

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 30 NOVEMBER 2021 AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer) and four members of the public.

APOLOGIES: Councillor Jackie Head submitted her apologies because she had another appointment, 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 had another appointment, the apologies were accepted and the absence authorised.

Trish Fennell.

District Councillors Mike Bishop, Andrew McHugh and Adam Nell.

78/21 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

79/21 Minutes – Prior to the meeting, the minutes of the meeting held on 26 October 2021 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 26 October 2021 be approved and signed by the Chairman.

80/21 Matters Arising from the Minutes of 26 October 2021 – There were no matters arising.

81/21 Chairman's Announcements

- Community Speed Watch Scheme – Thanks were passed to Mr Bob Meadows for his work leading on the project on behalf of the Parish Council and the residents of Adderbury.

82/21 Open Forum – A resident addressed the Parish Council with regard to his objections to the planning application for two houses at The Leys. The main concerns were regarding highway and traffic issues.

A resident addressed the Parish Council with regard to the County Council's new 20mph speed limit initiative and encouraged the Parish Council to sign up to it. The resident also advised that there had recently been two accidents which had occurred at the chicanes on Berry Hill Road and Milton Road.

In addition, the resident advised that the priority sign on the chicane on Berry Hill Road was facing the wrong way. It had been reported to Fix My Street but no action had yet been taken. The Clerk agreed to contact the County Council about this matter. **Action TG**

A resident addressed the Parish Council with regard to a meeting which he had attended with Parish Councillors in June 2021. Councillor Rod Head agreed to look into the matter. **Action TG**

The Chairman thanked 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)

83/21 Reports from County and District Councillors – Prior to the meeting, District Councillor Andrew McHugh had circulated a report to the Parish Council.

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Resolved that the report be noted.

84/21 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:

- 21/03433/F 1 Keytes Close, Adderbury,
Proposed demolition of existing garage & construction of 2 storey (1 bed) dwelling to the side of the existing dwelling (resubmission of 21/02005/F)
- 21/03471/F Hoad Hill Farm, Oxford Road, Adderbury
Two storey gable extensions to rear of the property to extend existing kitchen and bedroom over and extend the existing annexe and provide additional bedroom.
- 21/02751/F Sydenham House, East End, Adderbury
Variation of condition 3 of 15/01161/F - amend condition to 'fence will not exceed 2m in height'
- 21/03510/TCA Chemin De Fer, Horn Hill Road, Adderbury
T1 x Leylandii- Reduction up to 6m and re-trimming the sides
- 21/03493/F Royal Oak House, High Street, Adderbury
Installation of metal gates to give access into the drive
- 21/03552/TCA Rawlins House, The Green, Adderbury
Tree works
- 21/03553/TCA Holly House, Manor Road, Adderbury
Tree works
- 21/02751/F Sydenham House, East End, Adderbury
Variation of condition 3 of 15/01161/F - amend condition to 'fence will not exceed 2m in height'

Resolved 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

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

- 21/03641/TCA Coromadel Cottage, Horn Hill Road, Adderbury
Tree works
- 21/03667/TPO Janet Blunt House, Greenhill, Twyford,
Tree Works
- 21/03759/F Land East of The Leys, Adderbury
Erection of 2 dwellings
- WNS/2021/
1939/MAF Land adjoining Cherwell Valley Business Park
A solar park with associated infrastructure including two substations, raised plinths and reinforced grasstrack.
- 21/03911/TCA Cross Hill Barn, Cross Hill Road, Adderbury
Tree works
- 21/03867/F St Georges Chapel House, Round Close Road, Adderbury,
Erection of timber-framed greenhouse

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21/03572/F Bo Peep Farm, Aynho Road, Adderbury
Erection of barn for equestrian use

- 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.

85/21 Village Matters

- i) FOCAL – In the absence of Councillor Laura Walker, there was no FOCAL update.

Resolved that the report be noted.

- 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.

86/21 Parish Council Matters

- i) Delegated Authority to the Clerk – The Parish Council discussed delegating its authority to the Clerk and Responsible Financial Officer should physical Parish Council meetings not be permitted, due to the Covid-19 pandemic and further Government restrictions.

Resolved that in response to the Covid-19 situation, if the Government restrictions prevent physical meeting being held, 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 decisions cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline, preferably following a Parish Council meeting held on-line.

The delegation does not extend to matters expressly reserved to the Parish Council in legislation or in its Standing Orders or Financial Regulations.

Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first physical meeting of the Parish Council, or upon changes to Government legislation, whichever is the soonest.

- ii) Community Governance Review – The Chairman advised that Cherwell District Council was completing a Community Governance Review and Adderbury was included in this review as a result of an issue highlighted by the Street Naming and Numbering Officer. A small section of the recently approved planning application 19/01047/OUT, adjacent to Longford Park, was within Adderbury Parish.

