

# ADDERBURY PARISH COUNCIL

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

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

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

**34/26 Apologies** – Councillor Oliver Ighani submitted his apologies because he was at work. Councillor Sue Jelfs submitted her apologies because she had another appointment,

**Resolved** that the apologies from Councillors Oliver Ighani and Sue Jelfs be accepted and the absences be authorised.

**35/26 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.

**36/26 Minutes** – Prior to the meeting, the minutes of the meeting held on 30 June 2026 had been circulated to the Parish Council.

There were no matters arising.

**Resolved** that the minutes of the meeting held on 30 June 2026 be approved and signed by the Chairman.

### **37/26 Chairman's Announcements**

- Local Government Reorganisation – The Government's decision on the reorganisation had been announced and the three unitary authority option had been selected for Oxfordshire. This information would be published in the September edition of the Parish Council Newsletter.
- Repairs at Adderbury Parish Institute – Three quotes for the work to repair the water leak had been obtained, which included replacing the box gutter, but work could not commence until the wall had dried out. There had been a significant variation in cost between the quotes, therefore further clarification was required. In addition, a road closure might also be required for the scaffolding, but this was to be confirmed.
- Adderbury Lakes Boundary – The owner of 3 Stud Cottages, East End Lane, Adderbury had met with the Chairman regarding their boundary fence because it was currently on Parish Council land. The owner had confirmed this was a temporary measure and he would liaise with the Parish Council prior to installing a permanent fence.

**38/26 Open Forum** – There were no members of the public present.

*(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)*

**39/26 Reports from Oxfordshire County Councillor and Cherwell District Councillors** – County/District Councillor David Hingley reported on the reorganisation of Local Government and the current working arrangements would be in operation until 1 April 2028. There would be elections in 2027 and following those elections, there would be a shadow body running side by side until April 2028, to try and ensure a smooth handover and reduce the impact on day to day services. More information was available on Cherwell District Council's website.

The County Council's project to implement new traffic filters in Oxford, which would replace the current congestion charge, had been delayed due to road works on Botley Road. However, the project was still going ahead, but there was currently no commencement date.

## ADDERBURY PARISH COUNCIL

**Resolved** that the report be noted.

### 40/26 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:

- 26/01259/REM Land North East of Oxford Road West of Oxford Canal and East of Bankside, Banbury  
Approval of reserved matters associated with planning permission ref. 19/01047/OUT dated 06 March 2025 (amended by planning permission ref. 25/02738/F dated 16 January 2026) for the construction of a spine road with associated drainage infrastructure, including sustainable drainage systems, pumping stations, and ancillary utilities to support the wider comprehensive development of the site.
- 26/01442/LB Beacon House, Horn Hill Road, Adderbury  
Full fibre optic supply - Bring new cable from existing pole in line with existing BT cables to new fibre optic box on outside rear elevation, through wall to existing box
- 26/01535/LB Home Farm House, Manor Road, Adderbury  
Replacement of modern timber windows with new hardwood flush casements/metal framed casements and refurbishment of original metal framed window
- 26/01667/TCA Pine Trees, Berry Hill Road, Adderbury  
Tree works

**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:

- 26/01102/REM Land North East Of Oxford Road West Of Oxford Canal And East Of, Bankside, Banbury  
Approval of reserved matters associated with planning permission Ref: 19/01047/OUT (as amended by planning permission Ref: 25/02738/F) in relation to Residential Parcel 1 (Phase 1) for 200 dwellings and associated access and drainage infrastructure. The application also seeks to discharge several planning conditions attached to the Outline Approval (and amended under planning permission Ref: 25/02738/F): Condition 10 (Ground and Floor Levels); Condition 11 (Energy Statement); Condition 13 (Footpath/Cycle path Specification); Condition 16 (Phasing Plan); Condition 18 (Construction Environmental Management Plan); Condition 19 (Arboricultural Method Statement); Condition 21 (Surface Water Management Strategy); Condition 24 (Road and Parking Specification); Condition 26 (Archaeological Evaluation and Mitigation); and Condition 28 (Noise)

**Resolved** that, it be noted and approved that, the Parish Council is considering the following applications:

- 26/01583/F Adderbury Methodist Church, Chapel Lane, Adderbury  
Change of Use into a reformer pilates and wellness studio
- 26/01705/F & 26/01706/LB Home Farm House, Manor Road, Adderbury  
Removal of existing pool plant room (shed) and greenhouse and replacement with new single stone pool pavilion under a natural slate roof with eaves/loft accommodation to provide home office/gym/pool plant room/WC and changing facilities and sauna. Re-configured external steps/pool wall enclosure

- 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.

