MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 3 JUNE 2019 AT 7.30PM

PRESENT: Chairman, Councillor Steve Craggs; Councillors Sophie Floate, Mary Groves, Gloria Lester-Stevens, Stephen Phipps and Nick Rayner.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer) and District Councillors Mike Bishop and Christine Heath.

APOLOGIES: Councillor Amanda Baxter, submitted her apologies because she was at work, the apologies were accepted and the absence authorised.

Councillor Joanna Barton submitted here apologies because a family member had taken ill, the apologies were accepted and the absence authorised.

Councillor David Bunn submitted his apologies because he had another appointment, the apologies were accepted and the absence authorised.

Councillor Leonard Leigh submitted his apologies because he had another appointment, the apologies were accepted and the absence authorised.

Councillor Mike Morris submitted his apologies because he was at work, the apologies were accepted and the absence authorised.

Apologies for absence were also received from District Councilor Andrew McHugh.

The Chairman welcomed everyone to the meeting and also reminded the Councillors and the public that recording of the meeting was permitted. However, he asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

- **29/19 Declarations of Interest** There were no declarations of interest.
- **30/19 Minutes** Prior to the meeting, the minutes of the meeting held on 21 May 2019 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 21 May 2019 be approved and signed by the Chairman.

31/19 Matters Arising

Minute Number 18/19 – Matters Arising – Planning Applications – The Chairman reported that he had emailed Alex Keen at Cherwell District Council (CDC) but had been unable to secure a meeting. Mr Keen had advised that all comments which were made by the Parish Council on planning applications, were read and taken into account by the Case Officer when writing their report. The Chairman would forward to all Councillors, the email from Mr Keen. **Action SC**

Minute Number 20/19 – The Chairman reported that County Councillor Kieron Mallon supported the Parish Council's objection to the SEND School, on highway and traffic grounds.

32/19 Chairman's Announcements

- VAS on South Newington Road (A361) The VAS had been knocked over by a car and was broken and
 probably was not repairable. The Clerk would contact Geoff Barrell at the County Council about the issue
 and establish whether the supplier, Solagen, could remove the sign. Action TG
- Dog Waste Bin The lid on one of the metal dog waste bins in Bloxham Recreation Ground was going rusty and it had only been installed less than a year ago. The Chairman would send some photographs to the Clerk for forwarding to the original supplier. **Action SC/TG**

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- Benches Three benches had been delivered to Councillor Nick Rayner's house, but because they were so
 heavy, two people would be required to fit them. Councillor David Bunn would be asked to contact Dave
 Chandler from Adderbury about the installation. The Clerk was also asked to contact Glasdon and advise
 them that sending only delivery person to deliver such heavy items was a serious health and safety issue.
 Action DB/TG
- Residents' Issues The Chairman reminded Councillors that if a resident reported an issue, this should be
 investigated fully before any action was taken to assist them with their query. Action ALL
- Strategic Plan The Chairman highlighted the high level Plan which he had circulated to all Councillors. If Councillors had any comments, it was requested that they be emailed to the Chairman. A meeting to discuss the Plan, would be arranged at a later date, if it was required. **Action ALL**

33/19 Open Forum

Councilor Gloria Lester-Stevens reported that the ditch which ran along Tadmarton Road, from the entrance to the Miller Homes site, to the entrance of the farm, was in a mess and it was the responsibility of the riparian land owner (Miller Homes) to clear it. The Clerk agreed to contact Geoff Winter. **Action TG**

Councillor Mary Groves raised an issue with regard to the balancing pond on the Bovis site, which was still not fenced and was not being maintained. Councillor Sophie Floate would advise the Clerk on the contact details for two residents on the site so that this issue could be addressed. **Action TG**

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents within its minutes, unless they were speaking in an official capacity)

34/19 Reports from County and District Councillors – There was no report from County Councillor Kieron Mallon.

District Councillor Christine Heath reported that there was no update with regard to the planning applications from Motor Fuel Group in respect of the additional lights at Bloxham Service Station, nor with Bloxham School's application in respect of the car park lights at Dewey Hall.

If CDC received the required information by Tuesday 4 June 2019, the applications could be considered at the June meeting of the Planning Committee. However, it was now more likely they would be considered in July 2019.

The Chairman thanked Councillor Heath for her report.

Councillors also highlighted some difficulties with accessing planning applications on CDC's web site, but it was felt this was possibly because of the browser which was being used, rather than CDC's web site. The Chairman agreed to follow this up directly with CDC. **Action SC**

35/19 Planning

- i) Planning Applications
 - 19/00785/F The Parish Council considered an application at 67 Tadmarton Road Bloxham, for a front porch, single storey rear extension and retrospective single storey dining room extension.

Resolved that the Parish Council has no objection to 19/00785/F. Action TG

36/19 Environment/Village Matters

 Community Speed Watch Scheme – The Parish Council discussed a proposal from surrounding Parish Councils that the PC's all worked together on the Community Speed Watch Scheme with a view to possibly, purchasing a camera.

