

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 21 OCTOBER 2025 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY

PRESENT: Councillor Diane Bratt, Chairman: Councillors Jacky Atkinson, Simon Davies, Mark Gerold, Joel Greenberg and Sue Jelfs.

ALSO IN ATTENDANCE: Theresa Goss, Clerk & Responsible Financial Officer, County/District Councillor David Hingley and District Councillors Gordon Blakeway and Rob Pattenden.

69/25 Apologies – Councillor Oliver Ighani submitted his apologies because he was at work.

Councillor Rachel Moffat submitted her apologies because she was on holiday.

Resolved that the apologies from Councillors Oliver Ighani and Rachel Moffat be accepted and the absences authorised.

70/25 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.

71/25 Minutes – Prior to the meeting, the minutes of the meeting held on 9 September 2025 had been circulated to the Parish Council.

There were no matters arising.

Resolved that the minutes of the meeting held on 9 September 2025 be approved and signed by the Chairman.

72/25 Chairman's Announcements – There were no Chairman's announcements.

73/25 Open Forum – There were no residents present at 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)

74/25 Reports from Oxfordshire County Councillor and Cherwell District Councillors – Councillor David Hingley reported that the Joint Local Plan submitted by South Oxfordshire District Council and The Vale of White Horse District Council had been rejected by the Planning Inspectorate because they failed to coordinate with Oxford City Council regarding its unmet housing need. Cherwell District Council's Local Plan was still being considered by the Planning Inspectorate and this matter had been taken into consideration and included in its Plan.

Councillor Gordon Blakeway reported that the Local Government Reorganisation was being considered by Cherwell District Council on 10 November 2025 and the recommendation was to support the two unitary authority model in Oxfordshire. Oxfordshire County Council was supporting the one unitary authority model in Oxfordshire. The deadline for submissions to the Government was the end of November 2025, with a decision hopefully in spring 2026.

The Oxford United Football Club planning application had not been called in by Secretary of State therefore, Cherwell District Council would be processing the planning application to the next stage.

The County Council had introduced a temporary congestion charge in Oxford and was offering free permits to Oxfordshire residents and they could apply via the County Council's web site.

Councillor Rob Pattenden reported that Banbury Museum would be receiving funding for another two years from Cherwell District Council.

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Councillor Hingley advised that efficiency savings were being made by Cherwell District Council and it hoped to save between £3m-£4m over four years. Cherwell District Council was badly affected by the redistribution of business rates by the Government, as reported at previous meetings.

The Chairman asked the District Councillors whether they had received her email regarding potential funding from the Department for Culture, Media and Sport for the Community & Sports Centre on Milton Road.

Councillor Rob Pattenden agreed to follow this up. **Action RP**

The Councillors were thanked for their reports.

Resolved that the reports be noted.

75/25 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:

25/01893/LB	Horn Hill Cottage, Horn Hill Road, Adderbury Addition of a bathroom to the 2nd floor room which will require waste and soil pipes to penetrate the side external wall (existing unauthorized)
TPO 21/2025	Making of Tree Preservation Order No. 21/2025 One Ash Tree and One Beech Tree located on Land at Fieldgate, Manor Road, Adderbury
25/02257/TCA	Manor Lodge, Manor Road, Adderbury Tree works
25/02093/F	Shotover Lodge, Horn Hill Road, Adderbury Remove conservatory and build kitchen extension
25/02211/F	Long Wall House, The Green, Adderbury Erection of a two storey dwelling house (self-build)

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:

25/02359/F	Grants Lock Cottage, Oxford Road, Bodicote Proposed repairs to fire damaged dwelling - like-for-like re-instatement of roof, windows and doors with associated internal/external works; erection of detached carport together with a temporary siting of a mobile unit
25/02210/F	42 Rochester Way, Twyford Two storey side and single storey rear extensions
25/02257/TPO	Fieldgate, Manor Road, Adderbury Prune ash tree branches over garden by 2 metre - subject to TPO 21/25
25/02550/F	Garden Cottage, 10 Oxford Road, Adderbury Replacement single storey rear extension and replacement casement windows to existing house
25/02475/F	Grooms Lodge, Oxford Road, Adderbury RETROSPECTIVE - Change of Use from amenity land to garden land
25/02310/F	Royal Oak House, High Street, Adderbury Erection of extension

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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) – The Chairman reported that the Parish Councillors had recently attended a meeting of the Working Group to receive an update on the progress with the Neighbourhood Plan.

