

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 25 NOVEMBER 2025 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY

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

ALSO IN ATTENDANCE: Theresa Goss, Clerk & Responsible Financial Officer, Melissa Zuydam Chairman of Traffic Calming Working Group and three members of the public.

84/25 Apologies – Councillor Jacky Atkinson submitted her apologies because she had another appointment.

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

County/District Councillor David Hingley and District Councillors Gordon Blakeway and Rob Pattenden also submitted their apologies.

Resolved that the apologies from Councillors Jacky Atkinson and Rachel Moffat be accepted and the absences authorised.

85/25 Declarations of Interest – All Councillors declared an interest because the Parish Council was the Sole Trustee of the Lucy Plackett Playing Field.

Minutes Number 93/25 (vi) – Parish Council Grants – Councillor Sue Jelfs declared an interest because she was a member of the West Adderbury Tennis Club.

Resolved that the interests be noted.

86/25 Minutes – Prior to the meeting, the minutes of the meeting held on 21 October 2025 had been circulated to the Parish Council.

There were no matters arising.

Resolved that the minutes of the meeting held on 21 October 2025 be approved and signed by the Chairman.

87/25 Chairman's Announcements

- Adderbury Park Football Club – There had been a burglary at the pavilion in the Lucy Plackett Playing Field. Items had been stolen from the Football Club and there had been vandalism to the building. Thames Valley Police had been informed.
- Silent Soldier – It was agreed that the Silent Soldier located at the end of The Crescent would be put into storage and be brought out again for Remembrance in 2026. The Soldier had also been subjected to vandalism, therefore a new Soldier might need to be purchased. **Action TG/DB**
- Remembrance Day – At the Remembrance Sunday Service, the only wreath which was laid, was by the Parish Council. A letter would be sent to the Banbury branch of the Royal British Legion to request that they send a representative to the Adderbury Service and also lay a wreath. Village organisations would also be invited to lay wreaths at the service next year too. Thanks were passed to the residents who had erected the paper Remembrance poppies around the village. **Action TG**

88/25 Open Forum – A resident asked for the agendas for the Parish Council meetings to be more clearly displayed on the noticeboard by the Parish Institute. The Clerk advised that following the same residents' request at the Annual Parish Meeting, the agendas were now printed in A4 rather than A5. However, due to the space available and the design of the noticeboard at the Parish Institute, the agendas could not be displayed in any other format. It was also highlighted that agendas for Parish Council meeting were available on the Parish Council web site and displayed on six other noticeboards in the village. No further action would be taken.

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(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)

89/25 Traffic Calming Working Group – The Parish Council received an update from Melissa Zuydam, Chairman of the Traffic Calming Working Group on the work of the Working Group, including information on proposed additional signage. Melissa reported on the incidents of road rage which had occurred at the pinch points in the village, especially by Tythe Barn.

Therefore, the Working Group had agreed to ask the County Council to reinstate the white lining by Tythe Barn and had also included an article in Contact asking drivers to be more considerate and calm when driving around the village.

The Group would also like to erect a temporary sign advising of the narrow roads and requesting that drivers be considerate to others on the road. The sign would be moved around the village and would be 2 meters wide and 1 meter high. The cost was £51.79 plus VAT, plus a minimal cost for metal poles.

Resolved that:

- 1) the report be noted;
- 2) the purchase of the sign be approved, subject to agreement from the County Council on the positioning and wording of the sign; and
- 3) a meeting with Billy Evans from the County Council be progressed to discuss the traffic calming issues at the Twyford Wharf bridge. **Action MZ/DB/TG**

90/25 Reports from Oxfordshire County Councillor and Cherwell District Councillors – Prior to the meeting, County/District Councillor David Hingley had circulated his report to the Parish Council.

Resolved that the report be noted.

91/25 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:

25/02359/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

25/02658/TCA Home Farm House, Manor Road, Adderbury
Tree works

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25/02642/TCA	Lytchett House, Horn Hill Road, Adderbury Tree works
25/02759/TCA	Tryad House, High Street, Adderbury Tree works
25/02832/F	6 Dog Close, Adderbury Insertion of 3 no. roof light
25/02738/F	Land North East of Oxford Road West of Oxford Canal and East of, Bankside, Banbury Variation of condition 3 (Design Code) and 5 (Approved Plans) of 19/01047/OUT - rewording of conditions

