

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING (ADVISORY) HELD ON ZOOM ON TUESDAY 29 JUNE 2021 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Matthew Gerrard, Jackie Head, Rod Head, Oliver Ighani, Sue Jelfs, Ann Lyons and Laura Walker.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), County Councillor Arash Fatemian, District Councillors Adam Nell and Andrew McHugh, Jonathan White and eight members of the public.

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

Trish Fennell and District Councillor Mike Bishop.

18/21 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Recommended that the interests be noted.

19/21 Minutes – Prior to the meeting, the minutes of the meeting held on 18 May 2021 had been circulated to the Parish Council.

Recommended that the minutes of the meeting held on 18 May 2021 be approved and signed by the Chairman.

20/21 Matters Arising from the Minutes of 18 May 2021 – There were no matters arising.

21/21 Chairman's Announcements

- Rhoda Woodward's Memorial Service was scheduled to be held on Saturday 10 July 2021. However due to Covid-19 restrictions being extended it was now being held on Saturday 11 September at 11am at the Methodist Chapel, Adderbury followed by refreshments at the Coach and Horses PH.
- Parish Council Surgeries were due to re-start in July 2021, however due to the Covid-19 restrictions this was not possible. The first Surgery would now be on Saturday 4 September 2021.
- Councillors Diane Bratt, Andy Millard and Laura Walker had attended Employment training run by OALC. Relevant information from the training would be circulated to all Councillors.

22/21 Open Forum – A resident addressed the Parish Council with regard to the parking issues on High Street and Croft Lane and the impact this could have on young children who were walking to school.

A further resident addressed the Parish Council with regard to litter on the green in Croft Lane and asked whether the litter bins could be emptied more regularly.

The Chairman thanked the residents for their comments.

(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)

23/21 Traffic Calming – Jonathan White addressed the meeting with regard to the feedback which had been received from the County Council's consultation on the temporary closure of the western arm of the Horn Hill Road and Milton Road junction. The majority of responses from residents had indicated that they were not in favour of the proposal.

Recommended that the proposal to close the western arm of the Horn Hill Road/Milton Road junction be paused until the impact of the new chicanes can be assessed. **Action TG**

24/21 Reports from County and District Councillors – County Councillor Arash Fatemian addressed the Parish Council meeting with regard to the availability of funding at the County Council and new infrastructure

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projects. He also advised that he was proud to have been re-elected as County Councillor for Adderbury at the elections in May 2021.

Prior to the meeting, District Councillor Andrew McHugh had circulated his report to the Parish Council. He gave additional details regarding issues with drug dealing and the Community Speedwatch Scheme.

District Councillor Adam Nell introduced himself to the Parish Council following his election in May 2021.

Recommended that the reports be noted.

25/21 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.

Recommended 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:

21/00897/F	9 Margaret Road, Twyford Rendering the outside of the property, front only (rear and one side of the property is already rendered)
21/01465/TCA	15 Lake Walk, Adderbury Tree Works
21/01383/F	41 Wallin Road, Adderbury, Erection of a conservatory
21/01337/F	12 Rochester Way, Twyford Single storey extension and internal alterations to bungalow
21/01312/F	11 The Crescent, Twyford, Demolition of existing single garage. Erection of single storey front extension & two storey side extension and single storey rear extension
21/01421/F	Cross Hill House, Cross Hill Road, Adderbury Addition of a new orangery garden room, the reinstatement of a lost glass house, new single storey additions, lost construction housing plant rooms and storage and erection of a new garage in the rear courtyard
21/01499/F	3 Adderbury Park, Adderbury Replacement of existing uPVC cladding with new Cedar (or similar) timber boarding
21/01575/F	53 Wallin Road, Adderbury, Banbury Garden office extension behind existing garage
21/01776/F	Waterbridge Farm, Aynho Road, Adderbury Retrospective permission for two single storey extensions
21/01216/F	16 Twyford Gardens, Twyford Certificate of Lawfulness of Proposed Development for the application of render to exterior walls of property including: 1. Removal of pebble dash. Render over block/brick (whatever is under the pebble dash) 2. Render over facing brick to front, side and rear of house
21/01305/LB	Saddlers Cottage, High Street, Adderbury Repair and renovation of roof
21/01963/TCA	2 Henry Gepp Clsoe, Adderbury Tree works

