

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 24 FEBRUARY 2026 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY

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

ALSO IN ATTENDANCE: Theresa Goss, Clerk & Responsible Financial Officer, County/District David Hingley and twelve members of the public.

116/25 Apologies – Councillor Jacky Atkinson submitted her apologies because she had another appointment.

Councillor Joel Greenberg submitted his apologies because he had another appointment.

Councillor Oliver Ighani submitted his apologies because he was at work.

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

117/25 Declarations of Interest – All Councillors declared an interest because the Parish Council was the Sole Trustee of the Lucy Plackett Playing Field.

Minute Number 124/25 (i) – Health and Safety, Lucy Plackett Play Area – The Chairman declared an interest in this item because her nephew had submitted a quote for the work.

Minute Number 128/25 – Management of Parish Council Trees – The Chairman declared an interest in this item because her nephew had submitted a quote for the work.

Resolved that the interests be noted.

118/25 Minutes – Prior to the meeting, the minutes of the meeting held on 13 January 2026 had been circulated to the Parish Council.

There were no matters arising.

Resolved that the minutes of the meeting held on 13 January 2026 be approved and signed by the Chairman.

119/25 Chairman's Announcements

- Day of Dance, 25 April 2026 – Volunteers were required to marshal the road closure on the day of the event. Sharp and Blunt were organising the volunteers and anyone who wished to assist, should contact their representatives.
- Meeting with Oxfordshire County Council – A meeting had been held with Oxfordshire County Council Officer, Anthony Kirkwood, to discuss the County's review of the 20mph scheme and possible traffic calming measures for Oxford Road. A meeting of the Traffic Calming Working Group would be held shortly to discuss this further.
- Parking Restrictions – A public consultation was held in February 2025 and it was agreed to paint double yellow lines on the junction of Croft Lane and High Street. However, the work which had actually been carried out, was not in accordance with what had been agreed and the incorrect line markings would be removed. The correct line marking would be in place in due course.

120/25 Open Forum – A number of residents addressed the Parish Council regarding the Adderbury Neighbourhood Plan and the results the site selection consultation process. The consultation had closed on 16 February 2026.

The Chairman advised that the results were still being analysed and would be published in due course. Residents were thanked for their input into the process.

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Councillor Mark Gerold advised on Cherwell District Council's HELAA process and provided background information on the four sites which had been identified as potentially being suitable for future development. Councillor Gerold also advised how the process would be moving forward and the forthcoming opportunities the community had to make the further comments on the Plan.

The Chairman reported that all separate objections which had been received by the Parish Council in addition to the survey, had been acknowledged by the Clerk and fed into the site selection process.

The residents were thanked 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)

121/25 Reports from Oxfordshire County Councillor and Cherwell District Councillors – County/District

Councillor David Hingley thanked Councillor Gerold for his update on the review of the Adderbury Neighbourhood Plan.

Councillor Hingley reported that Cherwell District Council (CDC) had agreed a balanced budget for 2026/2027 of £32m. The Government had allocated a settlement grant to CDC, but at the last minute, had removed £2.3m. Therefore, CDC had subsequently been given additional funds to meet this shortfall, but it was only for 2026/2027, not for any future years.

CDC had increased Council Tax by 5% and funding had been allocated to the town centres, investing homelessness and Banbury Museum.

The Local Plan was currently being examined by the Planning Inspector and it would take several months for a decision to be published.

The Government was currently undertaking its consultation on Unitary Authorities and CDC's preference was two unitary authorities in Oxfordshire. Information was available on CDC's web site and the Parish Council and the community were encouraged to submit a response by the deadline of 26 March 2026.

Councillor Hingley confirmed that elections were going ahead in May 2026, however prior to the Government's decision on this matter, Cherwell District Council had already agreed that the elections were being held, as scheduled.

The County Council's budget had also been approved, which included an extra £2m for repairs to drains. There were also funds for a Library refurbishment programme, adult social care and SEND.

The road drainage system by Christopher Rawlins Primary School would be investigated by the County Council because work was required to unblock it.

The Chairman also advised that the utilities companies did not complete their reinstatement works properly and the County Council should monitor these areas more closely.

The Clerk asked Councillor Hingley about the pothole funds which had been provided to the County Council from HS2 for repairing the roads along the approved routes to their sites. Councillor Hingley agreed to investigate this and report back to the Parish Council. **Action DH**

Resolved that the report be noted.