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

25/02636/F	The Leys House, The Leys, Adderbury To convert the existing barn and create a new disabled compliant ancillary space
25/02792/F	Banbury Westend Lawn Tennis and Squash Club, Chapel Lane, Adderbury Installation of 12 No. lights to Tennis Courts 5 & 6
25/02672/LB	Cornerstones, Tanners Lane, Adderbury Removal of upper portion of existing enclosed front porch and erection of an oak frame 'open porch' over the retained stone plinth along with new roof and front door

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:

25/02779/TCA	Oak Tree House, 17 Lake Walk, Adderbury Tree works
25/02843/TCA	Fieldgate, Manor Road, Adderbury Tree works
25/02911/ REN56	North Oxfordshire Resource Centre, Unit 1 Ambulance Station, Trinity Way Adderbury Installation of solar PV panels on roof of Resource Centre
25/02891/F	6 Adderbury Court, Adderbury Alteration to front fenestration, removal of existing conservatory. Creation of new two storey rear extension
25/02211/F	Long Wall House, The Green, Adderbury Erection of a two storey dwelling house (self-build)
25/02943/TCA	St Mary's House, Horn Hill Road, Adderbury Tree Works
25/02979/F	Foresters Cottage, Chapel Lane, Adderbury Single storey rear extension
25/03003/TCA	The Old House, Tanners Lane, 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.

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- iii) Adderbury Neighbourhood Plan (ANP) – Councillor Mark Gerold reported that a village consultation would commence in January 2026 for six weeks on the proposal to identify preferred sites in the revised Neighbourhood Plan, which would accommodate the Local Plan allocation of 75 new homes in Adderbury. Agents/landowners had been written to and they had confirmed receipt of the information.

Resolved that the report be noted.

92/25 Village Matters

- i) Flooding – The Chairman reported that Neil Staples had provided an update on the progress with the actions relating to the flooding and this had been circulated to the Parish Council. The update included information on the County Council's survey in the Lucy Plackett Playing Field and as a result, the drains and pipe had been jetted clear of debris. There had been some heavy rain the previous weekend and the pipes appeared to work much better.

The Chairman also advised on the achievements in respect of the works to address the flooding issues from the water course, Sor Brook and Mill Stream. The wire netting fence had been removed and the Environment Agency had cleared some of the vegetation. This would now be monitored to assess its impact.

A new stile had also been erected on the footpath, which was accessible for dogs.

The Chairman continued to work on finding a contractor to provide quotes for clearing the rubble from under the bridges in the two water courses. This part of the project could also involve rebuilding the embankment in Mill Stream, where it dipped down between Water Lane and the foot bridge near to St Mary's Church.

The County Council would be asked to confirm whether the grant funding could be used to survey the pipe underneath Erridge House on Hornhill Road which exits from the cemetery ditch. Quotes which had already been received were in the region of £400.00.

There was also a concrete slab partly blocking the Mill stream spillway and its removal would form part of this project.

Resolved that the report be noted.

- ii) FOCAL – In the absence of Jacky Atkinson, there was no report 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.

Fundraising was still in abeyance until the revised planning application had been processed.

Cherwell District Council was currently consulting on its Playing Pitch Strategy and the Chairman would be responding.

The Chairman also highlighted that although Cherwell District Council had agreed that Section 106 funds from developments in other villages could be allocated to the Milton Road project, in practice, this did not appear to be happening.

As an example, an application for 95 houses on land next to the David Tyrrell Recreation Ground in Bloxham had been submitted and if S106 funds could not be used in Bloxham, Cherwell District Council had stated it should be allocated to Woodgreen Leisure Centre or other projects in the locality. This had been queried with Cherwell District Council and they would not support the specific inclusion of the Milton Road project in the Section 106 agreement.

It was noted that Bloxham Parish Council and Milcombe Parish Council both supported the project given the close proximity to their villages and communities.

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Resolved that the report be noted.

iv) Footpath 19 – The Parish Council discussed the ownership/repair of footpath 19 from Water Lane to the foot bridge near to St Mary's Church. The County Council's highways section and footpaths were both denying ownership and responsibility for the footpath, therefore this matter was currently at a stalemate.

It was suggested that the County Council's Section 19 flooding report could be used to raise these issues with the authority, given how disappointing it was that the County Council's departments were not working together to reduce the issues causing the flooding.

Resolved that the report be noted.