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21/01564/LB Hermitage, The Green, Adderbury
Ground floor - Remove door and widen the opening to the under the stairs cupboard (back stairs); open up the fireplace in the snug and insert a solid fuel burner; create openings between the kitchen and garage 1 to create a breakfast room; remove and replace the brick finish in garage 1 following the insertion of an insulated floor; insertion of a glazed screen and French doors in garage 1. First floor - Strip out existing bathroom fittings and convert the space to a bedroom; insert a bathroom in the office; re-open a window opening on the east elevation of the rear wing; removal of a walk-in wardrobe in the master bedroom. Second floor - Insert a partition and door to create a bathroom on the second floor

21/01563/F Hermitage, The Green, Adderbury
Re-open a window opening on the east elevation of the rear wing

Recommended that, it be noted and approved that, observations had been made by the Parish Council in respect of the following planning applications/works to trees: None

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

21/01826/F 1 Norris Close, Adderbury, Banbury
Extension to side and rear of property and new garden room

21/01966/F Land to Rear of Gracewell Care Home, Gardner Way, Adderbury
The erection of 18 dwellings and access road

- 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.

Recommended that the report be noted.

- iii) Planning Application 21/01966/F, Land to rear of Gracewell Care Home, Gardner Way, Adderbury – The Parish Council considered an application for the erection of eighteen dwellings and an access road.

Recommended that the Parish Council objects to application 21/01966/F. **Action TG**

- iv) Oxfordshire County Council's Local List of Information Requirement – The Parish Council discussed whether to make comments on the update of the Local List.

Recommended that any comments from Councillors be forwarded to the Clerk by 8 July 2021. **Action ALL**

26/21 Village Matters

- i) FOCAL – Councillor Laura Walker was the Parish Council's new representative on FOCAL, but had not been able to attend the last meeting.

Recommended that the report be noted.

- ii) The Milton Road Community Project – The Parish Council considered a progress report on the building project and a report from the Working for Adderbury Community (WFAC) Working Group.

Councillors Jackie Head also provided an update on the arrangements for the Community Day.

Recommended that:

- 1) the purchase Heras fencing to secure the southern boundary be approved and the use of boulders to block the entrance be investigated;
- 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;

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- 3) the Project Management Team continues working with the WFAC residents' group to progress the Building Phase of the project and that the Project procedure plan be brought before the Parish Council as soon as it is ready; and
 - 4) the Chairman, Clerk and Architect be authorised to continue to work on the determination of planning conditions.
- iii) Community Engagement/Parish Council Newsletter – Councillor Laura Walker reported on the work undertaken on the Newsletter and had circulated a draft to Councillors, prior to the meeting.

Recommended that:

- 1) the report be noted; and
 - 2) Councillors be requested to forward their individual information to Councillor Laura Walker.
- Action ALL**

- iv) Bench Survey – The Parish Council received an update on the bench survey and discussed replacing the bench outside the Coach and Horses.

Recommended that

- 1) the report be noted; and
- 2) if the resident who offered to pay for a bench did not agree with this location, the replacement bench be purchased by the Parish Council. **Action TG**

27/21 Parish Council Matters

- i) Vacancies – The Chairman reported that three residents were interested in applying to be co-opted onto the Parish Council. Therefore, it was agreed to obtain information from them with regard to why they would like to become a Councillor and the applications would all be considered at the next meeting

Recommended that applications for co-option be considered at the next meeting. **Action TG**

- ii) Appointment of Council Representatives & Council Committees and Working Groups – The Parish Council discussed appointing Parish Council representatives to a number of roles and also discussed the response from Adderbury and Milton Feoffees with regard to the Parish Council's new representative.