<u>Resolved</u> that the Parish Council did not wish to commit to the funding of camera, but will consider further information on the Scheme, in due course.

ii) Christmas Lights – The Chairman gave a brief verbal update on the proposal for new additional Christmas lights for the village. A more detailed report would be submitted to the next meeting of the Parish Council.

<u>Resolved</u> that the item be discussed at the next meeting of the Parish Council, when further information is available. **Action SC/TG**

iii) Good Neighbour Scheme – Councillor David Bunn was not present at the meeting, therefore this item was deferred to the next meeting of the Parish Council.

Resolved that this item be deferred to the next meeting of the Parish Council. Actin TG

iv) Bloxham Fun Day 2019 – The Parish Council received an update on Bloxham Fun Day which was being held on 8 June 2019 and discussed which Councillors would be covering the Parish Council's stand.

Resolved that the report be noted.

v) Footpaths in Bloxham – it was highlighted by the Chairman that a new Footpath Warden had not yet been found, so this role would be advertised again,

Resolved that the role of Parish Footpath Warden continue to be advertised. Action TG

37/19 Parish Council Matters

i) Parish Council Vacancy – The Clerk reported that the vacancy for a Parish Councillor was being advertised and that if no election was called by 12 June 2019, the Parish Council could fill the vacancy by co-option.

Resolved that the report be noted.

ii) Reports from Parish Council Representatives – Councillor Nick Rayner had attended the joint meeting with regard to Neighbourhood Plans on 11 May 2019 and had since received further correspondence relating to matter. Councillor Rayner would provide a more detailed report in due course.

Resolved that the report be noted.

iii) Parish Council's and/or Staff Subscriptions to other bodies/Confirmation of Insurance Arrangements – The Parish Council reviewed the Parish Council's and/or staff subscriptions to other bodies and confirmed the insurance arrangements.

Resolved that:

- the report be noted; and
- a representative from OALC be invited to attend the Parish Council meeting in September 2019 to provide information on the services they provide. Action TG
- iv) Councillors Training Courses Prior to the meeting, training courses which were available to Councillors had been circulated.

Resolved that:

- the report be noted; and
- 2) OALC be requested to provide training courses in the north of the County; and Action TG
- 3) the Jubilee Park Management Committee be contacted to establish if the Hall could be provided free of charge for training events. Action TG/SP

38/19 Finance

i) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment.

Resolved that the following accounts for payment be approved:

Payments	Amount	Cheque No.
Theresa Goss – Salary for June 2019	£943.30	1543
Theresa Goss – Expenses for June 2019	£30.31	1543
HMRC – Payment for June 2019	£317.54	1544
OCC Pension Fund – June 2019	£380.29	1545
GeoXphere Ltd – Parish Online annual subscription	£240.00	1546
SCM – Jubilee Hall Project	£40,958.42	1547
Glasdon UK – Three new benches	£1883.00	1548
NR Prickett – Grass cutting for May 2019	£1218.00	1549

Councillor Gloria Lester-Stevens left the meeting at this point.

ii) Section 106 Projects, Jubilee Hall – Councillor Stephen Phipps reported on the progress with the project and a few issues which needed to be addressed.

Resolved that:

- 1) the report be noted; and
- a monthly progress report be requested from Richard Walker, which will be considered at the Parish Council meetings on the first Monday of each month. **Action TG/SP**
- iii) Internal Audit 2018/2019 Prior to the meeting, the Statement of Internal Control 2018/2019 and the Review of the Effectiveness of the Internal Audit 2018/2019 had been circulated to the Parish Council.

<u>Resolved</u> that the Statement of Internal Control 2018/2019 and the Review of the Effectiveness of the Internal Audit 2018/2019 be approved.

40/19 Correspondence – There were no further items of correspondence.

41/19 Exclusion of the Public and Press

<u>Resolved</u> 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 42/19 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

42/19 Queen Street Land – Prior to the meeting, Councillor Leonard Leigh had circulated a report regarding the ownership of land in Queen Street. However, due to the absence of Councillor Leigh this would be discussed at the next meeting.

Resolved that:

- 1) this item be deferred to the next meeting of the Parish Council; and **Action TG**
- a letter/email be sent to the parties claiming ownership, advising them of the Parish Council's current position on this matter. Action TG/LL

43/19 Meeting Dates

<u>Resolved</u> that it be noted that, future meeting dates for Bloxham Parish Council are as stated below. They would all commence at 7.30pm (unless stated otherwise) in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- 18 June 2019 (Change to the original scheduled date of 19 June 2019)
- 1 July 2019
- 16 July 2019
- 5 August 2019
- 21 August 2019
- 2 Sept 2019
- 17 Sept 2019

44/19 ITEMS FOR THE FUTURE AGENDAS

- Christmas lights
- Queen Street land
- Good Neighbour Scheme

Chairman – 18 June 201