

# ADDERBURY PARISH COUNCIL

TUESDAY 15 JANUARY 2019

**Clerk & Responsible Financial Officer**  
**Theresa Goss**  
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This is a summary of the decisions and not the formal minutes of the Meeting of Adderbury Parish Council held on 15 January 2019.

If you require further information on the meeting, please contact the Clerk to the Parish Council, Theresa Goss on 01295 710965, during normal office hours.

**PRESENT:** Chairman Councillor Diane Bratt; Councillors Colin Astley, Sheila August, Steven Cox, Tony Gill, Rod Head, Sue Jelfs, Ann Lyons, Garrad Millier, Keith Mitchell and Martin Rye.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer), County Councillor Arash Fatemian, District Councillors Christine Heath and Mike Bishop, Trish Fennell and fifteen members of the public.

## SUMMARY OF DECISIONS

1. **Welcome** – The Chairman welcomed everyone to the meeting and advised on the procedure for the recording of meetings.
2. **Apologies for absence** – District Councillor Andrew McHugh.
3. **Declarations of Interest** – All Councillors as Trustees of the Lucy Plackett Playing Field. Other interests would be detailed in the minutes.
4. **Minutes & Matters Arising** – The minutes of the meeting held on 27 November 2018 were approved, with one amendment.
5. **Appointment of Vice-Chairman for 2018/2019** – Councillor Keith Mitchell was appointed as Vice-Chairman for 2019/2020.
6. **Chairman's Announcements**
  - Members were reminded that Planning Training was being held on Tuesday 22 January 2019 at 7pm at Godswell House in Bloxham.
  - Grass Cutting and Maintenance Contracts 2019/2020 – Contractors had submitted quotes and had an increase on their 2018/2019 costs of 3% or below, therefore the current contractors would continue into 2019/2020, as agreed at the previous Parish Council meeting. The only exceptions were the contracts for the allotments and cemetery which was still awaited.
7. **Open Forum** – A resident addressed the Parish Council and further information would be available in the minutes.
8. **Reports from County and District Councillors** – District Councillor Christine Heath reported

verbally and so too did County Councillor Arash Fatemian.

## 9. **Planning**

- i) Planning Applications - The planning applications considered by the Parish Council since the last meeting were noted.
- ii) Results of Planning Applications - The results of planning applications determined by Cherwell District Council's Planning Committee were noted.
- iii) Planning Application 18/00220/F – it was noted that details of a surface water drainage scheme for the pitch area of the site (Condition 3) and an Archaeological Written Scheme of Investigation (Condition 4) have now been lodged with Cherwell District Council's (CDC) Planning Department. CDC are now consulting with OCC officers on these. Once Condition 4 is discharged, APC can move on to the archaeological excavations required to discharge condition 5. The Chairman and Clerk were authorised to continue to progress the discharging of conditions 3, 4 and 5 and continue the management of the land.

## 10. **Village Matters**

- i) FOCAL – Report noted.
- ii) Working for Adderbury Community (WFAC) – Report was noted.

## 11. **Parish Council Matters**

- i) By-Election – Poll cards would be issued.
- ii) Committee Minutes – The minutes of the Environment Committee held on 4 December 2018 were noted and the recommendations were approved. A quote from Cotefield Treecare was accepted and Adderbury House would be asked to meet the cost for cutting back the tree covering the 40mph sign on Duchess Bridge. Traffic calming information was noted and would be discussed at the Environment Committee on 22 January 2019.
- iii) Councillors Training Courses – Noted.
- iv) Parish Council Surgeries – No residents attended the Surgery on 1 December 2018. One resident attended on 5 January 2019.
- v) Health and Safety
  - The Rise play area – No issues
  - Lucy Plackett Playing Field/play area – Vandalism to the litter bin next to the MUGA which had resulted in a small amount of damage to the tarmac underneath.
  - Adderbury Lakes – No issues
- vi) Annual Parish Meeting 16 April 2019 – Victoria Prentis MP would be invited.

## 12. **Finance**

- i) Bank Account Signatories – Councillors Diane Bratt, Steven Cox, Garrad Millier and Martin Rye and the Clerk and Responsible Financial Officer were confirmed as the bank account signatories.
- ii) Accounts for Payment – The accounts for payment were approved.

- iii) Bank Reconciliation and Financial Report – Noted.
  - iv) Budget and Precept for 2019/2020 – Budget approved and precept set at £48,350. A three year budgeting plan be drafted, which includes information on Section 106 funds.
13. **Correspondence** – None.

**The Lucy Jane Plackett Charity**  
**(Two Items)**

14. **Lucy Plackett Playing Field** – There would be investigations into additional signage and the Environment Committee would report back to the Parish Council.
15. **Church/Primary School Fete on 8 June 2019 and Party in the Park on 15 June 2019** – Requests for the use of the playing field on these dates were approved.
16. **Public and Press** – The press and public were excluded for item 17, 18, 19 & 20.
17. **WFAC Request for Architect to Produce Concept Designs** – It was agreed that the fee quote from Latham Architects be accepted and that the Chairman and Clerk continue to progress this matter, working with WFAC.
18. **Tree and Bushes on Amenity Land in Rawlins Close** – The quote from Cotefield Treecare was accepted.
19. **Horn Hill Road Footpath** – The quote from 4<sup>th</sup> Corner be accepted and Councillor Steven Cox to liaise with the contractor to ensure the works extend along the footpath to the Cemetery.

**The Lucy Jane Plackett Charity**  
**(One item)**

20. **Repair to the Toddler Slide and Climbing Frame Platform** – No works would be undertaken at this time and the play equipment would continue to be monitored.
21. **Meeting Dates** - Future meeting dates are as follows and would commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:
- 26 February 2019
  - 26 March 2019
  - 16 April 2019 (Annual Parish Meeting)
  - 30 April 2019
  - 28 May 2019
21. **Items for the Next Agenda (Items of Information Only)**
- LAP/LEAP/Community Areas, Adderbury Fields
  - Boreholes in Adderbury Cemetery
  - Strategic Plan - Action Plan
  - Annual Parish Meeting 2019
  - 3 year forward budgetary plan, including Section 106 funds
  - Additional signage at the Lucy Plackett Playing Field