the Parish Council and as no other Councillors nor the Clerk were in attendance at that meeting, the Parish Council was unable to provide any feedback.

A resident asked the Parish Council whether it would be taking responsibility for the play area in Henge Close. The Chairman advised that this site was still the responsibility of the developer and Cherwell District Council had not made a request to the Parish Council to take over its responsibility.

The resident also asked when the Parish Council or the County Council would be undertaking a review of the chicanes on Milton Road and Berry Hill Road. The Chairman advised that there would not be a review of the chicanes in isolation, but their impact would form part of an investigation into the proposed closure of the Horn Hill Road/Milton Road junction. The Chairman reminded the meeting that the Parish Council had intended to implement this closure when the chicanes had been installed, but there was opposition from residents, so the decision had been deferred. This investigation would be progressed by a resident from the village who had kindly volunteered to support the Parish Council.

The Chairman thanked the residents 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)

113/21 Reports from County and District Councillors – District Councillor Adam Nell reported that there were roadworks at the crossroads on the A4260 outside Sainburys and apologised for the inconvenience.

Cherwell District Council had set its budget and an issue with regard to staffing of the CCTV service had been resolved with the use of AI, which would create a saving on staff costs.

The County Council and Cherwell District Council was going through the process of splitting their services. This decision had been taken due to the new political leadership at the County Council. However there should not be any disruption to residents.

The public consultation for a Cycling and Walking Investment Plan would be starting shortly and Councillor Nell encouraged everyone to respond to the consultation.

Councillor Nell was thanked for his report.

Resolved that the report be noted.

114/21 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:

21/04292/F	Royal Oak House, High Street, Adderbury Single storey extension to replicate the current extension in shape, size and appearance to create additional living space.
21/03924/F & 21/03925/LB	Urina Cottage, Chapel Lane, Adderbury, Single storey extension
21/03907/F	8 Vera Wood Close, Adderbury Single storey extension to side/rear. New front porch
21/04199/Q56	Quarry Farm, Oxford Road, Adderbury Change of Use of agricultural building to dwellinghouse (Use Class C3)
21/04133/F	Fleet Farm House, Aynho Road, Adderbury Conversion of barn to garages and erection of 1no dwelling

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- 22/00151/TCA Court End, Manor Road, Adderbury,
Tree works
- 22/00148/DISC Beren House, East End, Adderbury
Discharge of Condition 3 (re-roofing elements and materials) of 21/02834/F
- 22/00150/DISC Beren House, East End, Adderbury,
Discharge of condition 3 (re-roofing elements and materials) of 21/02835/LB
- 22/00230/TCA The Old Barn, High Street, Adderbury
T1 x Sycamore - fell because Arboricultural report has advised concerns with structural condition and safety of the tree in question in respect of the adjacent property and its occupants / users.

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: None

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

- 22/00228/TCA Cobblers Cottage, Chapel Lane, Adderbury,
Tree works
- 22/001041/F Harpers Coffee House, The Old Co Op, Croft Lane, Adderbury
RETROSPECTIVE - Rear elevation wall and roof refurbishment and the addition of three rooflights
- 22/00126/DISC Saddlers Cottage, High Street, Adderbury
Discharge of Conditions 3 (roof method statement) and 4 (roof permeable membrane) of 21/01305/LB
- 22/00051/DISC Cross Hill House, Cross Hill Road, Adderbury,
Discharge of condition 3 (floor treatment specification) of 21/01422/LB
- 22/00060/DISC Cross Hill House, Cross Hill Road, Adderbury
Discharge of Condition 6 (schedule of materials) of 21/01421/F
- 22/00061/DISC Cross Hill House, Cross Hill Road, Adderbury
Discharge of Condition 10 (schedule of materials) of 21/01422/LB
- 22/00030/DISC Cross Hill House, Cross Hill Road, Adderbury,
Discharge of condition 4 (floor treatment) of 21/01422/LB
- 22/00020/DISC Cross Hill House, Cross Hill Road, Adderbury
Discharge of Conditions 7 (sound insulation) and 14 (glass house / ground works) of 21/01422/LB
- 22/00019/DISC Cross Hill House, Cross Hill Road, Adderbury
Discharge of Conditions - 4 (sound insulation) and 10 (glass house / ground works) of 21/01421/F
- 21/04297/LB Royal Oak House, High Street, Adderbury,
Single story extension to replicate the current extension in shape, size and appearance to create additional living space
- 22/00355/TCA Beehive Cottage, High Street, Adderbury
Tree works
- 22/00153/F Pine Trees, Berry Hill Road, Adderbury
Erection of one residential dwelling and formation of associated access and landscaping

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21/03924/F Urina Cottage, Chapel Lane, Adderbury
Single storey extension and Installation of Solar PV Panels to southern roof slope

