

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON TUESDAY 27 OCTOBER 2020 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Ian Bailey, Jamie Cox, Rod Head, Sue Jelfs, Oliver Ighani, Ann Lyons and Laura Walker.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), District Councillor Andrew McHugh, Trish Fennell, Chris Wardley and one member of the public.

APOLOGIES: Parish Councillor Sheila August submitted her apologies because she was unable to connect to Zoom, the apologies were accepted and the absence authorised.

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

Parish Councillor Martin Rye submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

Apologies for absence were also received from District Councillor Mike Bishop.

70/20 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 73/20 – Chairman’s Announcements - Aynho Road Ancient Paddock – The Chairman declared an interest because the paddock was adjacent to the track leading to her house.

Minute Number 78/20 (viii) - Works to Footpaths in the Village – Councillors Diane Bratt and Oliver Ighani declared an interest as they lived close to the Longwall footpath.

Minute Number 83/20 Works to Amenity Areas – Councillor Diane Bratt declared an interest because her nephew, who worked at Cotefield Treecare, had submitted the quote for the work.

Resolved that the interests be noted.

71/20 Minutes – Prior to the meeting, the minutes of the meeting held on 8 September 2020 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 8 September 2020 be approved and signed by the Chairman.

72/20 Matters Arising from the Minutes of 8 September 2020 – There were no matters arising.

73/20 Chairman’s Announcements

- Rotary Club Banbury Cherwell Christmas Cheer Event – This event was being held in conjunction with Horton Radio and more details would follow in due course.
- Aynho Road Ancient Paddock – The condition of the paddock had been reported to Cherwell District Council for investigation because it had not been reinstated following the building work. It had been used as a storage area and a car park by the developer.
- Parish Council WhatsApp Group – Councillors should contact the Clerk if they wished to be a member of the Group.
- Dog Fouling Initiative – Parish Councillors Ian Bailey and Laura Walker both volunteered to support this initiative. **Action TG**

74/20 Appointment of Vice-Chairman – The Chairman asked for nominations for Vice-Chairman for 2020/2021. There were no nominations for the position.

Resolved that this position not be filled at the current time.

75/20 Open Forum – A resident addressed the Parish Council with regard to the traffic calming project.

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(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)

76/20 Reports from County and District Councillors – Prior to the meeting, a report from District Councillor Andrew McHugh had been circulated to the Parish Council. Councillor McHugh gave further details on supporting children who were entitled to Free School Meals through the school holidays.

Resolved that the report be noted.

77/20 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:

20/02261/TCA	Mr & Mrs Harper 3 Church Close, Adderbury T1 x Holly – remove
20/02327/TCA	Mr Arnold The Bothy, Sir Georges Lane, Adderbury Tree works
20/02262/TCA	Mr M Chander Stags Leap Sir Georges Lane Adderbury Tree works
20/02177/F	Mr Kieth Borien Field Barn, Aynho Road, Adderbury Erection of stone wall at Field Barn – Retrospective
20/01862/F	Mr Martin Eley 23 Deene Close, Adderbury Form garage into dwelling and internal alterations and to provide bedroom into roof space; form asymmetric roof with Velux rooflight to rear and provide Forticrete hard roof tiles to match existing; extend to the rear (north) 1900mm to external face
20/02356/TCA	Mr Long 1 Church Close, Adderbury Tree Works
20/02469/TCA & 20/02466/TCA	Katrina Edge The Lime Trees, 5 Church Close, Adderbury Tree works
20/01558/F	Adderbury Estates Ltd Adderbury House, Lake Walk, Adderbury Single storey side extension to dwelling. Repairs to the ice house, loggia and entrance arch. Landscaping of parkland. (resubmission of 17/01260/F (part retrospective)
20/02537/TCA	Ms Sykes Westway Cottage, Horn Hill Road, Adderbury Tree works
20/02535/TCA	Mr Cudahy

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Westway Cottage, Horn Hill Road, Adderbury
Tree works