Following that meeting, a Letter of Engagement had been sent to the Parish Council by the Parish Council's consultant Neil Homer and Councillors were happy to accept his terms and conditions and these would be discussed later in the meeting.

Resolved that the report be noted.

76/25 Village Matters

- i) Flooding – The Chairman reported earlier that day she had met with residents from Dog Close and had followed this up with an update to Parish Councillors.

The meeting had been very positive and although funding had been approved, finding a contractor with a digger to complete the works, had been difficult, therefore works could not yet start.

The Chairman was continuing to follow this up and contacting alternative contractors. The work involved removing debris from the Water Lane and Dog Close bridges and the bridge by the Church. This work could be undertaken without permission from the Environment Agency as it was within their criteria.

Jim Frogley would be removing the old fencing by the Mill and replacing it with a post and wire fence which would enable water and debris to easily pass through.

The Chairman advised that she had also met with Round Close Road residents on 23 September 2025 and the County Council's drainage officers had attended. This meeting had been very positive and both groups of residents were happy to set up Flood Management Groups for their respective areas.

Resolved that the report be noted.

- ii) FOCAL – Prior to the meeting, Councillor Jacky Atkinson had circulated a report to the Parish Council, which was also available on the Parish Council's web site.

Councillor Atkinson was thanked for her report.

Resolved that the report be noted.

- iii) Community and Sports Centre, Milton Road – The Chairman reported that she had arranged a meeting later that week with the preferred contractor to discuss the proposed revised planning application for a minor material amendment for a reduction in the size of the building.

The preferred contractor had supplied plans of the new proposed building and these were circulated to the Councillors.

Resolved that the report be noted.

- iv) Boundary at The Leys – The Parish Council had been due to discuss the boundary and fencing along the disused railway track and The Leys, however it was agreed to defer the item to the next meeting.

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

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- v) Meeting with Sean Woodcock MP – The Parish Council met with Sean Woodcock MP on Wednesday 24 September 2025 and a number of issues discussed at the meeting, had not yet been actioned or responded to by his office.

Resolved that the report be noted.

- vi) Defibrillator – The Parish Council discussed a request from the WI for its support for fundraising for a new defibrillator in the village.

Resolved that the WI's project for a new defibrillator in the village be supported.

- vii) Fix My Street Super User – The Parish Council discussed appointing a 'Fix My Street Super User' to report highways issues in Adderbury.

Resolved that a note be included in Contact asking for volunteers and the Traffic Calming Working Group also be asked if they would like to be involved. **Action TG/DB**

77/25 Parish Council Matters

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

- Play area inspection at The Rise – There were no issues at The Rise play area. The new fencing had been erected and Jim Frogley had done a very good job.
- Play area inspection at the Lucy Plackett Playing Field – Councillor Simon Davies reported that there were no issues, however the metal on the swings was starting to slightly wear away and needed to be monitored.

The Clerk was asked to request that Thomas Fox cuts back the trees around the bench and have a general tidy up of the play area. **Action TG**

The quote from Paul Lester to relocate the bench in the play area was approved. **Action TG**

- Adderbury Lakes – The Chairman reported there were no issues at Adderbury Lakes.
- Walled Garden Allotments – The Chairman reported that there were no issues at the allotments.

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**

78/25 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 21 October 2025 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 30 September 2025 and the Unity Trust bank statements for September 2025.

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

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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) Members' Allowances Scheme 2025/2026 – The Parish Council discussed the report of the Independent Remuneration Panel regarding Members' Allowances for Parish Councils for 2025/2026.

Resolved that:

- 1) the report be noted;
- 2) no basic allowances be paid to Councillors in 2025/2026; and
- 3) travel and subsistence allowances be paid to Councillors in 2025/2026 on production of receipts to support their claim.

79/25 Correspondence – The Parish Council agreed to enter the St Mary's Church Christmas Tree Festival and pay the cost of the fee. **Action TG**

THE LUCY JANE PLACKETT CHARITY

(No Items)

80/25 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 81/25 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

81/25 Adderbury Neighbourhood Plan – The Parish Council considered a quote for professional support for progressing the Adderbury Neighbourhood Plan.

Resolved that the quote and the Terms and Conditions from Neil Homer be accepted. **Action TG**

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

82/25 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:

- 25 November 2025
- 13 January 2026
- 24 February 2026
- 24 March 2026

83/25 Items for the Next Agenda

- Community Emergency Plan
- Budget & Precept 2026/2027
- Maintenance Contracts 2026/2027

(Meeting closed at 8.55pm)

Chairman – 25 November 2025