Resolved that the Parish Council does not want the Parish boundary changed and believes there is no actual requirement to do this, especially as it currently provides sufficient area between Adderbury and Banbury/Bodicote to prevent coalescence. This area forms part of the Local Gap in the Adderbury Neighbourhood Development Plan - AD5: Local Gaps and should not be made smaller by any movement of the Parish Boundary.

The Parish boundary currently runs along the south side of the existing field entrance and farm drive and the Parish Council requests that developers are required to plant a substantial hedge and tree belt on the Parish boundary as part of the conditions for the development. **Action TG**

- iii) Civility and Respect Project – Prior to the meeting, the Parish Council had received information on the new national Civility and Respect Project.

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Resolved that the Parish Council will support the Civility and Respect Project and agreed the anti-bullying and harassment statement be adopted and published on the Parish Council web site. **Action TG**

- iv) Parish Council Surgery – The Chairman reported that one person had attended the last Surgery and reported that public noticeboards in the village needed to be tidied up.

The Clerk reminded the Parish Council that the next two surgeries were being held on Saturday 11 December 2021 and Saturday 8 January 2022. They would resume on the first Saturday of the month in February 2022.

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

- v) 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.

Resolved that the report be noted.

- vi) Committee Membership – The Parish Council discussed the membership of the Environment Committee for 2021/2022.

Resolved that Councillor Simon Davies be appointed to the Committee.

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

- Play area inspection at The Rise – The Annual Play Area Inspection had been circulated prior to the meeting.
- Play area inspection at the Lucy Plackett Playing Field – The Annual Play Area Inspection had been circulated prior to the meeting.
- Adderbury Lakes – The Chairman reported that there were no issues at the Lakes and Ben Acreman was yet to start work removing the fallen tree.

Resolved that the reports be noted.

87/21 Finance

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

Resolved that the following accounts for payment be approved:

Theresa Goss – Salary and Expenses for November & December 2021	
HMRC – Payment for November & December 2021	
Oxfordshire County Council – Clerks Pension for November 7 December 2021	
Derek Latham and Co – Milton Road project	£2400.00
Thomas Fox Landscaping Ltd – Grass cutting village and highways areas	£896.47
Eco Web Hosting – Hosting of emails	£5.99
Theresa Goss – Laptop Backup	£72.00
Design Grow – Lakes Maintenance	£69.60
Fourth Corner Ltd – Cemetery and Allotment Maintenance	£1422.00
Green Scythe Ltd – Grass cutting in the Lucy Plackett Playing Field	£476.40
The Play Inspection Company – Play Area Inspections	£240.00
Pixel Concepts – Web site hosting	£178.80
Kompan Ltd – Play Area Surfacing	£9806.00
Rachel Moffat – Lakes Expenses	£207.57
P Walsh – Grass cutting the Milton Road Field	£285.00

- 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 30 November 2021 for the accounts at Unity Trust Bank and the Cambridge Building Society.

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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 at 30 November 2021.

Resolved that the report be noted.

- iv) Parish Council Budget 2022/2023 – The Parish Council discussed the budget and precept for 2022/2023 and prior to the meeting, a draft budget had been circulated to Councillors.

Resolved that the budget for 2022/2023 be approved and the precept for 2022/2023 be set at £50,914. **Action TG**

- v) Internal Audit 2021/2022 – The Parish Council discussed the appointment of the Internal Auditor for 2022/2023.

Resolved that Auditing Solution Ltd be appointed as the internal auditor for 2021/2022. **Action TG**

88/21 Correspondence – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY

(No items)

89/21 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 90/21 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

90/21 Maintenance Contracts for 2022/2023 – The Parish Council discussed quotes for the grass cutting and maintenance contracts for 2022/2023.

Resolved that the contracts be awarded as follows:

- Grass Cutting - Lucy Plackett Playing Field – Fourth Corner Ltd
- Grass Cutting - Village areas and highways verges – Thomas Fox Landscaping Ltd
- Grass Cutting - Milton Road Field – Deferred to January 2022
- Maintenance - Adderbury Lakes – Design Grow
- Maintenance - Allotments and Cemetery – Fourth Corner Ltd

91/21 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:

- 11 January 2022
- 15 February 2022 (This date was changed from 22 February 2022 to avoid the half term school holiday)
- 29 March 2022
- 12 April 2022 (Annual Parish Meeting at Methodist Hall)

92/21 Items for Future Agendas (For Information Only)

- Monitoring of brambles at the Lucy Plackett Playing Field
- Bench Survey – Rod Head
- Area for Exercising Dog in the Lucy Plackett Play Field
- 20mph Limits for Adderbury (Councillor Rod Head)

(Meeting closed at 8.50pm)

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Chairman – 11 January 2022