

# BLOXHAM PARISH COUNCIL

WEDNESDAY 16 JANUARY 2019

Clerk & Responsible Financial Officer  
Theresa Goss  
3 Tanners Close  
Middleton Cheney  
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10 January 2019

Dear Councillor,

A meeting of the Parish Council will be held on **Wednesday 16 January 2019 at 7.30pm** in **St Mary's Parish Rooms, Bloxham**, to transact the business set out in the Agenda below, and you are summoned to attend.

The District Councillors Christine Heath, Mike Bishop and Andrew McHugh and County Councillor Kieron Mallon are also invited to attend.

T.Goss  
Clerk to the Parish Council

## A G E N D A

1. **Welcome** – To welcome the Councillors and the public to the meeting. **7:30pm**
2. **Apologies for absence** - To receive any apologies for absence from the meeting. **7:30pm**  
*Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting as, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.*
3. **Declarations of Interest**
  - (a) *To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.*
  - (b) *To consider any Dispensation Requests received by the Parish Clerk and not previously considered.*

**Advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice cannot be given to Councillors at Parish Council meetings.**  
**7:30pm – 7:35pm**
4. **Minutes** - To confirm the minutes of the meetings held on 7 January 2019. **(Attached)**  
**7:35pm – 7:40pm**
5. **Matters Arising** - To discuss any issues arising from the minutes of 7 January 2019.  
**7:40pm – 7:50pm**
6. **Chairman's Announcements**  
**7:50pm – 8:00pm**

7. **Open Forum** – Members of the public are invited to raise any items which concern the Parish.  
**8:00pm – 8:10pm**
8. **Reports from County and District Councillors** - To receive reports from the Bloxham County Councillor and District Councillors.  
**8:10pm – 8:20pm**
9. **Planning Matters**
  - i) To consider the following planning application:
    - 18/02196/F, Thompson Science Block, Bloxham School, Banbury Road, Bloxham - Siting of two storey modular geography classrooms

Plans can be viewed at <https://www.cherwell.gov.uk/info/115/planning/443/see-or-comment-on-a-planning-application>

- ii) Consultation on Cherwell District Council's Draft Housing Strategy 2018-2023 – To approve the comments for submission on this consultation. **(Report to follow)**
  - iii) Bloxham Neighbourhood Development Plan (BNDP)
    - To consider reviewing policies held within the BNDP and consider adding a Design Policy based on Cherwell District Council's SPD for Housing Design; and **(Report to follow)**
    - To discuss the future of the BNDP web site. **(Report to follow)**
- 8:20pm – 8:40pm**

#### 10. **Environment/Village Matters**

- i) Emergency Planning – To discuss the appointment of an Emergency Planning Group.  
**(Report to follow)**
- ii) Traffic Calming Working Group – To approve the terms of reference for the Working Group.  
**(Report to follow)**
- iii) Walsingham Close Amenity Area – To discuss the options for the amenity area in Walsingham Close. **(Report to follow)**
- iv) Works to Parish Council Owned Trees – To receive an update on the progress of the works to trees in the village, which are owned by the Parish Council. **(Report to follow)**
- v) Christmas Lights – To complete a review of the Christmas lights project for 2018 and discuss any necessary arrangements for 2019. **(Report to follow)**

**8:40pm – 9.00pm**

#### 11. **Parish Council Matters**

- i) Co-option – To consider any applications for co-option onto the Parish Council.
- ii) Drop-In and Chat – Report from the Drop-In and Chat held on Saturday 12 January 2019 The next session at the Ex-Servicemen's Hall is being held on Saturday 16 February 2019. **(Report to follow)**
- iii) Reports from Parish Council Representatives – To receive reports from the Parish Council's Representative on other bodies.

iv) Councillors Training Courses – The following training courses are available to Councillors:

Date	Subject	Half/full day	location
Tuesday January 22 <sup>nd</sup>	Planning training	7pm to 830pm	Godswell House, Bloxham
Thursday January 24 <sup>th</sup>	3. Preparing for End of Year Audit	Full day	Warwick Hall, Burford OX18 4RY
Wednesday February 27 <sup>th</sup>	4. RFO's Year, month by month, the key duties	Full day	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF
Wednesday 13 <sup>th</sup> March	5. Minutes and agendas; a guide to good practice	Half/ morning	West Oxfordshire District Council OX28 1NB
Thursday March 21 <sup>st</sup>	6. The Clerks Year, essential tasks on a month by month basis	Full day	Warwick Hall, Burford OX18 4RY
Wednesday April 17 <sup>th</sup>	7. Risk Management for parish councils	Half/morning	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
	8. Strategic Planning. Where is your council going? Thinking more strategically about serving your community	Half/afternoon	
Wednesday May 15 <sup>th</sup>	9. Allotment management for parish councils	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday June 19 <sup>th</sup>	10. Roles and Responsibilities for new councillors and clerks	full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Saturday 6 <sup>th</sup> July	11. Roles and Responsibilities for new councillors and clerks	full day note 9.30am start	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday July 17 <sup>th</sup>	12. Chairmanship skills	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday September 18 <sup>th</sup>	13. Roles and Responsibilities for new councillors and clerks	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday October 2 <sup>nd</sup>	14. Budgeting and financial management for councillors	Half/ morning	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF
	15. VAT for clerks (and councillors)	Half/ afternoon	

9:00pm – 9:10pm

12. **Financial Matters**

- i) Accounts for Payment - To approve the accounts for payment. **(To follow)**
- ii) Section 106 Funds – To discuss the proposed project at Bloxham Recreation Ground, following a meeting with the Trustees on 4 January 2019. **(Report to follow)**

**9:10pm – 9:20pm**

13. **Correspondence** - Items of correspondence will be circulated to members. **9:20pm**
14. **Meeting Dates** - Future meeting dates for Bloxham Parish Council are stated below. They will commence at 7.30pm in St Mary's Parish Rooms, Bloxham, unless stated otherwise:
  - 4 February 2019
  - 20 February 2019
  - 4 March 2019
  - 20 March 2019
  - 1 April 2019
  - 24 April 2019 (Annual Parish Meeting)

**9:20pm**

15. **Items for the Next Agenda/Items of Information 9:20pm**

Councillors are asked to note that in the exercise of their functions, they must take note of the following: Equal Opportunities (race, gender, sexual orientation, marital status and any disability); Crime & Disorder, Health & safety, and Human Rights.

**Parish Council 'Drop-in and Chat' Sessions are held on second Saturday of the month, at the Ex-Serviceman's Hall from 10.30am to 11.30am. Residents are invited along to meet their Parish Councillors and discuss any items affecting the village.**

**Next Sessions: Saturday 16 February 2019 and Saturday 9 March 2019  
at the Ex-Servicemen's Hall, Bloxham**

**All reports and minutes are available on the Parish Council website  
[www.bloxhamparishcouncil.co.uk](http://www.bloxhamparishcouncil.co.uk)**