

**ADDERBURY PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 28**  
**NOVEMBER 2023 AT 7.30PM AT CHURCH HOUSE, HIGH STREET,**  
**ADDERBURY**

**PRESENT:** Councillor Diane Bratt (Chairman); Councillors Jacky Atkinson, Simon Davies, Mark Gerold, Joel Greenberg, Oliver Ighani, Sue Jelfs and Ann Lyons.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer), County Councillor Arash Fatemian and District Councillor David Hingley.

**100/23 Apologies** – Councillor Rachel Moffat submitted her apologies because she was on holiday.

District Councillor Rob Pattenden also submitted his apologies.

**Resolved** that the apologies from Councillor Rachel Moffat be approved and the absence authorised.

**101/23 Declarations of Interest** – All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

**Resolved** that the interests be noted.

**102/23 Minutes** – Prior to the meeting, the minutes of the meeting held on 31 October 2023 had been circulated to the Parish Council.

**Resolved** that the minutes of the meeting held on 31 October 2023 be approved and signed by the Chairman.

**103/23 Matters Arising from the Minutes of 31 October 2023** – There were no matters arising.

**104/23 Chairman's Announcements**

- Relocation of 20mph Speed Signs – A meeting had been held with Emile Rowe from the County Council earlier that day. It had been agreed that the 20mph speed sign outside the Parish Institute would be relocated so it was no longer blocking the disabled access and dropped kerb. The repeater sign outside Tythe Barn could not be moved because there was nowhere suitable to relocate it. It had also been agreed that the sign in Tanners Lane would be moved to the verge opposite its current location. However, the residents did not support this relocation and the Chairman had emailed Emile after the meeting to suggest it was relocated at one of the two entrances to Tanners Lane.

The Parish Council had supported the 20mph speed restriction on Oxford Road (A460), but this had not yet been agreed by the Cabinet Member.

- Planning Application Ref 21/01966/F - Land to rear of Gracewell Care Home, Gardner Way, Adderbury – The Chairman and Councillor Mark Gerold had attended the Cherwell District Council Planning Committee meeting and the application had been approved, subject to a Section 106 agreement and improved biodiversity.

The Parish Council had written to the Chief Executive outlining the concerns it had with this decision, especially because affordable homes and community benefit had not been included as part of the application. The Chairman and Councillor Gerold would also be meeting with the Planning Officer, Nat Stock on Thursday 30 November 2023 at 3pm to discuss the matter further.

The Clerk had also written to Victoria Prentis MP to establish whether there was a process by which this application could now be called-in to the Secretary of State. A response had not yet been received and the Clerk would send a follow-up email. **Action TG**

**105/23 Open Forum** – There were no residents in attendance.

*(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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**106/23 Reports from County and District Councillors** – Prior to the meeting County Councillor Arash Fatemian, had circulated his report to the Parish Council. There was a discussion regarding the 20mph speed restrictions and Councillor Fatemian fully supported the Parish Council with its request not to change Oxford Road (A4260) back to 30mph from 20mph, following a mistake by the County Council and to also relocate some of the 20mph repeater signs.

District Councillor David Hingley reported that the Local Plan consultation had been completed and the results would be known in the New Year.

The Banbury 2050 consultation was still ongoing and views from the community were requested regarding the future of Banbury town Centre. The Parish Council and Councillors were encouraged to respond to the consultation.

Cherwell District Council and the Police & Crime Commissioner were both undertaking consultations on their budgets for 2024/2025.

Cherwell District Council would be moving its staff to offices in Castle Quay and the move should be completed by the end of 2024. Bodicote House was now too big due to staff working from home and the site would be sold for redevelopment. The Chairman suggested that the site could be used by Bishop Loveday Primary School for parking.

Interviews had been undertaken for the new Chief Executive and there would be an announcement shortly.

The Councillors were thanked for their reports.

**Resolved** that the report be noted.

### 107/23 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.

**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:

23/02885/TCA Street Record, Adderbury Park, Adderbury  
Tree works

23/02984/TCA 5 Chapel Lane, Adderbury  
Tree works

**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:

23/02960/PIP Yew Tree Cottage, East End, Adderbury  
Permission in Principle - Demolition of existing outbuildings and provision of one dwelling

23/03119/F 66 Rochester Way, Twyford,  
Two storey and part single storey side extensions

23/03217/TCA Beehive Cottage, High Street, Adderbury  
Tree works

23/03202/F The Old Wharf, Aynho Road, Adderbury  
Two detached lodge outbuildings adjacent to existing entrance gates

- 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.