- 20/02576/ADJ Mr N Saganthakumar
Mill House Farm Mill Lane Kings Sutton OX17 3QP
Removal of farm buildings adjoining farmhouse, replace with new community building and farm machinery barn. Construction of new farm buildings comprising 2 no barns to house farm animals, office and detached hay barn. Re-construction of original barn 4. Instillation of micro-hydro generator to mill stream. Retrospective application for 2 no timber religious assembly buildings. Replacement gates, new recycling compound, associated external works, hard standing, access road and parking. Supporting agricultural statement as prepared by Reading Agricultural Consultants (follow up to to 20/00241/ADJ).
- 20/02457/F Mr Dominic Clarke
Horn Hill Cottage, Horn Hill Road, Adderbury
Alterations to existing double garage / workshop comprising cladding of the external walls in Siberian Larch V-Joint Weatherboard Cladding, removal of workshop door and two windows and their replacement with two x UVPC anthracite grey french doors.
- 20/02650/TCA Mr French
Gothic Cottage, Oxford Road, Adderbury
Tree works

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

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

- 20/02614/F Mr & Mrs M Harley
Stud Farm Stables, East End, Adderbury
Demolition of existing single storey ancillary buildings and erection of new single storey, pool building, gym with associated landscape works and construction of one outside pool.
- 20/02746/F Mr Ned Fox
OS Parcel 3491 North of Adderbury Court, Oxford Road, Adderbury
Variation of Conditions 2 (approved plans), 6 (Landscaping Scheme) & 14 (boundary treatments) for plots 19 to 22 on western edge of the site of 16/01459/F

- 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.

78/20 Village Matters

- i) Traffic Calming – Prior to the meeting, the Parish Council had received a report on the progress with the traffic calming project.

Resolved that the report be noted.

- ii) FOCAL – Councillor Ann Lyons reported that FOCAL was continuing to fundraise, but the Library could not re-open until the volunteers could resume their roles.

Resolved that:

- 1) the report be noted; and
- 2) contact be made with Oxfordshire County Council with regard to when the library will re-open, highlighting its importance to the village. **Action TG**

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- iii) The Milton Road Community Project – The Parish Council received a progress report on the pitch maintenance, a progress report on the fundraising for the project from the WFAC Working Group and an update on the building project from Chris Wardley, Project Manager.

Resolved that:

- 1) the reports be noted;
 - 2) the Chairman and Clerk be authorised to continue the maintenance of the pitch area and continue the management of the land; **Action DB/TG**
 - 3) the quotation for rabbit fencing required to protect the pitches be approved; **Action DB/TG**
 - 4) the Chairman, Councillor Ian Bailey, the Clerk and the Project Manager to continue working with the WFAC residents group to progress the building phase of the project; **Action DB/TG**
 - 5) the team continues to work on a phased approach for the building stage of the project which will include further meetings with Cherwell District Council planning officers, led by the Chairman;
 - 6) the Parish Council Trustees discuss arrangements for the AGM with WFAC; and **Action RH/LW/MR**
 - 7) the Parish Council considers the Terms of Reference for the WFAC Working Group, to change the 'Trustee' status to another appropriate term.
- iv) Community Award – The Parish Council considered a request with regard to a Community Award be introduced for those who 'make a significant contribution to the Community of Adderbury'.

Resolved that:

- 1) the report be noted; and
 - 2) the proposal be supported and be considered in more detail at a later date. **Action OI**
- v) 'No Cold Calling' Signs – The Parish Council considered a request for 'No Cold Calling' signs in the village.

