

## ADDERBURY PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 28 APRIL 2026 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY

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

**ALSO IN ATTENDANCE:** Theresa Goss, Clerk & Responsible Financial Officer, County/District Councillor David Hingley.

**154/25 Apologies** – 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 Joel Greenberg and Oliver Ighani be accepted and the absences be authorised.

**155/25 Declarations of Interest** – All Councillors declared an interest because the Parish Council was the Sole Trustee of the Lucy Plackett Playing Field.

**Resolved** that the interests be noted.

**156/25 Minutes** – Prior to the meeting, the minutes of the meeting held on 24 March 2026 and 14 April 2026 had been circulated to the Parish Council.

There were no matters arising.

**Resolved** that the minutes of the meeting held on 24 March 2026 and 14 April 2026 be approved and signed by the Chairman.

**157/25 Chairman's Announcements**

- Grass Cutting – Thomas Fox Landscaping Ltd had advised the Parish Council that due to rising fuel costs, it would have to charge an extra £50 per month on a temporary basis, to cover its costs for the grass cutting in the village. The Parish Council had no objections to the temporary increase.
- Day of Dance – A note of thanks would be sent to Laura Walker from Sharp and Blunt for the organisation of the Day of Dance and also to Tom Smith for providing the skip. Following the event, the litter bins in the village were overflowing and should have been emptied earlier that day. Therefore Cherwell District Council would be contacted to ensure the bins were emptied as soon as possible. Additional litter bins needed for next year would be organised from Cherwell District Council. **Action TG**

**158/25 Open Forum** – The members of the public did not wish to address the meeting.

*(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)*

**159/25 Reports from Oxfordshire County Councillor and Cherwell District Councillors** – Councillor David Hingley reported that following a request from the Clerk, he had contacted Jacqui Cox about the Section 106 funds available at Oxfordshire County Council and asked her to reply to the Clerk.

The issues of road works being undertaken in Adderbury, Bloxham and Banbury all at the same time was raised as an issue and Councillor Hingley had asked officers to coordinate the closures because of the chaos which these closures cause.

Councillors raised the issue of potholes on Banbury Road/Twyford Road and Councillor Hingley asked for Councillors to email him with exact locations of the most severe potholes and he would follow this up with Oxfordshire County Council highways officers. Councillor Mark Gerold would forward this information to Councillor Hingley. **Action ALL**

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There was currently no update on the proposed Local Government Reorganisation in Oxfordshire.

**Resolved** that the report be noted.

### 160/25 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:

- 26/00466/F West Adderbury House, Horn Hill Road, Adderbury  
Erection of a single dwelling and associated landscaping (self-build) (alternative to extant development under 20/01208/F)
- 26/00490/TCA Callaly Cottage, Tanners Lane, Adderbury  
Tree works
- 25/02211/F Long Wall House, The Green, Adderbury,  
Erection of a two storey dwelling house (self-build)
- 26/00644/TCA Camlo House, 2 Adderbury Park, Adderbury,  
Tree works
- 26/00681/TCA 18 Lake Walk, Adderbury  
Tree works
- 26/00554/LB White Lion Cottage, Oxford Road, Adderbury  
1. Kitchen Roof Light - We propose to install two heritage roof lights (positioned either side of the apex) in place of the approved ridge roof light. No other alterations to the roof are proposed. We consider this to be a non-material amendment, as it represents a minor change in the type and positioning of the roof lights, with no impact on the overall scale, form, or character of the development.  
2. Paving - To replace the approved block paving in the garden area with Indian sandstone slabs.  
3. Retaining wall - To construct the retaining wall in the garden area with reclaimed red brick and a lime based mortar, incorporating appropriate damp proofing

**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:

- 26/00901/TCA Wren Cottage, Cross Hill Road, Adderbury  
Tree works
- 26/00984/TCA Beren House, East End, Adderbury  
Tree works

- 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) – Councillor Mark Gerold updated the meeting on the process of reviewing the Neighbourhood Plan. The Regulation 14 Consultation had started and would end on 28 May 2026. Questions were raised at the Annual Parish Meeting (APM) about the Plan, but now the

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legal process had commenced, any comments and queries should be dealt with as part of the Regulation 14 process and had therefore, not been answered at the APM.

**Resolved** that the report be noted.

### 161/25 Village Matters

- i) Flooding – The Chairman reported that a detailed update had been presented to the Annual Parish Meeting the previous week.

