

BLOXHAM PARISH COUNCIL

MONDAY 4 FEBRUARY 2019

Clerk & Responsible Financial Officer
Theresa Goss
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Middleton Cheney
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28 January 2019

Dear Councillor,

A meeting of the Parish Council will be held on **Monday 4 February 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 16 January 2019. **(Attached)**
7:35pm – 7:40pm
5. **Matters Arising** - To discuss any issues arising from the minutes of 16 January 2019.
7:40pm – 7:50pm

6. **Chairman's Announcements**

- Community Resilience Meeting
- Gritting of Footpaths

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 applications:

- 19/00060/F, 95 Courtington Lane Bloxham, Single storey rear extension and garage conversion. New windows and timber cladding. New front canopy and roof over garage. **(Information previously circulated)**
- 18/01113/F, Motor Fuel Ltd Bloxham Service Station South Newington Road Bloxham, New recessed forecourt canopy lights – Retrospective **(Information previously circulated)**
- 19/00110/F, Relocation of storage container and removal of second storage container, Village Hall, Jubilee Park, Barley Close, Bloxham **(Information previously circulated)**
- 19/00013/DISC, Discharge condition 9 (parking and manoeuvring areas) of 16/02173/F, Former The Bungalow, Queen Street, Bloxham **(Information previously circulated)**

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

ii) Bloxham Neighbourhood Development Plan (BNDP) Review Working Group – To note the minutes of the meeting held on 30 January 2019 and to appoint John Groves as a member of the Working Group. **(Report to follow)**

8:20pm – 8:50pm

10. **Environment/Village Matters**

- i) Defibrillator for the Village – To discuss the funding and possible locations for a new village defibrillator. **(Report to follow)**
- ii) Grit Bin at Bloxham Primary School - To consider a request for a grit bin in the area of Bloxham Primary School. **(Report to follow)**
- iii) Walsingham Close Amenity Area – To discuss the options for the amenity area in Walsingham Close. **(Report to follow)**
- iv) Circular Walk – To discuss the removal of the kissing gates from the Circular Walk and agree where they could be relocated to. **(Report to follow)**
- v) Emergency Planning Working Group – To note the minutes of the meeting held on 1 February 2019. **(Report to follow)**

8:50pm – 9.10pm

11. **Parish Council Matters**

i) Staffing Committee – To note the minutes and decisions of the Staffing Committee meeting held

on 30 January 2019. **(Minutes to follow)**

- ii) Reports from Parish Council Representatives – To receive reports from the Parish Council's Representative on other bodies including;
- Jubilee Park Management Committee – Councillor David Bunn **(Report to follow)**
 - Bloxham Fun Day – Councillor Mary Groves **(Report to follow)**
- iii) Annual Parish Council Meeting (APM) – To discuss the format of the APM being held on 24 April 2019.
- iv) Councillors Training Courses – The following training courses are available to Councillors:

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

9:10pm – 9:20pm

12. **Financial Matters**

- i) Accounts for Payment - To approve the accounts for payment. **(Report to follow)**
- ii) Budget Monitoring/Financial Report – To note the budget monitoring and financial report, up to February 2019. **(Report to follow)**
- iii) Section 106 Funding – To receive an update on the project at Jubilee Park. **(Report to follow)**
9:20pm – 9:30pm

13. **Correspondence** - Items of correspondence will be circulated to members. **9:30pm**

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:

- 20 February 2019
- 4 March 2019
- 20 March 2019
- 1 April 2019
- 24 April 2019 (Annual Parish Meeting)

9:30pm

15. **Items for the Next Agenda/Items of Information 9:30pm**

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**