## ADDERBURY PARISH COUNCIL

- iii) Adderbury Neighbourhood Plan (ANP) – Councillor Mark Gerold reported that the Regulation 14 consultation had now closed. The next stage was to review the comments which had been received and amend the Plan accordingly. Advice had been sought from ONH, the Parish Council's consultants, as well as Cherwell District Council. It was hoped the updated Plan would be approved by the Parish Council in September 2026. It would then be submitted to Cherwell District Council for its Regulation 16 consultation process.

**Resolved** that the report be noted.

### 41/26 Village Matters

- i) Flooding – The Chairman reported that she had been liaising with Adderbury Park FC with regard to the timing of the works to install new a pipeline across the Lucy Plackett Playing Field. Only one contractor could complete the work prior to the start of the football season and an alternative date, could be the first two weeks of October 2026. The timing of the works were weather dependent, but they would be paid for from the County Council's grant issued for 2026/2027.

The costs of the work to Mill Stream and Sor Brook would be covered from the County Council's grant issued for 2025/2206 and had been delayed until 14 September 2026.

The Chairman had made contact with the company which managed Partridge Court and they were now liaising with the County Council about the necessary works. Another spring had also been identified in Tanners Lane leading to the new chamber at Partridge Court.

Three residents had volunteered to become the Flood Wardens to cover the Round Close Road/Hornhill Road/Tanners Lane area of the village and they would coordinate efforts in the event of another flood.

The Chairman also reported that the handrail at the St Mary's Church Lychgate needed replacing because the wood was rotting. It had already been reported to Fix My Street and Councillor David Hingley agreed to contact County Council highways officers too.

**Resolved** that the report be noted.

- ii) FOCAL – Prior to the meeting, Councillor Jacky Atkinson had circulated a report on the work of FOCAL. Councillor Atkinson highlighted that the Library was thriving with lots of activities for adults and children. The capital works programme for refurbishing Church House would be undertaken sometime between April 2026 and March 2027.

**Resolved** that the report be noted.

- iii) Community and Sports Centre, Milton Road – The Chairman reported that the planning application relating to the reduction of the building had still not been determined by Cherwell District Council, despite the decision date being 10 July 2026. An email had been sent to Michael Sackey, Planning Officer, but no response had yet been received. Councillor David Hingley agreed to follow this matter up with Michael Sackey.

Once the application had been determined, grant applications would be submitted and fundraising events would be organised.

**Resolved** that the report be noted.

- iv) Estate Agents' Advertising Boards – The Parish Council discussed the displaying of 'for sale' and 'sold' advertising boards in the village by Estate Agents.

Following a discussion, the Parish Council was of the view that the legal position on this matter was clear and should be fully observed.

The landowner, Oxfordshire County Council, had authorised the Parish Council to remove any estate agents' boards placed on its land, and it would continue to exercise this authority where necessary.

## ADDERBURY PARISH COUNCIL

Therefore, the Parish Council respectfully requested that all estate agents complied with the relevant legislation and ensured that all advertising boards were positioned within the boundary of the property to which they related.

**Resolved** that Estate Agents be requested to comply with the relevant legislation and locate their advertising boards where they are legally permitted to do so and if they do not, boards will be removed by the Parish Council.

- v) Memorial Bench – The Parish Council considered a request for a new memorial bench at Adderbury Lakes, for Mr Kenneth Oliver, who had been a resident and volunteer at Adderbury Lakes for many years.

The Parish Council held a detailed discussion and acknowledged the significant time, care and commitment Mr Oliver had dedicated to the Lakes and Councillors asked that their appreciation be passed onto Mr Oliver's family.

However, Councillors were unable to approve the installation of a new bench at the Lakes for the following reasons:

1. Replacement of the two flat benches – One flat bench formed part of the 'fairy ring', which was regularly used by children for play, so a standard bench would not be appropriate in this location. The bench also allowed viewing in both directions, which a seat would not. The second flat bench, situated by the boathouse, was used as a coffee table by the lakes working parties and therefore cannot be replaced.
2. Existing memorial bench – The existing memorial bench was already dedicated as a memorial and the family concerned would be very upset if it were removed or replaced.
3. Proposed location for a new bench – The area which had been identified was very close to the existing memorial bench mentioned above and was therefore not considered a suitable or respectful location for an additional bench.

**Resolved** that the request for an additional memorial bench at Adderbury Lakee be refused and alternative options within the Bench Policy be suggested to the family of Mr Oliver. **Action TG**

- vi) Adderbury Parish Institute – The Parish Council discussed issues around the Trustees of Adderbury Parish Institute and how these had come to light following the water leak at the building.

It was currently unclear how the roles at the Institute were split between the Trustees and the Management Committee and it was felt that a copy of the Trust Deed should be obtained as the starting point, before any further actions were taken.

