

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 15 SEPTEMBER 2026 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY

PRESENT: Councillor Diane Bratt, Chairman: Councillors Simon Davies, Sue Jelfs and Rachel Moffat.

ALSO IN ATTENDANCE: Theresa Goss, Clerk & Responsible Financial Officer and five members of the public.

50/26 Apologies – Councillor Jacky Atkinson submitted her apologies because she had another appointment.

Councillor Mark Gerold submitted his apologies because he was on holiday.

Councillor Joel Greenberg submitted his apologies because he was on holiday

Councillor Oliver Ighani submitted his apologies because he had another appointment.

Resolved that the apologies from Councillors Jacky Atkinson, Mark Gerold, Joel Greenberg and Oliver Ighani be accepted and the absences be authorised.

51/26 Declarations of Interest – All Councillors declared an interest because the Parish Council was the Sole Trustee of the Lucy Plackett Playing Field.

Minutes Number 56/26 (i), Planning Applications – Councillor Rachel Moffat declared an interest because she was a neighbour to the site of planning application 26/02226/TCA, 3 Church Close, Adderbury.

Resolved that the interests be noted.

52/26 Minutes – Prior to the meeting, the minutes of the meeting held on 28 July 2026 had been circulated to the Parish Council.

There were no matters arising.

Resolved that the minutes of the meeting held on 28 July 2026 be approved and signed by the Chairman.

53/26 Chairman's Announcements

- Oxfordshire County Council's Review of 20mph Speed Restrictions – It was agreed that this matter would be considered at the next meeting. Councillors were asked to review the criteria in advance and prepare any comments for discussion. A volunteer was requested to collate all comments on the review. **Action ALL**

54/26 Open Forum – The members of the public did not wish to address 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)

55/26 Reports from Oxfordshire County Councillor and Cherwell District Councillors – County and District Councillor David Hingley confirmed that the Government had paused the Local Government Reorganisation in Oxfordshire and a decision was expected by the end of October 2026. He confirmed that he would provide an update should any further information become available.

Resolved that the report be noted.

56/26 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.

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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:

26/02087/TCA 1 Church Close, Adderbury
Tree works

26/02134/TCA 4 Lambourne Way, 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:

26/01583/F Adderbury Methodist Church, Chapel Lane, Adderbury
Change of Use into a reformer pilates and wellness studio

Resolved that, it be noted and approved that, the Parish Council is considering the following applications:

26/02037/F & Placketts, High Street, Adderbury
26/02038/LB Single storey extension to the main house, demolition of the existing two storey extension, installation of new doors and windows and associated alterations (Amendments to previously approved Planning Permission 25/01602/F to add a conservation rooflight and make fenestration changes to facilitate revised internal layouts)

26/02226/TCA 3 Church Close, Adderbury
Tree works

26/02108/CLUE Land East Of, The Leys, Adderbury
Application for Certificate of Lawful Development to confirm that a 'Commencement of Development' relating to approved development under Application No.: 21/03759/F has lawfully commenced

26/02040/F Springfields, Horn Hill Road, Adderbury
Replacement of roof, installation of new windows, construction of a new parapet with coping stone, installation of a rooflight and installation of a new door

26/02209/F Easton House, Manor Road, Adderbury
Demolition of existing conservatory and erection of a two storey side/rear extension

The Chairman reported that Cherwell District Council should be contacted in respect of planning application 26/01583/F at Adderbury Methodist Church, Chapel Lane, Adderbury, specifically in relation to why the applicant appeared able to proceed with works at the site, without planning permission or permission for a change of use.

It was noted that the application was for a retrospective change of use and that Oxfordshire County Council had objected on the grounds of insufficient parking provision, with the Parish Council also having submitted an objection on the same basis.

The Clerk was asked to seek clarification from Cherwell District Council on the status of the application and the circumstances under which the applicant was able to implement changes without planning permission or permission for a change of use. **Action TG**

- 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.

- iii) Adderbury Neighbourhood Plan (ANP) – The Chairman reported that the Working Group had reviewed the comments received from both the Statutory Bodies and members of the public during the Regulation 14 consultation.

It was noted that the next stage, Regulation 15, involved the formal submission of the Neighbourhood Plan to Cherwell District Council (CDC), after which Regulation 16 would follow. Regulation 16

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comprised CDC's six-week public consultation period. Following this, the Plan would be considered by an independent Examiner and would then proceed to a Referendum.