The Chairman updated Councillors on the response which had been received from the resident of Eridge House, following the Parish Council's letter requesting permission for a new inspection chamber to be located on her land. The chamber would allow the tree roots in the pipe underneath her property to be removed to help alleviate the flooding issues in the village. However, the resident would not give her permission. Clarification would be sought from Bourton Drains on the information contained within the residents' response.

Grant applications had been submitted for funding for this financial year and a response was awaited from the County Council. The grant funding would also cover the cost of the works underneath Eridge House.

If the resident did not give her permission the County Council, as the Local Lead Flood Authority, might be able to take enforcement action because the roots would keep growing and continue to cause a blockage. The resident had a legal responsibility to ensure that the water running through the pipe, was allowed to flow freely.

With regard to the work to replace the pipe underneath the Lucy Plackett Playing Field, three quotes had been obtained.

With regard to the bank repairs to the Mill Stream, one quote had been received from a contractor and a second contractor was sending a quote.

One quote had been received so far for the removal of the concrete block from the slipway in Mill Stream and a second contractor was sending a quote.

The County Council had already provided funding to the Parish Council of £7300 during 2025/2026. This was in addition to the latest funding application which had been submitted during 2026/2027.

Some of the work would be undertaken in September and October 2026 to allow water levels to decrease and to avoid nesting season.

Work on the collapsed chamber in Partridge Court was being undertaken 11 May 2026 and the network underneath the car park would also be checked. Oxfordshire County Council believed this collapsed chamber was the main reason for flooding in this area.

There had currently been no reply from Thames Water regarding the issues of sewage coming up from the drains during flooding episodes. Thames Water would be contacted and asked whether they were checking their network and drainage infrastructure on a regular basis and to provide details on their programme of works as follow up to the S19 Report.

**Resolved** that:

- 1) the report be noted; and
  - 2) delegated authority be given to the Clerk, in consultation with the Chairman, to accept quotes for three contracts: (1) the removal of the concrete block from the exiting pipe in Mill Stream, (2) works to the pipe underneath the Lucy Plackett Playing Field and (3) the Mill Stream bank repairs. **Action DB/TG**
- ii) FOCAL – Prior to the meeting Councillor Jacky Atkinson, had circulated a from FOCAL.

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**Resolved** that the report be noted.

- iii) Community and Sports Centre, Milton Road – The Chairman reported that the planning application for a reduction in the size of the building, was still being considered by Cherwell District Council and a decision was awaited.

This matter was raised at the Annual Parish Meeting and despite accusations to the contrary, the Parish Council had produced a Business Plan as part of the project. However, now a new planning application had been submitted, this would be reviewed in due course.

The Parish Council would publish a statement stating that the current Business Plan could not be made available because it was out of date and needed to be updated. The statement would also confirm the Parish Council's commitment to the project.

**Resolved** that the report be noted.

- iv) Sewage Discharge – The Parish Council discussed the sewage discharge into Bloxham Brook which flowed into Adderbury water courses.

The Clerk reported that District Councillor Rob Pattenden had written to Anna Burns from the Environment Agency raising these issues, which had been highlighted by Bloxham Parish Council. The Parish Council were supportive of this action and was concerned about the levels of discharge into the water courses.

**Resolved** that the report be noted and the Parish Council will take action, once a response has been received from the Environment Agency.

- v) Annual Parish Meeting (APM) – The Parish Council discussed the issues which arose at the Annual Parish Meeting on 21 April 2026.

A statement would be published covering The Leys, the Business Plan for the Community and Sports Centre, the queries on the Parish Council finances, the Adderbury Neighbourhood Plan and the repairs to the Parish Institute.

**Resolved** that a statement be published in the village covering The Leys, the Business Plan for the Community and Sports Centre, the queries on the Parish Council finances, the Adderbury Neighbourhood Plan and the repairs to the Parish Institute. **Action TG**

### 162/25 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 quotes for replacing the swings at The Rise would be considered later in the meeting.
  - Play area inspection at the Lucy Plackett Playing Field – Councillor Simon Davies reported that the beech hedge had been cut back and when this work was completed in future, the adjoining resident would like Cotefield Treecare to also complete the work to his section of the hedge. The cradle swing needed to be replaced and Paul Lester would be asked to install the cradle swing which had been removed from The Rise. The plastic on the small slide had worn away and the metal showing and Councillor Davis would investigate this further. Paul Lester would also be asked to quote for repairing the surfacing by the zip wire. **Action TG**
  - Adderbury Lakes – The Chairman reported there were no issues at the Lakes and money was continuing to be raised via cash donations.
  - Walled Garden Allotments – Councillor Rachel Moffat reported that there were no issues at the Walled Garden Allotments. Councillor Moffat had cleaned the water tank and the first inspections would be held in early May 2026.
  - Adderbury Cemetery – There were no issues at Adderbury Cemetery.