Resolved that:

- 1) the report be noted;
 - 2) stickers be obtained from Cherwell District Council and distributed around the village; and **Action TG**
 - 3) 'no cold calling' signage be purchased, at a later date, if residents request them.
- vi) Parking on The Rise – Prior to the meeting, the Parish Council considered a report regarding parking issue in The Rise

Resolved that:

- 1) the report be noted;
 - 2) residents of The Rise be written to and asked not to park on the green as it is an amenity area for children to play, not a parking area; and **Action TG**
 - 3) the painting of double yellow lines at the junction of The Rise and Banbury Road be supported. **Action TG**
- vii) Relocation of the Silent Soldier – Prior to the meeting, the Parish Council received a report on the relocation of the Silent Soldier on a temporary or permanent basis. This would coincide with a suggested outside Remembrance Day Service.

Resolved that:

- 1) the report be noted;
- 2) the Silent Soldier be relocated to St Mary's Church, on a temporary for Remembrance Sunday and Remembrance Day;
- 3) the Clerk and Chairman be given the authority to approve any associated costs of up to £100.00; and
- 4) the village Morris Men be contacted with regard to involving the school children in their Remembrance Day event. **Action IB**

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- viii) Works to Footpaths in the Village – Prior to the meeting, the Parish Council received a report on proposed works to footpaths 17 & 27 using Section 106 funds held at Oxfordshire County Council.

Resolved that:

- 1) the report be noted; and
 - 2) further information be obtained and a meeting be arranged with Beth Rutterford, the Footpaths Officer at Oxfordshire County Council with Councillor Oliver Ighani and the Chairman; **Action DB/OI/TG** and
 - 3) this item be discussed at the next meeting. **Action DB/TG**
- ix) Biodiversity Projects – The Parish Council considered a report on the success of the biodiversity project in St Mary's Road, at the Aynho Road amenity areas and also the Forest Schools project.

Resolved that:

- 1) the report be noted;
- 2) the cost of two bollards for St Mary's Road be approved; and **Action TG/DB**
- 3) the Chairman be authorised to continue to liaise with interested residents at Sydenham Close to develop a potential volunteer group for the Sydenham Close area, and at Long Wall and St Mary's Road. **Action DB**

79/20 Parish Council Matters

- i) Vacancies – The Chairman reported that there had been one application for co-option onto the Parish Council from Stephen Walsh.

Resolved that Stephen Walsh be co-opted onto the Parish Council. **Action TG**

- ii) Areas of Responsibility – Prior to the meeting, the Parish Council received a report which reviewed the areas of responsibility.

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

- iii) Community Governance Review – The Chairman reported that Cherwell District Council had agreed not to split Adderbury Parish Council into two separate Parish Councils, however the next stage of the consultation would be to complete a review of the number of Councillors and whether the Parish Council should be split into two wards.

Resolved that:

- 1) the Community Governance Review Working Group's interim report and the recommendations approved by Cherwell District Council, be noted;
 - 2) the Clerk and Chairman be authorised to produce a statement on the recommendations, using the information received so far from Cherwell District Council officers to inform residents on the decision and next stage of the process; and **Action TG/DB**
 - 3) the Clerk and Chairman be authorised to draft a response to the second stage of the consultation, from the Parish Council to be considered at the Parish Council meeting on 24 November 2020. **Action TG/DB**
- iv) Committee/Working Group Memberships – The Parish Council reviewed the memberships of the Committees and Working Groups.

Resolved that:

- 1) Councillors Ian Bailey, Diane Bratt, Jamie Cox and Road Head be appointed to the Complaints Committee; and
 - 2) Parish Councillors Laura Walker and Ian Bailey be appointed to the Environment Committee.
- v) Environment Committee – Prior to the meeting, the minutes of the Environment Committee held on 22 September 2020 had been circulated to the Parish Council.

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Resolved that the minutes be noted and the recommendations be approved.