Resolved that the report be noted.

57/26 Village Matters

- i) Flooding – The Chairman reported that the contractor scheduled to begin works on the Mill Stream and Sor Brook on 14 September 2026 had not yet commenced and confirmed that the matter would be addressed in the private session of the meeting. She advised that the works would proceed as soon as possible.

The Chairman further reported that the County Councils' Section 19 Report had been updated and was available on the Parish Council's website. A number of actions had already been completed, although further work was required and this was being actively followed up by the Chairman.

Resolved that the report be noted.

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

Resolved that the report be noted.

- iii) Community and Sports Centre, Milton Road – The Chairman reported that the planning application to reduce the building had been approved and grants would again be investigated.

District Councillor David Hingley had also agreed to facilitate a meeting with the Cherwell District Councillors for Adderbury, to help progress the project.

Resolved that the report be noted.

- iv) Adderbury Parish Institute – The Parish Council discussed the issues relating to the Trustees of the Adderbury Parish Institute, which had come to light following the recent water leak at the building.

It was noted that a contractor had now been appointed by the Institute Management Committee, with works scheduled to commence on 28 September 2026.

Further discussion took place regarding the position of the Trustees and it was hoped that a meeting with them would be arranged in due course.

Resolved that the report be noted.

58/26 Parish Council Matters

- i) Parish Council Insurance – The Parish Council reviewed its insurance for 2026/2027.

Resolved that the quote from Hiscox be accepted. **Actin TG**

- ii) Health and Safety – The Parish Council considered several health and safety inspections.

- Play area inspection at The Rise – Councillors Simon Davies reported that there were no issues at The Rise.
- Play area inspection at the Lucy Plackett Playing Field – Councillor Simon Davies reported that there were no issues at the Lucy Plackett Playing Field. The new cradle swing had now been fitted.
- Adderbury Lakes – Councillor Rachel Moffat reported that there were no issues at Adderbury Lakes. There had been a Work Party recently and a lot of maintenance work had been undertaken. Thanks were passed to all of the volunteers.
- Walled Garden Allotments – Councillor Rachel Moffat reported that there were no issues at the Walled Garden Allotments. The hedge by plot number 15 needed to be inspected as it may need

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cutting back. The graffiti on the walls was being removed the following day by Cherwell District Council.

- Adderbury Cemetery – Councillor Joel Greenberg had reported to the Clerk prior to the meeting that there were no issues at Adderbury Cemetery. The Chairman reported that the scaffolding around the Friends Meeting House was being removed shortly and Design Grow would be assessing the yew tree by the entrance, as the situation had changed since a quote had been requested from Cotefield Treecare Ltd. Design Grow would also be cutting back the trees overhanging the ditch,
- Railway Parapet – Councillor Rachel Moffat reported that there were no issues at railway parapet.

Resolved that the reports be noted.

- iii) 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**

59/26 Finance

- i) County Council Priority Fund – The Parish Council discussed potential options in respect of an application for funds from the County Council Priority Fund.

Resolved that an application for £2,000 be submitted to County Councillor David Hingley for new swings at The Rise. **Action TG**

- ii) Financial Matters – Prior to the meeting, a number of financial documents were circulated to the Parish Council.

Resolved that:

- 1) the accounts for payment be approved, as detailed in appendix 1 to the minutes;
- 2) the receipts since the last meeting, the uncashed payments & receipts and the bank reconciliation, as at 15 September 2026 be noted; and
- 3) it be noted that Councillor Rachel Moffat, as Councillor for monitoring the Parish Council's internal controls, had signed the uncashed payments list, the uncashed receipts list, the bank reconciliation as at 31 August 2026 and the Unity Trust bank statements for August 2026.

- iii) Budget Monitoring 2026/2027 – Prior to the meeting, the Parish Council received budget monitoring report for 2026/2027.

Resolved that the report be noted.

- iv) General, Ring-Fenced and Ear-Marked Reserves – The Parish Council discussed the Parish Council's Reserves.

Resolved that the General, Ring-Fenced and Ear-Marked Reserves be approved.

- v) Burial Fees 2027/2028 – The Parish Council reviewed the Burial fees in Adderbury Cemetery for 2027/2028.

Resolved that the fees for 2027/2028 be increased by 5%. **Action TG**

- vi) Allotment Rent 2027/2028 – The Parish Council reviewed the rent at the Walled Garden Allotments for 2027/2028.