**Resolved** that information on the Trust Deed be obtained to confirm the Trustees and the Management Committee responsibilities. **Action TG**

### 42/26 Parish Council Matters

- i) Health and Safety – The Parish Council considered several health and safety inspections.
- Play area inspection at The Rise – Councillors Simon Davies reported that a £2000 grant had been awarded to the Parish Council by Banbury Charities for the replacement swings and a further grant funding application would be submitted to the Feoffees to meet the shortfall. Thanks would be passed to Banbury Charities for their support. **Action TG**
  - Play area inspection at the Lucy Plackett Playing Field – Councillor Simon Davies reported that the seesaw had been removed and what remained had been left on site and was safe. The Clerk reported that Paul Lester had been asked to remove the damaged bucket swing and she was obtaining quotes for repairs or replacement
  - Adderbury Lakes – Councillor Rachel Moffat reported that there were no issues at Adderbury Lakes.

## ADDERBURY PARISH COUNCIL

- Walled Garden Allotments – Councillor Rachel Moffat reported that there were no issues at the Walled Garden Allotments.
- Adderbury Cemetery – Councillor Joel Greenberg reported that there were no issues at Adderbury Cemetery.
- Railway Parapet – Councillor Rachel Moffat reported that there were no issues at railway parapet.

**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) Friends Meeting House – The Parish Council discussed the current status of the Friends Meeting House, as the Banbury and Evesham Quakers were no longer holding their meetings in the building.

The Chairman reported that the repairs to the side of the roof had been completed and further work was required to cap the chimney. Two quotes had been received for this work from Cotswold Property Roofing and All Safe Scaffolding.

With regard to the lease, it was noted that it expired in 2054 and that the Parish Council would need to consider how it would retain access to the Cemetery once the lease had expired.

**Resolved** that:

- 1) the report be noted;
- 2) the quote from Cotswold Property Services be accepted and the costs be covered from the contingency fund;
- 3) the Banbury and Evesham Quakers be contacted again regarding their intentions for future uses of the FMH; and
- 4) the matter be deferred to the next meeting of the Parish Council.

**Action TG**

- iv) Dispute Resolution Process – The Parish Council considered an updated version of the Dispute Resolution Process, produced by the National Association of Local Councils.

**Resolved** that the Dispute Resolution Process be adopted. **Action TG**

### 43/26 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 July 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 30 June 2026 and the Unity Trust bank statements for June 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) General, Ring-Fenced and Ear-Marked Reserves – The Parish Council discussed the Parish Council's Reserves.

## ADDERBURY PARISH COUNCIL

**Resolved** that the General, Ring-Fenced and Ear-Marked Reserves be approved.

- iv) External Auditor's Report 2025/2026 – The Parish Council considered the External Auditor's Report for 2025/2026.

**Resolved** that the External Auditor's Report 2025/2026 be noted and approved.

- v) Conclusion of Audit 2025/2026 – The Clerk reported that now the External Auditor's report for 2025/2026 had been received and approved by the Parish Council, the audit for 2025/2026 had concluded.

**Resolved** that the conclusion of the Audit for 2025/2026 be noted and the notice be published accordingly.

**44/26 Correspondence** – There was no further correspondence.

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

(One Item)

**45/26 Lucy Plackett Playing Field** – The Parish Council considered requests from Adderbury Park Football Club for lining of vehicle bays in the car park, locating a bench outside the pavilion building and the erection of signage by the zip wire/bucket swing.

It was also noted that the bucket swing had been vandalised and needed to be secured and quotes should be sourced for a new swing.

**Resolved** that:

- 1) the lining of vehicle bays in the car park be approved, subject to liaison with the Activity Centre
- 2) at least one of the vehicle bays be a disabled space and therefore, wider than an average parking space;
- 3) signage by the zip wire/bucket seat be approved;
- 4) a quote be obtained for a new bucket swing; and
- 5) Paul Lester be asked to secure the bucket swing with netting to discourage use whilst it is damaged.

**Action TG**

**46/26 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 47/26 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**47/26 Quotes for Swings at The Rise** – The Parish Council considered quotes from Kompany, Play dale and Wicksteed Leisure for repairs to the swings and replacement swings.

**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)*

**48/26 Meeting Dates** – The Chairman reported that Parish Council meetings would be held in Church House, High Street, Adderbury.

- 15 September 2026
- 27 October 2026
- 24 November 2026

## **ADDERBURY PARISH COUNCIL**

### **49/26 Items for the Next Agenda**

- Friends Meeting House
- Quotes for Swings at The Rise

(Meeting closed at 9.20pm)

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Chairman – 15 September 2026