122/25 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:
25/03244/F Agricultural Building, Quarry Farm, Oxford Road, Adderbury
Conversion and alteration of barn to form a dwelling (self-build) (alternative to that

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previously permitted under 22/01658/Q56)

- 25/03330/TCA The Ridings 1, Lambourne Way, Adderbury
Tree works
- 25/03084/F Milton Road Sports and Community Building, Milton Road, Adderbury
Variation of condition 2 (plans) of 21/00104/F - reduction in size of proposed building
- 26/00158/TCA Camlo House 2, Adderbury Park, Adderbury
Lawson (T1) - Reduction of the most southernly lawson cypress along west boundary of the rear garden to approximately 10 metres in height and trimming the sides
- 26/00161/TCA 7 Meadow View, Adderbury
Yew (T1) - Crown reduction of the yew the opposite side of the road by approximately 3 metres in height (so its beneath the wires), reducing the sides to suit
- 26/00197/TCA The Cedars, The Green, Adderbury
Mimosa (T1) - Re-reduction of the mimosa by approximately 2 metre close to previous, crown lifting to approximately 3 metres above ground level, pruning to create 1 metre of clearance from roofs and removal of all deadwood.
- 26/00199/TCA Sydenham House, East End, Adderbury
Walnut (T1) - Crown reduction of the walnut by approximately 1.5 metres in height, reducing the sides to suit.
- 25/01602/F & 25/01603/LB Placketts, High Street, Adderbury
Single storey extension to main house. Alterations to existing two storey extension, including re-cladding, new door and window, new rooflights and window to south elevation. Various internal alterations.
- 26/00070/LB Grooms Lodge, Oxford Road, Adderbury
Replacement of two garage doors reusing the original door furniture
- 26/00175/F & 26/00176/LB The Red Lion, The Green, Adderbury,
Refurbishment of front elevation; refurbishment of ground floor trade area; new bar back fitting and other alterations to servery; removal of 1no wall and 1no door to lower dining area; 2no new glazed stained and polished rear external doors; 10no new stained and polished internal doors; 2no full height glazed screens to dining area; new ceramic floor tiles to reception area and bar area 1; minor refurbishment of toilets; full refurbishment of furniture, lighting and artwork; refurbishment of rear elevation; new paving to form larger beer garden; new festoon on timber posts to beer garden; new festoon to carriageway; re-line carpark allowing for 2no accessible spaces and minor refurbishment of first floor hotel bedrooms.
- 26/00238/F & 26/00239/LB Gothic Cottage, Oxford Road, Adderbury
Re-build section of boundary wall, south of Gothic Cottage
- Resolved** that, it be noted and approved that, no objections with additional comments have been made by the Parish Council in respect of the following planning applications/works to trees: None
- 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:
26/00366/F Cotefield Business Park, Oxford Road, Bodicote
Single storey side lean-to extension to existing commercial building
- 26/00335/F & 26/00336/LB Home Farm House, Manor Road, Adderbury
Demolition of existing conservatory extension and replacement with new single storey extension, internal reconfiguration to modern extensions and new entrance door to east elevation.

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- 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) – Earlier in the meeting, the Chairman and Councillor Mark Gerold had updated the meeting on the process of the Neighbourhood Plan.

Resolved that the report be noted.

123/25 Village Matters

- i) Flooding – The Chairman reported that residents were forming a Flood Action Group which would meet the following week to discuss ideas on how to implement the recommendations from the County Council's Section 19 report.

The Parish Council had been continuing to try and secure various flood mitigation measures, but it had been difficult to find contractors who wanted to quote for the work to Sor Brook and Mill Stream. This work was being carried out under the Environment Agency's exemptions for works on the main water courses.

The road drainage was a separate item and flooding had been caused mainly because the County Council had not been maintaining the drainage system. The County Council had now jetted and cleared the drains in Round Close Road which had proved successful given the amount of rain which had fallen recently and there had not been any flooding.

At Partridge Court and Tanners Lane, the chamber in the car park had collapsed and the County Council had been on site to complete the repairs, but the water levels were too high, therefore, they would go back and complete the work at a later date. Cameras had been fed into the main drainage network to Sor Brook through the Lucy Plackett Playing Field. Work had been undertaken to clear a lot of the debris which had been identified and further was going to be completed to the network, once quotes had been obtained.

Some of the work which had been identified, would have wait until the water levels had subsided. A grant had been obtained from County Council, as the Local Lead Flood Authority and this would be used to fund the majority of the works.

The importance of riparian owners managing and keeping clear, their sections of the water course was also highlighted and the Environment Agency had been contacting those affected residents to ensure this work had been undertaken.

New fencing had been erected at The Mill because the old green fencing held back all the debris which had fallen during the floods, which in turn, then also held back the water and added to the flooding issues. Therefore, a new post and rail fence had been erected to help the flow of water.

Resolved that the report be noted.

- ii) FOCAL – Prior to the meeting Councillor Jacky Atkinson, had circulated a from FOCAL. Additional volunteers continued to be required to join the Management Committee to ensure the future of the Library was secured.

