

ADDERBURY PARISH COUNCIL

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

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

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

131/25 Apologies – There were no apologies.

132/25 Declarations of Interest – All Councillors declared an interest because the Parish Council was the Sole Trustee of the Lucy Plackett Playing Field.

Minute Number 137/25 (i) - 26/00366/F, Cotefield Business Park, Oxford Road, Bodicote - The Chairman declared an interest because she was a Director of the company which had submitted the application.

Minute Number 143/25 - Management of Trees on Parish Council Land – The Chairman declared an interest because her nephew was a Director at Cotefield Treecare Ltd and the company had submitted a quote for the contract.

Resolved that the interests be noted.

133/25 Minutes – Prior to the meeting, the minutes of the meeting held on 24 February 2026 had been circulated to the Parish Council.

There were no matters arising.

Resolved that the minutes of the meeting held on 24 February 2026 be approved and signed by the Chairman.

134/25 Chairman's Announcements

- Day of Dance – The event was being held on Saturday 25 April 2025. Laura Walker was organising the event for the Morris Groups and arranging the volunteers to marshal the road closures. The Clerk confirmed that she had applied to Cherwell District Council for the road closure and written to businesses in the village, affected by the closure, either by letter or email. Information had also been posted online.
- Friends Meeting House – The Chairman had met the new neighbours to Adderbury Cemetery had purchased the site for West Adderbury House. They had been very helpful and offered to assist with the scaffolding for the works which may be required to the building and they had agreed to keep the gutter clear at the back of the Friends Meeting House. The moss on the back of the roof may need to be sprayed and Paul Lester would be asked for a quote to complete the work. The neighbour would also keep the ditch clear where his land bordered with the Parish Council's land on Milton Road. **Action TG**

The Chairman also reported that the Quakers were no longer holding services or meetings at the Meeting House. Therefore, contact would be made to establish whether they would continue to hold their annual meeting in the building and for clarification on their intentions in terms of checking for insurance purposes, any potential alternative uses and a list of the key holders. **Action TG**

135/25 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)

136/25 Reports from Oxfordshire County Councillor and Cherwell District Councillors – District Councillor Rob Pattenden reported that Government funding, which formed part of Cherwell District Council's budget process, had been withdrawn at the last minute, therefore, Cherwell District Council (CDC) had accepted a Government grant for 2026/2027 to meet the shortfall.

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With regard to the Local Government Reorganisation, the Unitary consultation was still ongoing, but the Government appeared to be reconsidering its approach to Mayoral Authorities, which would be a combination of a number of Unitary authorities. However, confirmation from the Government was awaited.

A joint bid had been submitted for the 'Town of Culture' by the Banbury Quey Consortium, which included support from CDC, Banbury Town Council, The Mill, Banbury Museum and Lock 29. Kidlington was also submitting its own bid.

In the absence of County Councillor David Hingley, District Councillor Rob Pattenden reported that plans were being proposed for changes to the speed limits from Adderbury to Deddington and Adderbury to Bodicote, along the A4260.

The Chairman asked Councillor Pattenden whether there were any grants available for community building repairs because the Parish Institute currently had an issue with a water leak. Councillor Rachel Moffat reported that the Institute Trustees were waiting for quotes to come in for some initial work to identify the source of the issues.

The Chairman also highlighted that if an application was being submitted for the 'Town of Culture', the main roads in Banbury, especially the High Street, needed to be cleaned and tidied up as they were unsightly in some places at the moment.

Resolved that the report be noted.

137/25 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:

26/00366/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.
26/00411/TCA	6, Dog Close, Adderbury Tree works
26/00413/TPO	Tinkle Cottage, The Green, Adderbury T1, T2, T3, T4 - Yew Trees - To fell all four trees and replace with Laburnum, Silver Birch and Dogwood/Rowan trees - subject to TPO 7/1995
26/00361/F	3 Adderbury Park, Adderbury To re-paint the existing garage door in grey to match the existing windows and replacement of white uPVC cladding above the door to match the existing cladding permitted under Planning Application - 21/01499/F
26/00384/LB & 26/00398/ADV	The Red Lion, The Green, Adderbury Installation of 1x new pictorial panel and 2x amenity boards fitted to existing post, 1x set of individual letters, and 1x amenity board
26/00564/TCA	Hillside, 7 Water Lane, Adderbury Tree works

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

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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:

- 26/00466/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 are with reclaimed red brick and a lime based mortar, incorporating appropriate damp proofing

- 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 Working Group had continued its work revising the Neighbourhood Plan, which included a site allocation policy, following the Parish Council's informal consultation with the village.

The Parish Council's Regulation 14 consultation would commence in early to mid-April and would last a minimum of six weeks.

The Plan would then be submitted to Cherwell District Council to start its Regulation 16 consultation, which would also last for a minimum of six weeks. The next stage would be an independent examination, followed by a referendum.

There had been updates to the web site providing this information to the community and all Councillors were asked to review the web pages and pass any comments to Councillor Rachel Moffat.

Councillors Mark Gerold and Rachel Moffat and the Clerk, Theresa Goss, were thanked for their work updating the web site.

Resolved that the report be noted.

138/25 Village Matters

- i) Flooding – The Chairman reported that she had obtained three quotes for the work to replace the pipe under the Lucy Plackett Playing Field. She will be applying for a grant from OCC as the Local Lead Flood Authority to cover this work.