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- Railway Parapet – Councillor Rachel Moffat reported that there were currently no issues. Paul Lester would be asked to quote for repairing the wire fencing to the side of the parapet. **Action TG**

**Resolved** that the reports be noted.

- 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**

### 163/25 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 28 April 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 March 2026 and the Unity Trust bank statements for March 2026.

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

**Resolved** that the report be noted.

- iii) Internal Audit Report 2025/2026 – The Parish Council considered the Internal Auditor's report for 2025/2026 and the Annual Governance and Accountability Return Annual Internal Audit Report 2025/2026.

**Resolved** that the Internal Audit Report 2025/2026 and Annual Governance and Accountability Return Annual Internal Audit Report 2025/2026 be noted and the progress with the Internal Auditor's recommendations be noted and approved.

- iv) Statement of Accounts 2025/2026 – The Parish Council considered the Receipts & Payments Account as at 31 March 2026.

**Resolved** that the Statement of Accounts for year ended 31 March 2026 be approved and signed by the Chairman.

- v) Bank Reconciliation 31 March 2026 – The Parish Council considered the bank reconciliation as at 31 March 2026.

**Resolved** that the bank reconciliation as at 31 March 2026 be approved.

- vi) Breakdown of Reserves as at 31 March 2026 – The Parish Council considered its reserves as at 31 March 2026.

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

- vii) Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2026 – The Parish Council considered Section 1 of the AGAR, the Annual Governance Statement 2025/2026.

**Resolved** that Section 1 of the AGAR, the Annual Governance Statement 2025/2026 be approved and submitted to the External Auditor, Moore. **Action TG**

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- viii) Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2026 – The Parish Council considered Section 2 of the AGAR, the Accounting Statements 2025/2026.

**Resolved** that Section 2 of the AGAR, the Accounting Statements 2025/2026 be approved and submitted to the External Auditor, Moore. **Action TG**

- ix) Explanation of Variances 2025/2026 – The Parish Council considered the explanation of the variances over 15% compared to 2024/2025.

**Resolved** that Explanation of Variances for 2025/2026, which are over 15% compared to 2024/2025 be noted and approved. **Action TG**

- x) Notice of Public Rights – The Parish Council considered the public rights to inspect the Parish Council's accounting records for 2025/2026 for 30 days starting from 3 June 2026 until 14 July 2026.

**Resolved** that the public has the right to inspect the Parish Council's accounting records from 3 June 2026 to 14 July 2026 and the External Auditor, Moore, be advised of these dates. **Action TG**

- xi) Appointment of Internal Auditor for 2026/2027 – The Parish Council considered appointing Auditing Solutions Ltd as the Internal Auditor for 2026/2027.

**Resolved** that Accounting Solutions Ltd be appointed as the Parish Council's Internal Auditor for 2026/2027. **Action TG**

**164/25 Correspondence** – There had been two items of correspondence; the first was an email from Nick Fennell following up on the questions raised at the APM. The second was the response from the resident of Eridge House regarding the proposed installation of a new chamber on her property.

### **THE LUCY JANE PLACKETT CHARITY**

(No Items)

#### **165/25 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 166/25 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**166/25 Quotes for Play Equipment at The Rise** – The Parish Council considered quotes from Wicksteed Leisure for repairs to the swings and replacement swings.

**Resolved** that this matter be deferred for further quotes to be obtained. **Action TG**

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

**167/25 Meeting Dates** – The Chairman reported that Parish Council meetings would be held in Church House, High Street,

- 19 May 2026
- 30 June 2026
- 28 July 2026
- 15 September 2026
- 20 October 2026
- 24 November 2026

#### **168/25 Items for the Next Agenda**

- Quotes for Play Equipment at The Rise

(Meeting closed at 9.25pm)

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Chairman – 19 May 2026