

# ADDERBURY PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 25 APRIL 2023 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY

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

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer).

Councillor Rob Yeatman was not present.

**134/22 Apologies** – Parish Councillors Joel Greenberg and Lucy Wells submitted their apologies because they had another appointment.

Parish Councillor Mark Gerold submitted his apologies because he was on holiday.

Parish Councillor Oliver Ighani submitted his apologies because he was at work.

District Councillor David Hingley and County Councillor Arash Fatemian also submitted their apologies.

**Resolved** that the apologies from Parish Councillors Mark Gerold, Joel Greenberg, Oliver Ighani and Lucy Wells be accepted and the absence authorised.

**135/22 Declarations of Interest** – All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 140/22 (iv), Adderbury Circular Walk – The Chairman declared an interest because part of the Circular Walk crossed land which she owned.

**Resolved** that the interests be noted.

**136/22 Minutes** – Prior to the meeting, the minutes of the meeting held on 28 March 2023 had been circulated to the Parish Council.

**Resolved** that the minutes of the meeting held on 28 March 2023 be approved and signed by the Chairman.

**136/22 Matters Arising from the Minutes of 28 March 2023** – There were no matters arising.

### **137/22 Chairman's Announcements**

- Parking issues – Issues had been raised at the Annual Parish Meeting and the Clerk had chased up the County Council about the proposed signage and other measures to address the poor parking, but had not yet received a reply.
- 20mph Speed Restrictions Consultation – The deadline for responses to the consultation had now been extended to 26 May 2023.

**138/22 Open Forum** – There were no residents present.

*(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)*

**138/22 Reports from County and District Councillors** – Prior to the meeting, District Councillor David Hingley had circulated his report to the Parish Council.

**Resolved** that the report be noted.

### **139/22 Planning**

- i) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees which have been considered by the Parish Council, since the last meeting, had been circulated.

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**Resolved** that, it be noted and approved that, no objections or observations had been made by the Parish Council in respect of the following planning applications/works to trees:

- 23/00347/F Cornerstones, Tanners Lane, Adderbury  
Demolition of lean-to greenhouse, removal of steel garage door and duo-pitched roof over rear out-buildings. Retention and repair of stone walls Internal re-modelling of rear outbuilding and erection of new pitched roof over to provide a replacement bedroom. Erection of Oak double car shelter.
- 23/00396/F White House, Manor Road, Adderbury  
Two-storey rear extension (revised scheme of 22/02901/F)
- 23/00455/TCA Hope Cottage 15, Parsons Street, Adderbury  
Tree works
- 23/00061/F 3 St Marys Road, Adderbury  
Erection of single storey extension to rear of garage, internal alterations and loft conversion
- 23/00599/TCA Honeystone House, Parsons Street, Adderbury  
Tree works
- 23/00536/F 15 Lake Walk, Adderbury  
Single storey rear extension (sitting room) - re-submission of 22/03666/F
- 23/00896/F & 23/00897/LB White Hart Cottage, Tanners Lane, Adderbury  
Proposed raising of existing chimney

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

- 23/00521/F Rungall, Berry Hill Road, Adderbury,  
First floor extension to rear with various associated alterations to the existing building (predominantly internal) including new doors, windows, roof and solar PV array

**Resolved** that, it be noted and approved that, objections have 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:

- 23/00814/LB 1 The Wicketts, High Street, Adderbury  
Replacement of modern brown framed windows with slimline double glazed steel framed windows in a timber subframe with smaller panes; replacement of modern half glazed rear door to fully glazed door with smaller panes to match windows; addition of small glazed window to front modern door
- 23/01015/TCA Little Manor, Manor Road, Adderbury  
Tree works
- 23/00993/TPO The Maltings, 10 Adderbury Court, Adderbury  
Beech (T1) - Crown reduction of the beech in the front garden, by approximately 3 metres. Removal of all dead wood from the crown with an attachment size of 25mm or greater

- 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) Adderbury Neighbourhood Plan (ANP) – The Parish Council received a progress report on the ANP Working Group, which would be updating the Plan. A fee proposal from Neil Homer had been received

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which detailed his fees for starting the Plan from scratch, rather than an update to the current Plan. Councillors felt that consideration should be given to updating the current Plan and also raised concerns about how the costs would be covered.

**Resolved** that:

- 1) the report be noted;
- 2) a revision of the Adderbury Neighbourhood Plan be investigated and be progressed, subject to grant funding applications being successful to cover all associated costs, in addition to further discussions with Neil Homer regarding the cost and scope of his quote;
- 3) a further two quotes be obtained for the consultancy work on a revision of the Plan; and
- 4) District Councillor David Hingley be approached for advice on a revision of the Plan.

**Action MG/DB**

### 140/22 Village Matters

- i) FOCAL – Prior to the meeting, Councillor Jacky Atkinson had circulated a report on the work of FOCAL and advised that Councillor Rachel Moffat had also joined the Committee.

**Resolved** that the report be noted.

- ii) Community and Sports Centre, Milton Road – The Chairman reported that all outstanding reports relating to the the planning permission conditions had been sent to Cherwell District Council by the architects at the start of April, but the planning officers were still holding up the process. The Chairman had been in regular contact with the architects and they were actively chasing up the planning officer, but were not receiving any replies.

Councillor Jacky Atkinson reported that 17 people had expressed an interest in 'Buy-A-Brick'. The Clerk would follow up on the Crowdfunding account so that initiative could also be advertised in the village.