Resolved that the rent at the Walled Garden Allotments for 2027/2028 be £70 for a half plot and £100 for a full plot.

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- 60/26 Correspondence** – The Chairman reported that a follow-up email had been received regarding a request for a memorial bench at Adderbury Lakes, following the decision at the previous Parish Council meeting. The family had been offered the option of a commemorative plaque on an existing bench at Adderbury Lakes. The Parish Council had given full consideration to the request for a memorial bench and had also offered alternative opportunities elsewhere in the village. It was reiterated that no further benches would be installed at Adderbury Lakes. The Chairman advised that other commemorative options were being explored.

THE LUCY JANE PLACKETT CHARITY

(Three items)

61/26 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 62/26, 63/26, 64/26, 65/26, 66/26, 67/26, 68/26 & 69/26 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

- 62/26 Quote for New Basket Swing Seat at the Lucy Plackett Playing Field** – The Parish Council considered a quote from Proludic to replace the basket swing seat at the Lucy Plackett Playing Field

Resolved that the quote from Proludic for a new basket swing be accepted. **Action TG**

- 63/26 Quotes for Tree Work at the Lucy Plackett Playing Field** – The Parish Council considered a quote from Cotefield Treecare for works to an Ash tree in the Lucy Plackett Playing Field.

Resolved that Cotefield Treecare Ltd be requested to provide a quote for felling the Ash tree and the Clerk, in consultation with the Chairman, be given delegated authority to agree which option should be progressed, either felling the tree or cutting back the tree. **Action TG**

- 64/26 Quote for bollards at the Lucy Plackett Playing Field** – The Parish Council considered a quote for new wooden bollards at the Lucy Plackett Playing Field.

Resolved that quote from Paul Lester for new wooden bollards at the Lucy Plackett Playing Fields be accepted. **Action TG**

- 65/26 Staffing Matters** – The Parish Council considered the National Joint Council for Local Government Services (NJC) pay scales for 2026/27, which were to be implemented from 1 April 2026.

Resolved that the pay increase be applied to the Clerk and Responsible Financial Officer's salary for 2026/2027, back dated to 1 April 2026. **Action TG**

- 66/26 Quotes for Tree Work in Adderbury Cemetery** – The Parish Council considered a quote for works to a Yew tree in Adderbury Cemetery. However, since the quote had been received, a large branch had fallen off the tree and the scope of the works had now changed.

Resolved that the quote from Cotefield Treecare Ltd not be accepted at the current time. **Action TG**

- 67/26 Quote for Wall Repairs** – The Parish Council considered a quote for works to repair the wall at the Friends Meeting House in Adderbury Cemetery

Resolved that quote from Graham Kite for repairs to the Friends Meeting House wall be accepted. **Action TG**

- 68/26 Quotes for Swings at The Rise** – The Clerk reported that so far, only £4,000 of the £12,000 required had been sourced through grant funding for the replacement swings. Banbury Charities and Adderbury Feoffees had both kindly allocated £2,000 each towards the project.

Resolved that this matter be deferred to a future meeting of the Parish Council. **Action TG**

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

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69/26 Flood Mitigation Measures at Mill Stream and Sor Brook – The Chairman reported that the contractor appointed to undertake the works, SGB Groundworks, had advised that he was unable to provide a start date due to a change in his personal circumstances. Works had been due to start on 14 September 2026.

Following discussion, the Parish Council noted the importance of completing the works before the winter period in order to help protect residents from flooding. It was therefore agreed that the second contractor, BCE Groundworks, whose original quotation had not been successful, should be invited to submit a revised quotation for the project.

The Chairman confirmed that she would also contact Oxfordshire County Council regarding the grant funding allocated to the scheme because the overall cost would now be higher.

Resolved that:

- 1) the report be noted;
- 2) delegated authority be given to the Clerk, in consultation with the Chairman, to contact BCE Groundworks to request confirmation of his quote for this work and award the contract; and
- 3) whilst the Parish Council is sympathetic to the change in personal circumstances, SGB Groundworks be advised that their services are no longer required.

Action TG

70/26 Meeting Dates – The Chairman reported that Parish Council meetings would be held in Church House, High Street, Adderbury.

- 27 October 2026
- 24 November 2026

71/26 Items for the Next Agenda

- Quotes for Swings at The Rise

(Meeting closed at 9.00pm)

Chairman – 27 October 2026