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The current grant funding had also been agreed and an invoice submitted to the County Council for the investigative and clearance work under Eridge House (done in Dec 2025), for the new fencing along the Sor Brook opposite the Mill (completed in Autumn 2025) and for further work on clearing debris and vegetation from the Sor Brook, plus a concrete block on the outlet for the Mill Stream which will be completed in the next few months once water levels and nesting season allows.

The Chairman would be applying for a new grant for 2026/2027 which would cover the cost of the new pipe through the Lucy Plackett Playing Field. A number of options had been considered, but the whole pipe needed to be replaced. The route was from the car park straight across the playing field and ended in Sor Brook. The new pipe was 450mm diameter and if repairs had been made to the current pipe, it would require an additional chamber to be installed, which would not be practical for the users of the public open space for leisure or sporting activities.

A quote for the reinforcement of the bank on the Mill Stream was still required and this would also be included in the grant application. It was hoped the work would be completed in the summer or autumn 2026.

With regard to the Eridge House, the pipe underneath the property had been reviewed by CCTV and Bourton Drains had recommended that a new chamber be installed to allow access for the removal of a tree root. The chamber needed to be installed on the land owned by Eridge House, but the owners were currently withholding permission for this work. Bourton Drains had said the current inspection chambers were too far away from the tree root to allow the necessary equipment to reach the root.

It was agreed that the owner of Eridge House be contacted again and asked for permission for the installation of the inspection chamber on their land, outlining the possible outcomes, if the root was not removed.

The collapsed chamber in Partridge Court had still not been repaired by the County Council because water levels needed to reduce further and the County Council was aware of this.

Local resident Neil Staples, had been very helpful with the flooding mitigation project and it was encouraging that residents were also organising a resident's group to monitor the area.

The Chairman was thanked for all her work on the project.

Resolved that:

- 1) the report be noted; and
 - 2) the Clerk, in consultation with the Chairman, be given delegated authority to accept a quote for the installation of the new pipe underneath the Lucy Plackett Playing Field; and
 - 3) a letter be sent to the owner of Eridge House regarding the inspection chamber which needs to be installed to remove the tree root, outlining the future flooding implications if the work cannot go ahead. **Action TG/DB**
- ii) FOCAL – Prior to the meeting Councillor Jacky Atkinson, had circulated a from FOCAL. The AGM was being held on Saturday 28 March 2026 and more families were now using the facilities at the Library.

A fundraising quiz at The Bell was being held on Saturday 28 March 2026 and other events were being held, such as an Afternoon Tea and a Play.

The refurbishment was due to be starting in the spring, but there had not been any confirmation as yet, from Oxfordshire County Council.

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.

The contractor had been asked for an update on costs.

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The Chairman highlighted that due to Nat Stock not responding to emails regarding the latest planning application, the Parish Council had to cover the cost of additional consultants fees for the submission of two applications, as it had not been confirmed by Mr Stock, which type of application was necessary. District Councillor Rob Pattenden would look into this matter further.

Resolved that the report be noted.

139/25 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 the swings had been removed as they were unsafe and the cross bars needed to be replaced. Wicksteed would be submitting a quote to the Parish Council.
 - Play area inspection at the Lucy Plackett Playing Field – Councillor Simon Davies reported that the neighbours to the site, were happy for the hedge work to be completed, as long it was not thinned out too much. The work would be completed on 23 April 2026. The signs at the play area and at the entrance to the field by Tanners Lane, needed to be replaced. **Action RM/TG**
 - Adderbury Lakes – The Chairman reported there were no issues at the Lake, however there were some large holes probably due to wildlife which would be monitored.
 - Walled Garden Allotments – Councillor Rachel Moffat reported that there were no issues at the Walled Garden Allotments.
 - Adderbury Cemetery – Councillors Joel Greenberg reported that there were no issues at Adderbury Cemetery and he was undertaking checks after each funeral to ensure that the grave digger had tidied up following the removal of soil for the burial.
 - Railway Parapet – Councillor Mark Gerold suggested that following the recent structural report, the railway parapet should be inspected on a regular basis and recorded regularly
 - Lucy Plackett Activity Centre – It was noted that a report had been submitted regarding the condition of the footpath behind the Centre. This was not an official footpath, it was an unofficial footpath which members of the public had been using. It was agreed that the unofficial footpath would be monitored and maintenance of this area was not covered by the contract with Thomas Fox.

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**

- iii) IT Policy – Prior to the meeting, the Clerk and Responsible Financial Officer had circulated a draft IT Policy.

Resolved that the IT Policy be approved and Rachel to write additional information.

140/25 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 March 2026 be noted; and

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- 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 28 February 2026 and the Unity Trust bank statements for February 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.

141/25 Correspondence – The Parish Council had received an email from a member of the public, thanking the Council for relocating the bench in the Lucy Plackett Play Area.

THE LUCY JANE PLACKETT CHARITY

(No Items)

142/25 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 143/25 & 144/25 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

143/25 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 this matter be deferred to the next meeting of the Parish Council. **Action TG**

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

144/25 Wall at Adderbury Cemetery – The Parish Council considered a quote for works to the wall in Adderbury Cemetery.

Resolved that:

- 1) the quote from Graham Kite be accepted; and
- 2) funds be moved from the Grass Cutting budget line, to the Cemetery budget line to cover the cost.

Action TG

145/25 Meeting Dates – The Chairman reported that Parish Council meetings would be held in Church House, High Street,

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

146/25 Items for the Next Agenda

- Management of Trees on Parish Council Land

(Meeting closed at 8.55pm)

Chairman – 28 April 2026