80/20 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 – Salary for October 2020	£1191.96
T Goss – Expenses October 2020	£54.89
HMRC – Monthly Payment for October 2020	£167.41
Oxfordshire County Council Pension Fund – Monthly Payment for October 2020	£409.97
Green Scythe Ltd – Grass cutting LPPF for August 2020	£463.20
Design Grow – Lakes maintenance for September 2020	£69.77
Graham Kite – Works to the Ice House	£715.00
CPRE Annual Membership	£36.00
Aquatic Solution UK – Works at Adderbury Lakes	£5010.00
Cherwell DC – Emptying Dog Waste Bins for Summer season	£1537.54
Spratt Endicott – Legal work for registering PC Land	£1002.00
S.Cochrane – Cleaning gutters at LPAC	£50.00
Industrial Commercial Engraving – Memorial Plaque	£54.00
Castle Water – Water rates for Walled garden Allotments	£161.94
Moore – External Audit for 2019/2020	£480.00
PE Walsh – Grass cutting on Milton Road Field	£720.00
Green Scythe Ltd – Grass cutting LPPF for September 2020	£463.20
Theresa Goss – Petty Cash Top-Up	£50.00
Lexon GB Limited – Covid-19 Signs	£80.40
Wild Oxfordshire – Annual Subs	£35.00
Adderbury History Association – Annual Grant (original cheque not cashed and now PC bank account is closed)	£200.00
Rascal Horticultural Services – Cemetery and Allotment Maintenance	£265.00
Eco Web Hosting – Email hosting for October 2020	£5.99
Prysebros Ltd – Weed control in Adderbury	£561.60
Derek Latham and Co – Milton Road Pavilion Project	£2400.00
Thomas Fox landscaping – Grass Cutting for September 2020	£1796.46
Brian Coleman – Field Preparations, Fertilising and Spreading	£540.00

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation, as at 27 October 2020 for the accounts at Unity Trust Bank and the Cambridge Building Society.

Resolved that the bank reconciliation be noted.

- iii) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as at 27 October 2020.

Resolved that the report be noted.

- iii) External Auditor Report 2019/2020 – Prior to the meeting, the notice of the conclusion of the external audit for 2019/2020 had been circulated to the Parish Council. No issues were highlighted by the external auditor, Moore.

Resolved that the report be noted.

- iv) Parish Remuneration Panel 2020/2021 – Members Allowances – The Parish Council considered a report of the Independent Parish Remuneration Panel with recommendations for 2020/2021.

Resolved that:

- 1) the report be noted;
- 2) it be confirmed that basic allowances will not be paid to Councillors; and

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- 3) reimbursements for travel and subsistence be paid, upon production of a receipt.

81/20 Correspondence – There were two items of correspondence. The first related to issues a neighbour had highlighted with regard to Lake House and it was agreed that Lake House be contacted by the Clerk about these matters. The second matter was with regard to the continual correspondence which the Parish Council was receiving from a resident with regard to the drainage at the Milton Road site. It was agreed that the Vexatious Complaints Policy be applied to this case and that as a corporate email address was being used to send this correspondence, the company concerned should also be contacted and made aware. **Action TG**

THE LUCY JANE PLACKETT CHARITY (No items)

82/20 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 83/20 & 84/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

83/20 Works to Amenities Areas – The Parish Council considered three quotes for maintenance work to amenity areas in the village.

Resolved that:

- 1) the report be noted; and
- 2) the quotes from Rural Works be accepted. **Action TG/DB**

84/20 Registration of Volunteers – The Parish Council considered a quote for the electronic registration of volunteers who assist the Parish Council.

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

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

85/20 Meeting Dates – The Chairman reported that until further notice, Parish Council meetings would continue to be held on Zoom. They would all commence at 7.30pm.

However due to the current situation with the Covid-19 Pandemic, the Chairman also highlighted that these meeting dates are subject to change at short notice and details would be published on the Parish Council web site.

- 24 November 2020
- No meeting in December 2020
- 12 January 2021
- 25 February 2021
- 30 March 2021
- 27 April 2021
- 18 May 2021

86/20 Items for Future Agendas (For Information Only)

- Front Gardens in Bloom
- Possible improvements to access to the canal/ other PRoW improvements
- Grass Cutting/Maintenance
- Areas of Responsibility
- Registration of Volunteers

(Meeting closed at 9.50pm)

Chairman – 24 November 2020