

# ADDERBURY PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 13 JANUARY 2026 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY

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

**ALSO IN ATTENDANCE:** Theresa Goss, Clerk & Responsible Financial Officer, County/District David Hingley, District Councillor Rob Pattenden and two members of the public.

**100/25 Apologies** – Councillor Joel Greenberg submitted his apologies because he had another appointment.

District Councillor Gordon Blakeway also submitted his apologies.

**Resolved** that the apologies from Councillor Joel Greenberg be accepted and the absence authorised.

**101/25 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.

**102/25 Minutes** – Prior to the meeting, the minutes of the meeting held on 25 November 2025 had been circulated to the Parish Council.

There were no matters arising.

**Resolved** that the minutes of the meeting held on 25 November 2025 be approved and signed by the Chairman.

### 103/25 Chairman's Announcements

- Day of Dance, 25 April 2026 – Sharp and Blunt had approached the Parish Council with a request that the Parish Council submits an application for a road closure to Cherwell District Council and to cover the cost of the application. The Morris Groups would organise the event as they had done in 2025. It was agreed that the Clerk would submit the application and the Parish Council would cover the cost of the road closure. **Action TG**

**104/25 Open Forum** – The residents 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)*

**105/25 Reports from Oxfordshire County Councillor and Cherwell District Councillors** – County/District Councillor David Hingley reported that from 14 January 2026, visitors to the recycling centres in Oxfordshire now had to book a slot. ID was also required to verify that the person was a resident of Oxfordshire.

Councillor Hingley reminded the Parish Council that it could now submit requests to the County Council to have streetlights in the village turned off during the night. This request also had to be supported by County Councillor David Hingley. At the current time, there were no lights in the village which the Parish Council felt needed to be switched off at night.

District Councillor Rob Pattenden reported that glass could now be recycled in Cherwell and could be thrown away with other recycled items.

Cherwell District Council's consultation on the budget for 2026/2027 had now closed and they had received the biggest response they had ever had to a budget consultation. The majority of concerns were regarding the proposed withdrawal of funding from Banbury Museum and the changes to wheelie bin collections.

Councillor Pattenden advised that these proposals had been difficult to produce, but the Council had to consider all options due to the Government cutting the District Council's funding from the business rates.

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However, since the consultation had been published, the Government had reconsidered the cut in funding and it might not be as severe as first proposed. The implications of this were currently being considered by the District Council.

Councillor Hingley reported that on 18 December 2025, the Government had written to Cherwell District Council giving it the option of postponing the District Council elections in May 2026 until May 2027, whilst the local government reorganisation was being undertaken. The District Council had not yet responded but it was expected that the elections would go ahead in May 2026.

Councillor Pattenden also gave an update on the local government re-organisation, but no decision had yet been made by the Government. It was expected that there would be further consultations before a final decision was made.

**Resolved** that the report be noted.

### 106/25 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:

- |                 |   |
|-----------------|---|
| 25/02779/TCA    | Oak Tree House, 17 Lake Walk, Adderbury<br>Tree works   |
| 25/02843/TCA    | Fieldgate, Manor Road, Adderbury<br>Tree works  |
| 25/02911/ REN56 | North Oxfordshire Resource Centre, Unit 1 Ambulance Station, Trinity Way, Adderbury<br>Installation of solar PV panels on roof of Resource Centre   |
| 25/02211/F      | Long Wall House, The Green, Adderbury<br>Erection of a two storey dwelling house (self-build)   |
| 25/02943/TCA    | St Mary's House, Horn Hill Road, Adderbury<br>Tree Works  |
| 25/02979/F      | Foresters Cottage, Chapel Lane, Adderbury<br>Single storey rear extension   |
| 25/03003/TCA    | The Old House, Tanners Lane, Adderbury<br>Tree works  |
| 25/03026/F      | 4 Twyford Gardens, Twyford<br>Demolition of existing rear extension, side extension, porch, garage and outbuilding. Two storey and single storey rear and side extensions. Canopy to front elevation  |
| 25/03020/F      | 14 Deene Close, Adderbury<br>Two storey side extension with internal alterations to provide additional bedrooms   |
| 25/02932/LB     | Long Cottage, High Street, Adderbury<br>To install 2x radon mitigating units (PIVs) due to high radon levels within the property - one installed to the front exterior of the property and one installed on one of the ceilings to the first floor  |
| 25/03130/LB     | Lockes Cottage, Manor Road, Adderbury<br>Various works comprising of a new en-suite bathroom, replacement and strengthening of defective ceiling joists to the dining room and kitchen and various conservation measures to preserve historic fabric and upgrade services throughout the Listed building. |

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25/03103/F South House, The Green, Adderbury  
Single storey three bay oak frame garage

25/03201/TCA Croft Cottage, Oxford Road, Adderbury  
Tree work

**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:

25/02891/F 6 Adderbury Court, Adderbury  
Alteration to front fenestration, removal of existing conservatory. Creation of new two storey rear extension

25/01800/F Yew Tree Cottage, East End, Adderbury  
Erection of two new dwellings on land to the south of Yew Tree cottage, including new courtyard and parking (self-build)

25/00811/F Elton House, Sir George's Lane, Adderbury  
Single storey extension and internal and external alterations to an existing garage to form ancillary living accommodation to the main house

**Resolved** that, it be noted that the Parish Council was considering the following planning applications:

25/03244/F Agricultural Building, Quarry Farm, Oxford Road, Adderbury  
Conversion and alteration of barn to form a dwelling (self-build) (alternative to that previously permitted under 22/01658/Q56)

25/03330/TCA The Ridings 1, Lambourne Way, 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 reported that the village consultation with regard to the site selection process would commence on 19 January 2026 and close at 8pm on 16 February 2026.