22/00155/TPO Court End House, Manor Road, 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) 22/00203/OUT, Nicholas King Homes – The Parish Council considered an outline application at land to rear of St Marys House adj to, Henge Close, Adderbury for the construction of up to ten houses, with all matters reserved except access

Resolved that the Parish Council objects to application 22/00203/OUT on the following grounds:

1. the development is contrary to the Adderbury Neighbourhood Plan (ANP) Policy AD1 and is outside the Residential Settlement Boundary as stated in that policy. The applicant cites Paragraph 14 of the NPPF but the Parish Council does not agree that this proposal is suitable enough to outweigh the ANP policy;
2. this is inefficient and ineffective use of land because building ten properties means the density of housing is not in keeping with Henge Close. Nor does it make efficient and best use of the land as required under the NPPF;
3. there is limited community benefit and no provision for affordable homes. The Parish Council expects there to be a mix of housing which includes affordable, particularly for local people where possible;
4. a development of ten properties cannot be described as 'infill', this proposal has clearly been part of the developers long term plan for the area, and may be seen as 'back land' development;
5. the development will increase traffic onto an already very busy Milton Road and the Henge Close junction was not designed for so many vehicle movements;
6. there will be increased traffic movements within Henge Close;
7. this proposal will mean the loss of another greenfield site in the village and it is unsuitable development for the Conservation Area;
8. the Parish Council has concerns about the green area along the boundary of the sports field. While the Parish Council welcomes this as a buffer to the development, how will such an area be maintained for a 'wildlife/ecological corridor' as the applicant suggests? If residents are allowed to wander through, with dogs etc, it will not be a 'green corridor'. How will it be kept as a secure boundary?;
9. the sports field site must be secured to ensure there is no unauthorised access therefore the Parish Council objects as no thought has been given to this;
10. there is a clear gap in the design of the site, which in due course, will lead to another development to the north; and
11. there appears to be no reference to the ANP in the pre-app advice. Could clarification be given to the Parish Council why it was not referenced by planning officers given its importance to properly designate areas suitable for development in the Parish of Adderbury.

If the Local Planning Authority is minded to approve this application, the Parish Council requests that the permission includes;

- some affordable housing;
- community benefit, particularly towards the Milton Road Sports and Community Project to which it is adjacent and will be used by any new residents and also towards the new project for 20mph speed restrictions in Adderbury. The Parish Council's community benefits list has already been submitted to the Local Planning Authority;
- discussions between the Parish Council and the landscape officers and developer to ensure that the green buffer on the west boundary is created as a robust and secure landscape feature and maintained for a wildlife corridor; and
- reassurance of secure boundaries for the Milton Road Sports Field.

- iv) Local Transport and Connectivity Plan – The Parish Council discussed the County Council's consultation and the Chairman asked for a volunteer to look at the Plan on behalf of the Parish Council.

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Resolved that if Councillors have any comment on the Local Transport and Connectivity Plan, they should be forwarded to the Clerk. **Action ALL**

- v) Adderbury Neighbourhood Plan (ANP) – The Parish Council discussed reviewing the Adderbury Neighbourhood Plan and the Chairman advised that she had been in consultation with Martin Lipson from the Oxfordshire Neighbourhood Plan Alliance.

Resolved that Councillors Simon Davies and Oliver Ighani to review planning applications in Adderbury to monitor how Cherwell District Council's Planning Officers are applying the ANP policies to planning applications. **Action IG/TG**

- vi) Baynards House, Ardley, Planning Applications 21/03266/F, 21/03267/OUT & 21/03268/OUT - OS Parcel 2636 NW of Baynards House, Ardley - Site clearance, construction of new site access from the B4100, permanent and temporary internal roads, an internal roundabout and a foul drainage station, diversion of an existing overhead power cable and public right of way, and soft landscaping.

Resolved that the planning applications 21/03266/F, 21/03267/OUT & 21/03268/OUT be circulated to the Parish Council for comments. **Action TG**

115/21 Village Matters

- i) FOCAL – Councillor Jacky Atkinson gave an update on the work of FOCAL. Councillor Atkinson advised that footfall had reduced by half since before the Covid-19 pandemic and it was hoped the Primary School would be using the Library again soon.

Resolved that:

- 1) the report be noted; and
- 2) the Parish Council supports the proposed opening hours change from 4pm to 7pm to 3pm to 6pm on a Thursday. **Action JA**

- ii) The Milton Road Community Project – Prior to the meeting, the Chairman had circulated a progress report on the Milton Road community project.

Resolved that:

- 1) the report be approved;
- 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;
- 3) the Project Management Team be authorised to continue working with the WFAC residents' group to progress the Building Phase of the project; and
- 4) the Chairman and Architect be authorised to continue to work on the discharge of planning conditions;

- iii) HM The Queen's Platinum Jubilee Events – The Parish Council discussed events to mark HM The Queen's Platinum Jubilee in June 2022 and the Chairman reported that a group of six residents had already started to plan events for the village.