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- iii) Adderbury Neighbourhood Plan (ANP) – Councillor Mark Gerold reported that due to the review of the Local Plan, the review of the ANP would be moving forward, but at a slower pace to ensure that it linked in with the revised Local Plan. Troy Planning Consultant had completed the health check of the current Plan and they had advised that a Housing Needs Assessment should be undertaken.

Councillor Gerold and the Chairman had attended an on-line meeting with ACOM, the company who would be undertaking the Housing Needs Assessment. There was no cost to the Parish Council for the Assessment because it could be covered by Locality grant funding. ACOM would undertake an assessment of the whole Parish and then identify the housing needs.

In due course, the Parish Council would consider whether it wished to identify sites in the village for development, as part of the ANP review.

**Resolved** that the report be noted.

### 108/23 Village Matters

- i) FOCAL – Prior to the meeting, Councillor Jacky Atkinson had circulated a report on the work of FOCAL.

**Resolved** that the report be noted.

- ii) Community and Sports Centre, Milton Road – The Chairman reported on that quiz and wine tasting event on 25 November 2023 had gone very well and Councillor Jacky Atkinson was thanked for all her hard work.

With regard to the contract for the construction of the Community and Sports Centre, the three companies who had submitted tenders, had been asked to value engineer the quotes to bring the costs down.

The Valencia grant application was almost complete and would be submitted by the end of December 2023. Councillor Joel Greenberg asked for additional photos and videos of the site to accompany the application.

With regard to a grant from the Community Fund, the window for applications opened in December 2023 for four months.

The Chairman and Clerk were liaising with Adderbury Park Football Club regarding the submission of a grant to the Football Foundation.

The Chairman provided District Councillor David Hingley with background information relating to the inclusion of the project in Cherwell District Council's Playing Pitch Strategy and the Football Association's Local Football Facilities Plan (LFFP). The Milton Road site was not currently in the FA's LFFP, but both Cherwell District Council and the FA had agreed to include it as part of the updates of their respective Plans. However, progress was slow and if the site was not included in both Plans, it might impact on the Parish Council's ability to access grant funding.

Councillor Jacky Atkinson reported that 25 bricks had been sold as part of the 'Buy a Brick' initiative and had raised over £3500. A second phase would now be progressed to sell further bricks.

The Valuation Day and Quiz/Wine Tasting were both very good events and approximately £700 was raised at the Quiz/Wine Tasting. Funds for WFAC were also raised through Easy Fundraising as well as Cherwell Lottery and Councillor Jacky Atkinson encouraged everyone to buy lottery tickets.

**Resolved** that:

- 1) the report be noted;
- 2) Councillor David Hingley to contact Tom Darlington at Cherwell District Council about the delay with the update of the Playing Pitch Strategy and the LFFP; **Action DH**
- 3) the Cherwell Lottery to be advertised in the community to encourage ticket sales; **Action TG**
- 4) 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; and

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- 5) the Chairman, Clerk and Architect be authorised to continue any further work required, in respect of the project.

### 109/23 Parish Council Matters

- i) Health and Safety – The Parish Council considered several health and safety inspections.
- Play area inspection at The Rise – Councillor Simon Davies advised that the roof on hut had been completed and it might benefit from being painted.
  - Play area inspection at the Lucy Plackett Playing Field – There were no issues at the play area.
  - Adderbury Lakes – The Chairman reported that there were no issues at Adderbury Lakes. One of the viewing platforms had been repaired and a quote would be obtained from Paul Lester for work to the other platform.
  - Walled Garden Allotments – There were no issues at the Walled Garden Allotments.
  - Adderbury Cemetery – The report from the CDS Group had been circulated to the Parish Council prior to the meeting and it was agreed that the Clerk should write to the owners of the graves and ask them to make arrangements for the headstones they owned, to be made safe. If the family could not be traced, then the unsafe headstones would either be laid down or the Parish Council could obtain quotes for the necessary work to be undertaken. **Action TG**

**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) Parish Council Policies – The Parish Council considered three new policies for approval.