Resolved that the report be noted.

- iii) Community and Sports Centre, Milton Road – The Chairman reported that the revised planning application for a variation in condition to enable a reduction in the size of the building to make it more viable, had been submitted to Cherwell District Council in November 2025 and was currently under consultation.

Once the application had been permitted, grant applications would again be submitted to The National Lottery and other funding organisations to close the funding gap. Fundraising events would also be organised and residents were encouraged to support these events.

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Resolved that the report be noted.

- iv) Structural Report on the Old Railway Parapet – The Parish Council discussed the structural report from Wellen Ltd regarding the old railway parapet, behind the Lucy Plackett Playing Field.

Wellen had recommended that periodic observations of the north wing wall were undertaken and that Wellan (or another qualified engineer) be requested to advise immediately, if new cracking appeared.

Also recommended was that a further formal review should be undertaken within the next five years and the information provided by Wellan Ltd should be retained by the Parish Council and made available to any future party advising, with regard to the bridge abutment or wing walls.

Resolved that:

- 1) the report be noted;
 - 2) photos be sent to the resident at The Mill regarding the condition of the parapet which is located on their land;
 - 3) regular checking of the parapet be undertaken to monitor the size of the cracks; and
 - 4) wire fencing and signage be erected to discourage people from climbing onto the parapet and a quote be obtained from Paul Lester. **Action TG**
- v) Adderbury Institute – The Parish Council discussed the works at Adderbury Institute to repair the water leak.

Resolved that the Chairman of the Parish Institute be contacted for an update on the repair works and the new owner of Adderbury House be contacted regarding their role on the Trustees. **Action TG**

124/25 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 reported that there were no issues in addition to the chains for the swings, which the Parish Council was already aware of.

Prior to the meeting, the Clerk had circulated two quotes for replacement chains for the swings from Wicksteed Leisure Ltd. One quote was for the chains only and the second was for the chains and the fitting. It was agreed to accept the quote for the chains and the fitting. **Action TG**
 - Play area inspection at the Lucy Plackett Playing Field – Councillor Simon Davies reported that the neighbours had no issues with the proposed works to the hedge. It was agreed to accept the quotes for Cotefield Treecare Ltd for jobs 1a and 2. **Action TG**
 - Adderbury Lakes – The Chairman reported there that was a boundary issue because the wooden fence which collapsed and had been replaced by a neighbour with a wire fence and the boundary had moved approximately 1.5m onto Parish Council land. A letter would be sent to the neighbour, requesting that the fence was located to the correct boundary. **Action TG**

With regard to the wall which had started to collapse outside of The Lakes, which was not a Parish Council owned wall, this needed to be reported to the County Council because it was falling onto highway land / Public Right of Way. **Action OI**
- Walled Garden Allotments – Councillor Rachel Moffat reported that there were no issues at the Walled Garden Allotments.
 - Adderbury Cemetery – The Chairman reported that Councillor Joel Greenberg had completed an inspection and as a result, cuttings had been removed by Design Grow and Paul Lester was completing work to repair the latch on the Cemetery gate.

Resolved that the reports be noted.

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- 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) Staffing Committee – Prior to the meeting, the minutes of the Staffing Committee held on 9 February 2026 had been circulated to the Parish Council.

Resolved that the minutes be noted.

- iv) Local Government Reorganisation – The Parish Council discussed the proposals for the local government reorganisation in Oxfordshire.

Resolved that Councillors should forward their comments to the Clerk by 19 March 2026, so they can be submitted to Government's consultation. **Action ALL**

125/25 Finance

- i) 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 24 February 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 January 2026 and the Unity Trust bank statements for January 2026.

- ii) Budget Monitoring 2025/2026 – Prior to the meeting, the Parish Council received budget monitoring report for 2025/2026.

Resolved that the report be noted.

- iii) General, Ring-Fenced and Ear-Marked Reserves 2025/2026 – Prior to the meeting, the general, ring-fenced and ear-marked reserves had been circulated to the Parish Council.

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

126/25 Correspondence – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY

(No Items)

127/25 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 128/25 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

128/25 Management of Trees on Parish Council Land – The Parish Council discussed a proposal from Cotefield Treecare Ltd for the management of trees located on Parish Council land.

Resolved that the matter be deferred to the next meeting for additional information to be obtained from Cotefield Treecare Ltd on their proposal. **Action TG/DB**

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

129/25 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:

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- 24 March 2026
- 21 April 2026 (Annual Parish Meeting)
- 28 April 2026
- 19 May 2026
- 30 June 2026

130/25 Items for the Next Agenda

- IT Policy
- Management of Trees on Parish Council Land

(Meeting closed at 9.10pm)

Chairman – 24 March 2026

DRAFT