93/25 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 at The Rise play area and he had received positive feedback from residents about the new fencing.
- Play area inspection at the Lucy Plackett Playing Field – Councillor Simon Davies reported that a repair was required to the fencing on the left side of the pedestrian gate. Paul Lester would be asked to complete the repair. **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**

iii) Disused Railway Parapet – The Parish Council discussed the repairs required to the disused railway parapet, which had been affected by flood water.

The Chairman suggested that Graham Kite could be requested to look at the parapet and advise the necessary repairs. Martin Walker at Wellen Ltd, who completed the previous Structural Survey, would also be contacted for advice.

Resolved that the report be noted. **Action DB/ TG**

iv) Graffiti – The Parish Council discussed the graffiti at the Walled Garden Allotments, railway parapet and footbridge over the Brook.

Thames Valley Police had been in touch regarding the graffiti at the Walled Garden Allotments and the culprit had been caught and the parents would be meeting the cost of the removal.

Cherwell District Council was unable to remove the graffiti on the railway parapet and the wall near to the footbridge and the Clerk would continue to look for companies who provided this service.

Resolved that the report be noted.

v) Coach and Horse PH – The Parish Council discussed a request from the Coach and Horses PH for a new brown tourist sign, and a new bench and bus stop outside the premises.

Following a discussion, the Parish Council felt that there was not a need for a new bus stop outside the premises because there were two other bus stops close by. There was a bench opposite the Coach and Horse PH, therefore another bench was not required in this location.

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In addition, the brown tourist sign could not be supported because there were already a number of signs in the village which were affecting the rural nature of the village. If the request for a new sign was approved specifically for this business, it could set a precedent for other businesses and the village could eventually be cluttered with excessive signage.

There was also already a brown sign on the A4260 directing traffic to village facilities, which included all public houses.

Resolved that the request for an additional bus stop, bench and brown tourist sign not be supported. **Action TG**

94/25 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 25 November 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 31 October 2025 and the Unity Trust bank statements for October 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) Walled Garden Allotments – The Parish Council discussed the rent for 2026/2027 for plots at the Walled Garden Allotments.

Resolved that the rent at the Walled Garden Allotments for 2026/2027 be £65 for a half plot and £95 for a full plot. **Action TG**

- v) Adderbury Cemetery – The Parish Council discussed the fees for 2026/2027 for Adderbury Cemetery.

Resolved that:

- 1) the fees for Adderbury Cemetery for 2026/2027 be increased by 20% from 2025/2026;
- 2) the Interment Fee for a parishioner and non-parishioner 3 years and under be zero; and
- 3) the Interment Fee for a parishioner and non-parishioner 4 years to 17 year be £119.00 and £270.00 respectively. **Action TG**

- vi) Budget and Precept 2026/2027 – The Parish Council considered grant applications for 2026/2027 and a draft Budget and Precept for 2026/2027.

Resolved that:

- 1) Parish Council grants for 2026/2027 be approved as follows:

Organisation	Amount
Adderbury Brownies	£83.75
Adderbury Cine Club	£200.00
FOCAL	£500.00

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Adderbury Gardening Club	£250.00
Adderbury Guides	£77.82
Adderbury History Association	£200.00
Lucy Plackett Activity Centre	£171.60
Adderbury, Deddington and District Photographic Society	£150.00
South Central Ambulance Charity	£400.00
Adderbury Theatre Workshop	£150.00
Volunteer Driver Service	£400.00
Adderbury WI	£150.00
Working for Adderbury Community	£500.00

- 2) the Budget for 2026/2027 be approved at £107,938, the income be estimated at £15,027.48 and expenditure be estimated at £107,938; and
- 3) the Precept for 2026/2027 be set at £107,938, which is an increase of 25% compared to 2025/2026. **Action TG**

95/25 Correspondence – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY

(No Items)

96/25 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 97/25 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

97/25 Grass Cutting and Maintenance Contracts 2026/2027 – The Parish Council considered quotes for the grass cutting and maintenance contracts for 2026/2027.

Resolved that:

- 1) the grass cutting quote from Thomas Fox Landscaping Ltd for 2026/2027 for 2 years be accepted for the village areas, highway verges, Milton Road field and Lucy Plackett Playing Field; and
- 2) the quotes from Design Grow for maintenance at Adderbury Lakes, Adderbury Cemetery and the Walled Garden Allotments be accepted. **Action TG**

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

98/25 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:

- 13 January 2026
- 24 February 2026
- 24 March 2026

99/25 Items for the Next Agenda

- Community Emergency Plan

(Meeting closed at 9.45pm)

Chairman – 13 January 2026