All the site selection information would be available on the Parish Council's web site and a display would be available in Adderbury Library.

A survey would also be circulated in the village regarding the four sites and this would be available online and in paper form.

There would be two village consultation events in Adderbury Library on 4 February 2026 and 7 February 2026.

Thanks were passed to Councillor Mark Gerold for all his work leading the project, Councillor Rachel Moffat for her work on the survey and two residents, Carla Novak and Adam Hiles, for all their input into the process.

**Resolved** that the report be noted.

### 107/25 Village Matters

- i) Flooding – The Chairman reported that an update on the work to address flooding in the village had been circulated to the Parish Council prior to the meeting. Some of the grant funding from the County

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Council had been spent on the fencing and quotes were still being obtained for removal of the debris under the bridges.

The County Council had cleared the pipe under the Lucy Plackett Playing Field before Christmas, but more work would be required to remove further debris.

The collapsed chamber on corner of Partridge Court still needed to be repaired because it had been raining on the day the County Council came out to complete the work.

Thanks were passed to local resident Neil Staples, for all his help and support with the flooding mitigation project.

**Resolved** that the report be noted.

- ii) FOCAL – Prior to the meeting Councillor Jacky Atkinson, had circulated a from FOCAL.

**Resolved** that the report be noted.

- iii) Community and Sports Centre, Milton Road – The Chairman reported that the revised planning application for a minor material amendment for a reduction in the size of the building had been submitted to Cherwell District Council in November 2025.

However, the day before Christmas Eve, the Parish Council had been advised by Cherwell District Council's Planning Officer Michael Sackey, that the planning application could not be processed because it appeared to Mr Sackey that the changes proposed were material amendments to the development previously approved. Therefore, the proposal would go beyond what could be considered as non-material. This advice conflicted with all the previous advice and guidance from Nat Stock at Cherwell District Council and the Chairman had raised the issue with District Councillor David Hingley over the Christmas period, but there was no further update.

District Councillors Rob Pattenden and David Hingley were requested to raise this issue with Ian Boll at Cherwell District Council to ensure that the application was processed, as per their original advice.

**Resolved** that the report be noted.

### 108/25 Parish Council Matters

- i) Health and Safety – The Parish Council considered several health and safety inspections.
- Play area inspection at The Rise – The Clerk reported that following a recent inspection, it had been noted that the chains on the swings had worn away and needed to be replaced. The swings had been sealed off by the Inspector. Once the final report had been received, the Clerk would purchase the chains and ask Paul Lester to install them. **Action TG**
- A number padlock was also required for the main gate to the play area. **Action SD**
- Play area inspection at the Lucy Plackett Playing Field – Councillor Simon Davies reported that the fence had been repaired and the bench still needed to be relocated. The relocation of the bench was weather dependent as a concrete base was required. The Clerk would contact Paul Lester for an update. **Action TG**
  - Adderbury Lakes – The Chairman reported there were no issues at Adderbury Lakes.
  - Walled Garden Allotments – Councillor Rachel Moffat reported that there were no issues at the allotments. The graffiti on the wall would be removed by Cherwell District Council when the land had dried out as it was currently too soft to hold the weight of their vehicles.

With regard to the graffiti at the railway parapet, Paul Lester would be asked whether anti-graffiti paint was available. **Action TG**

**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**

- iv) IT Policy – The Parish Council considered a new IT Policy.

**Resolved** that the IT policy be deferred to the next meeting. **Action TG**

- v) Parish Council Web Site – The Clerk reported to the Parish Council, the work which had been undertaken to update the Parish Council web site to the new accessibility standards.

**Resolved** that the report be noted and the expenditure of £120 be approved.

### **109/25 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 13 January 2026 be noted; and
- 3) it be noted that Councillor Rachel Moffat, as Councillor for monitoring the Parish Council's internal controls, will sign the uncashed payments list, the uncashed receipts list, the bank reconciliation as at 31 December 2025 and the Unity Trust bank statements for December 2025.

- 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.

- iv) Internal Audit 2025/2026 – The Parish Council considered the interim internal audit report for 2025/2026

**Resolved** that the report and recommendations be noted.

- v) Pension Policy – The Parish Council reviewed its Pension Policy.

**Resolved** that the Policy be approved.

**110/25 Correspondence** – There was no further correspondence.

### **THE LUCY JANE PLACKETT CHARITY** (One Item)

### **111/25 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 minutes numbered 112/25 & 113/25 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**112/25 Hedge Cutting** – The Parish Council considered quotes for hedge cutting in the Lucy Plackett play area.

**Resolved** that:

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- 1) the Clerk, in consultation with the Chairman, be given delegated authority to award the contract for the hedge cutting, once additional information on the quotes has been obtained; **Action TG**
- 2) the residents of Round Close Rd who share a boundary with the Lucy Plackett Play Area be advised of the works before they are commence; and **Action SD**
- 3) Cotefield Treecare Ltd, be requested to produce a proposal for the ongoing maintenance of tree in the village, including Adderbury Lakes. **Action TG**

**113/25 Railway Parapet** – The Parish Council considered a quote for an updated Structural Survey of the parapet on the old railway line.

**Resolved** that the quote from Wellen Ltd be accepted. **Action TG**

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

**114/25 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:

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

**115/25 Items for the Next Agenda**

- IT Policy

(Meeting closed at 8.55pm)

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Chairman – 24 February 2026