Recommended that:

- a) the following appointments be approved:
 - Financial Monitoring – Councillor Matthew Gerrard
 - 'Paint Means Poo' – Defer to a future meeting
 - Community Speedwatch – Councillor Rod Head
 - Cemetery Working Party & Friends Meeting House – Councillors Sue Jelfs, Diane Bratt, Ann Lyons and Laura Walker
 - Finance/Grants Working Party – Defer to a future meeting
 - b) it be noted that the Parish Council will be able to change its representative on the Adderbury and Milton Feoffees in October 2021.
- iii) Committee Minutes and Recommendations – Prior to the meeting, the minutes of the Environment Committee held on 25 May 2021 had been circulated to the Parish Council.

Recommended that:

- 1) the minutes be noted;
- 2) the recommendations be approved; and
- 3) the Environment Committee be asked to consider amending the minutes to remove the word 'flooding' from the Open Forum and replace it with 'drainage issues' or removing the whole sentence. **Action TG**

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

Recommended that, it be noted that:

- Play area inspection at The Rise – Councillor Rod Head reported that there were no issues at The Rise. The Clerk would chase up the quote for the safety surfacing.
- Play area inspection at the Lucy Plackett Playing Field – Councillor Ann Lyons reported that there were no issues in the play area. The Clerk would chase up the quote for the safety surfacing.
- Adderbury Lakes – The Chairman reported that there were no issues at Adderbury Lakes, except a branch had come down, but this was being addressed.

28/21 Finance

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

Recommended that the following accounts for payment be approved:

Theresa Goss – Salary and Expenses for June 2021	
HMRC – Payment for June 2021	
Oxfordshire County Council – Clerks Pension for June 2021	
Signs Engraving – Plaque for Memorial Plaque	£54.00
Green Scythe Grass Cutting – April 2021	£476.40
HAGS – SMP Ltd – New bridge at The Rise play area	£1770.57
Nicholson Nurseries Ltd – Rabbit Fencing for Milton Road field	£763.80
Prysebros Ltd – Weed Control in the Village	£561.60
Thomas Fox Landscaping Ltd – Grass Cutting	£896.47
Prosser Carpentry – Repairs to Adderbury Cemetery Gate	£3052.80
Design Grow – Adderbury Lakes Maintenance May 2021	£69.60
Hydra International Ltd – Blanket Weed Remover	£468.76
Green Scythe Grass Cutting – May 2021	£476.40
Fourth Corner – Cemetery Maintenance	£515.65
Fourth Corner – Allotment Maintenance	£123.42
PE Walsh – Grass Cutting Milton Road Field	£285.00
PR Lester – Bus Shelter Maintenance	£25.00
Society for Local Council Clerks – Clerks Annual Subscription	£208.00
Thomas Fox Landscaping – Grass Cutting for June 2021	£896.47

- 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 29 June 2021 for the accounts at Unity Trust Bank and the Cambridge Building Society.

Recommended 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 29 June 2021.

Recommended that the report be noted.

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

Recommended that the report be noted.

29/21 Correspondence – No further items of correspondence.

THE LUCY JANE PLACKETT CHARITY

(One item)

- 30/21 Review of Signs in the Lucy Plackett Playing Field** – The Parish Council discussed whether new signage was required to ensure dogs were kept on a lead and dog owners were encouraged to pick up after their pets.

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Recommended that:

- 1) the report be noted; and
- 2) the impact of the two new signs be assessed before purchasing any further signs.

31/21 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.

- 27 July 2021
- 14 September 2021
- 26 October 2021
- 30 November 2021

32/21 Items for Future Agendas (For Information Only)

- Co-options onto the Parish Council
- Quote for Works at Adderbury Cemetery
- Monitoring of brambles at the Lucy Plackett Playing Field
- Bench Survey – Rod Head
- Parking Issues on High Street and Croft Lane

(Note: In accordance with Parish Council minute number 170/20, *'the Parish Council agrees to grant the Clerk and Responsible Financial Officer, delegated authority to make decisions on behalf of the Parish Council, where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline'* the Clerk and Responsible Financial Officer, confirms all of the decisions made during the advisory Parish Council meeting held on 29 June 2021).

(Meeting closed at 9.50pm)

Chairman – 27 July 2021