**Resolved** that the following policies be approved and uploaded onto the Parish Council web site:

- Treasury Management Policy
- Reserves Policy
- Publication Scheme

- iv) Cherwell District Council's Parish Liaison Meeting – Councillor Mark Gerold provided feedback from the meeting held on 8 November 2023.

**Resolved** that the report be noted.

- v) County Council Charter – The Clerk advised that individual Councillors could submit comments as part of the consultation process for the County Council's Town and Parish Council's Charter.

**Resolved** that the report be noted.

### 110/23 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, Receipts Since the Last Meeting, Uncashed Payments & Receipts - Prior to the meeting, the Clerk had circulated the receipts which had been received since the last meeting, the uncashed payments & receipts and the bank reconciliation, as at 28 November 2023 for the accounts at Unity Trust Bank and the Cambridge Building Society.

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**Resolved** that the bank reconciliation, receipts since the last meeting, uncashed payments & receipts be noted.

- iii) Budget Monitoring & Ring Fenced Funds – Prior to the meeting, the Parish Council received budget monitoring and ring fenced funds reports for 2023/2024.

**Resolved** that the report be noted.

- iv) General and Ear Marked Reserves – Prior to the meeting, the general and ear marked reserves had been circulated to the Parish Council.

**Resolved** that the report be noted and the reserves be approved.

- v) Budget and Precept 2024/2025 – The Parish Council considered the budget and precept for 2024/2025.

The Parish Council had a lengthy discussion about the budget and Councillors felt that an increase was necessary to cover its increasing costs and to build up reserves for future projects and unexpected expenditure which might occur.

**Resolved** that:

- 1) the budget for 2024/2025 be approved; and
- 2) the precept for 2024/2025 be approved as £69,080. **Action TG**

**111/23 Correspondence** – There was no further correspondence.

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

(One item)

**112/23 Dogs on Leads in the Playing Field** – Prior to the meeting, a complaint regarding dogs not being kept on their leads in the Lucy Plackett Playing Field, had been received and circulated to the Parish Council.

The Clerk reported that the survey relating to the Lucy Plackett Playing Field was in Contact in December 2023 and also on social media. The closing date was 12 January 2024 and questions had been included which related to the dogs on the playing field.

**Resolved** that the complaint be noted and action be taken once the results of the Lucy Plackett Playing Field survey are known. **Action TG**

**113/23 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 114/23, 115/23, 116/23 & 117/23 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**114/23 Staffing Matters** – The Clerk reported that the National Joint Council for Local Government Services had reached a pay agreement and advised on the increase in salary for the Clerk & Responsible Financial Officer, which was back dated to 1 April 2023

**Resolved** that the report be noted and salary for the Clerk & Responsible Financial Officer be amended to reflect the agreed increase and it be back dated to April 2023.

**115/23 Track to the Railway Embankment** – The Parish Council received an update from the Chairman on the ownership of the track. A meeting had been held with Spratt Endicott to try and progress the matter.

**Resolved** that the report be noted. **Action TG**

**116/23 Milton Road Project** – The Chairman did not have anything further to add to the report earlier in the meeting.

**Resolved** that the report be noted.

**117/23 Maintenance Contracts for 2024/2025** – The Parish Council discussed quotes for the maintenance contracts for 2024/2025.

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**Resolved** that the maintenance contracts for 2024/2025 be awarded as follows:

- Grass Cutting - Lucy Plackett Playing Field - Deferred
- Grass Cutting - Village areas and highways verges – Thomas Fox Ltd, subject to further discussions to reduce costs
- Grass Cutting - Milton Road Field – Deferred
- Maintenance - Adderbury Lakes – Design Grow, subject to further discussions to reduce costs
- Maintenance - Allotments and Cemetery – Deferred

*(The public and press were invited back into the meeting at the conclusion of this item)*

**118/23 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:

- 16 January 2024
- 27 February 2024
- 26 March 2024
- 17 April 2023 (Annual Parish Meeting)
- 30 April 2024
- 21 May 2024
- 25 June 2024
- 30 July 2024
- 10 September 2024
- 22 October 2024
- 26 November 2024

**119/23 Items for Future Agendas (For Information Only)**

- Induction of Councillors
- Grass cutting and maintenance contracts

(Meeting closed at 9.45pm)

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Chairman – 16 January 2024