Resolved that Councillors Jacky Atkinson and Simon Davies to join the residents' group which has already been established and provide a report at the next meeting. **Action JA/SD**

- iv) Parking in The Rise – The Parish Council discussed parking issues in The Rise since the double and single yellow lines had been painted on the junction of the A4260.

Resolved that:

- 1) a letter be sent to residents of The Rise reminding them about not parking on the green in The Rise and providing information on Civil Parking Enforcement;
- 2) Oxfordshire County Council be contacted with regard to painting double yellow lines around the green in The Rise;
- 3) a quote be obtained from the County Council's contractors for wooden posts to be located around the green in The Rise; and
- 4) the Primary School be requested to remind parents/carers again about considerate parking in The Rise.

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Action TG

- v) Bench Survey – The Parish Council discussed progressing the survey of benches in the village. The Chairman reported that two new benches had been purchased; one in Adderbury Cemetery which had been donated to the Parish Council and one on The Green.

Resolved that:

- 1) the report be noted; and
- 2) Councillors to send information to the Clerk regarding benches which needed repairing or replacing. **Action ALL**

- vi) Bus Shelter – The Parish Council discussed a request from a resident for a new bus shelter at the end of Chapel Lane/High Street.

Resolved that the proposal for a new bus shelter at the end of Chapel lane/High Street not be progressed because no funding is available and residents who live near to the proposed site, were not previously in favour of a new shelter. **Action TG**

116/21 Parish Council Matters

- i) Vacancies – The Chairman reported that following resignations there was three vacancies on the Parish Council.

Resolved that the vacancies be advertised. **Action TG**

- ii) Parish Council Surgery – Prior to the meeting, Councillor Jacky Atkinson had circulated a report from the Surgery held on 5 February 2022.

Resolved that:

- 1) the reports be noted; and
- 2) the Parish Council Surgeries be advertised more widely in the village. **Action JA/TG**

- iii) 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.

As stated earlier in the meeting, a resident had kindly volunteered to investigate whether the closure of the Milton Road/Horn Hill Road junction, should go ahead.

Resolved that the report be noted.

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

- Play area inspection at The Rise – No issues at The Rise. Councillor Simon Davies agreed to complete the monthly inspections of the play area.
- Play area inspection at the Lucy Plackett Playing Field – Councillor Ann Lyons reported that there were no issues at the Lucy Plackett Playing Field.
- Adderbury Lakes – The Chairman reported that there were no issues at the Lakes.

Resolved that the reports be noted.

- v) Parish Council Newsletter/Communication with the Village – The Parish Council discussed introducing a Parish Council Newsletter.

Resolved that the Clerk to Bodicote Parish Council be contacted for details about the Bodicote Parish Council Newsletter and this matter be discussed at a future meeting. **Action TG**

117/21 Finance

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

Resolved that the following accounts for payment be approved:

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Theresa Goss – Salary and Expenses for February 2022	
HMRC – Payment for February 2022	
Oxfordshire County Council – Clerks Pension for February 2022	
Castle Water – Watr at Walled Garden Allotments	£50.10
Eco Web Hosting – Email hosting	£5.99
Cherwell District Council – Day of Dance Road Closure	£105.00
Glasdon UK – Two benches for Adderbury Cemetery and The Green	£1418.11
RGI Surveys – Topographic Survey at Milton Road	£780.00
Alan Bower – Install two benches	£1521.86
Cherwell District Council – Day of Dance Litter/Recycling Bins	£172.51
Theresa Goss – Annual Data Protection Fee at The Information Commissioners Office	£40.00

- 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 15 February 2022 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 15 February 2022.

Resolved that the report be noted.

- iv) Budget Monitoring – Prior to the meeting, the Clerk had circulated the budget monitoring report from April 2021 to February 2022.

Resolved that the report be noted.

- v) Councillor to Monitor Financial Matters – The Parish Council discussed appointing a Councillor to monitor the Parish Council's financial matters, in conjunction with the Clerk and Responsible Financial Officer.

Resolved that this item be deferred to the next meeting.

118/21 Correspondence – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY

(No items)

119/21 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 120/21 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

120/21 Accident at Adderbury Lakes – The Chairman reported on a recent accident at Adderbury Lakes and the actions taken.

Resolved that the report be noted.

121/21 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:

- 29 March 2022
- 12 April 2022 (Annual Parish Meeting at Methodist Hall)
- 31 May 2022
- 28 June 2022
- 26 July 2022

122/21 Items for Future Agendas (For Information Only)

- Monitoring of brambles at the Lucy Plackett Playing Field

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- Lucy Plackett Playing Field – Area for Dogs
- Parish Council Newsletter/Communication with the Village

(Meeting closed at 9.00pm)

Chairman – 29 March 2022