**Resolved** that the report be noted.

- iii) The Coronation of HM King Charles III – Councillor Jacky Atkinson gave an update on the arrangements for the Coronation event on 6 May 2023 and more volunteers were required to help on the day.

**Resolved** that the report be noted.

- iv) Adderbury Circular Walk – The Parish Council discussed the footpaths along Adderbury Circular Walk and the flooding issues which affected one stretch of the footpath, as well as hedges which needed to be cut back. The impact of these issues were that walkers were veering off the public right of way and taking other unauthorised alternate routes and damaging fencing to access them.

The Chairman had reported the issues to the County Council Footpaths Officer and a meeting was being held on 24 May 2023.

**Resolved** that the report be noted and the Parish Council to request the County Council to take some action to address the flooding issues and the overgrowing hedge on the Circulare Walk. **Action TG**

### 141/22 Parish Council Matters

- i) Health and Safety – The Parish Council considered a number of health and safety inspections.
  - Play area inspection at The Rise – Councillor Simon Davies reported that there were no issues at The Rise.
  - Play area inspection at the Lucy Plackett Playing Field – Councillor Simon Davies reported that there were no issues, however there had been some vandalism. Councillor Sue Jelfs raised concerns about the grass cutting and the Clerk would arrange for her to meet with 4<sup>th</sup> Corner Ltd.

**Action TG/SJ**

- Adderbury Lakes – The Chairman reported that there were no issues at Adderbury Lakes.

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- Village Grass Cutting – Councillors requested that Thomas Fox be asked not to leave too many grass cuttings on the verges, whether they could cut the areas twice to disperse the grass better and to lower the blades when cutting. **Action TG**
- Cemetery – There had been a complaint about the grass cutting in Section 1, however following a site visit, the Chairman felt that the area was tidy. Therefore the situation would be monitored.

**Resolved** that the reports be noted.

- ii) Parish Council Newsletter – The Parish Council discussed items for inclusion in the next Parish Council Newsletter in Contact.

**Resolved** that Parish Councillor Rachel Moffat to continue to edit the Parish Council Newsletter and Councillors to forward items to her. **Action ALL**

- iii) Fix My Street ‘Super User’ – The Parish Council discussed appointing a ‘Super User’ as part of the County Council’s initiative.

**Resolved** that this item be deferred to the next meeting when Councillor Lucy Wells is present. **Action TG**

- iv) Clerk’s Equipment – The Parish Council discussed purchasing a new laptop for the Clerk and Responsible Financial Officer.

**Resolved** that the Clerk and Responsible Financial Officer be authorised to purchase a new laptop, in consultation with the Chairman and Parish Councillor Rachel Moffat. **Action TG/RM**

### 142/22 Finance

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

**Resolved** that the accounts for payment be approved, as detailed in appendix 1 to the minutes.

- 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 25 April 2023 for the accounts at Unity Trust Bank and the Cambridge Building Society.

**Resolved** that the income, uncashed payments and the bank reconciliation be noted.

- iii) Budget Monitoring – Prior to the meeting, the Parish Council received a budget monitoring report for 2023/2024.

**Resolved** that the report be noted.

- iv) Accounts 2022/2023 – The Parish Council considered the Annual Governance and Accountability Return for the year ended 31 March 2023 and the Receipts and Payments as at 31 March 2023.

**Resolved** that:

- i) the Receipts & Payments Account as at 31 March 2023 be approved; and
- ii) the Annual Governance Statement 2022/2023 (Section 1) and the Accounting Statement for 2022/2023 (Section 2) be approved. **Action TG**

- v) Internal Auditor’s Report 2022/2023 – Prior to the meeting, the Parish Council had received the Internal Auditors final report for 2022/2023.

**Resolved** that the report and recommendations be noted.

- v) Members Allowances 2023/2024 – Prior to the meeting, the report of the Independent Remuneration Panel 2023/2024 had been circulated to the Parish Council.

**Resolved** that:

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- 1) the report be noted;
- 2) no basic allowances be paid to Councillors for 2023/2024; and
- 3) travel and subsistence be paid in accordance with the report, on production of receipts.

**143/22 Correspondence** – The Chairman reported that there had been a complaint from a tenant with regard to the presence of rats at the Walled Garden Allotments. Councillors felt that a lot of the rubbish which tenants had been asked to remove, was still there, therefore the pest control company would not be engaged until the rubbish was removed. **Action TG**

### **THE LUCY JANE PLACKETT CHARITY**

(One Item)

**144/22 No Dog Fouling Signs** – The Parish Council discussed the purchase of new ‘No Dog Fouling’ signs for the Lucy Plackett Playing Field.

**Resolved** that one metal sign be purchased from Signs Engraving for erection in the Lucy Plackett Playing Field. **Action TG**

**145/22 Meeting Dates** – The Chairman reported that Parish Council meetings would be held in Church House, High Street, Adderbury, at 7.30pm on the following dates:

- 23 May 2023
- 27 June 2023
- 25 July 2023
- 12 September 2023
- 31 October 2023
- 28 November 2023

**146/22 Items for Future Agendas (For Information Only)**

- Induction of Councillors
- Local Plan 2040 Consultation
- Memorial Health and Safety Testing Policy
- The Pound

(Meeting closed at pm)

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Chairman – 23 May 2023