

BLOXHAM PARISH COUNCIL

DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 3 DECEMBER 2018 AT 7.30PM

PRESENT: Chairman, Councillor Jenny Yates; Councillors Amanda Baxter, David Bunn, Steve Craggs, Mary Groves, Gloria Lester-Stevens, Stephen Phipps and Nick Rayner.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer) and District Councillor Christine Heath and one member of the public

APOLOGIES: Councillor Joanna Barton submitted her apologies because she was at work, 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.

Apologies were also received from District Councillors Mike Bishop and Andrew McHugh and County Councillor Kieron Mallon.

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

102/18 DECLARATIONS OF INTEREST - There were no declarations of interest.

103/18 MINUTES – Prior to the meeting, the minutes of the meeting held on 5 November 2018 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 5 November 2018 be approved and signed by the Chairman.

104/18 MATTERS ARISING

Minute Number 90/18 (77/18) Matters Arising - The Chairman reported that the Parish Council was still waiting for an update from District Councillor Andrew McHugh with regard to the enforcement issues in relation to businesses operating from residential properties.

Councillor Steve Craggs reported that the new street light had been installed on Tadmarton Road, but it still didn't have any power connected to it. Councillor Craggs would contact Western Power about the issue. **Action SC**

The Chairman reported that Tom Smith would be having one of the containers which was located at Jubilee Park and he would give the Parish Council the scrap value.

Minute Number 90/18 Community Speed Watch – The Clerk reported that the SID equipment which belonged to Thames Valley Police (TVP) was still broken. The Chairman advised that TVP might be borrowing the equipment from Shennington Parish Council, however, it was just for the use of TVP, at the moment.

All Councillors agreed that the Christmas lights looked very nice and there had been lots of positive feedback from the village.

105/18 CHAIRMAN'S ANNOUNCEMENTS

- Christmas Lights – The Chairman thanked Councillors Steve Craggs and Nick Rayner for their work on the Christmas lights.

- Meeting at Bloxham School held on Monday 26 November 2018 – Prior to the meeting, the notes of the meeting had been saved in Drop Box for the information of Councillors. The meeting had covered the long term plans for the School and more detail would be received when they submitted any future planning applications.
- Feedback from the Talk to the Boys Brigade on Monday 21 November 2018 – The Chairman reported that she had a good meeting with the Boys Brigade and they had agreed to complete two projects next year; the bulb planting and assisting with the clearance of the vegetation on the public rights of way and the Circular Walk. It was agreed that they should be put in touch with Des Jones and Geoff Mollard. **Action TG**

John Groves would also be asked to advise the Clerk, when the Rotary Club would be selling their bulbs in 2019. **Action TG/MG**

The Chairman also reported that she would check whether the Boys Brigade had agreed to deliver the emergency planning leaflet. **Action JY**

Councillor David Bunn reported that he had received feedback from the Boys Brigade and they had been impressed with the presentation which the Chairman had given.

- Rural Community Forum – The Chairman reported that she had attended the Rural Community Forum and the notes of the meeting were saved in a report in Drop Box. It was agreed that a note would be included in the Broadsheet about parking issues in the village, especially around The Warriner School. The Clerk would also contact the Head Teachers of the Primary School and The Warriner School to establish whether they would like some 'no parking' signs, the same as those at Christopher Rawlins Primary School in Adderbury. If the Head Teacher's agreed, then an application for Locality Grant Funding would be submitted to the County Council. **Action TG**
- County Lines – The Chairman highlighted the issue of 'County Lines' which involved children being targeted and exploited to sell drugs. It was agreed to put a note in the Broadsheet and on the Broadsheet web site about this important issue. **Action TG**
- Parking Patrols – District Councillor Christine Heath agreed to facilitate a meeting with Graeme Kane at Cherwell District Council (CDC) with regard to the parking patrols in Bloxham. **Action CH**
- South Central Ambulance Service – There had been was a meeting in Carterton which the Parish Council was invited to attend, unfortunately no Councilors were available.

106/18 OPEN FORUM

A resident raised the issues of parking along Courtington Lane and that drivers were also parking on the junction with the A361 also addressed the Parish Council regarding additional signage for the Bridleway on Water Lane, which passed through Bloxham School grounds. Beth Rutterford had advised that she was concerned about putting directional posts at either end of the Bridleway because she had undertaken a utility search for each end and there was a large network of utilities present and she was unable to find a suitable location for the posts. Therefore the route would remain marked by disks.

The resident was thanked for addressing the Parish Council.

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents within its minutes)

107/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Prior to the meeting, a report from County Councillor Kieron Mallon had been circulated to the Parish Council.

District Councillor Christine Heath commented on how lovely the village Christmas lights and Christmas tree looked.

With regard to parking on Ells Lane, Councillor Heath reported that one particular car was regularly parked on the corner with the A361 and coaches were unable to park. Councillor Heath had taken the registration number and she would pass it to the Clerk to report to the PCSO. **Action CH/TG**

Councillor Heath also reported that she was pleased that Bloxham School was carrying out an early consultation process with stakeholders about their future plans.

With regard to Bloxham Service Station, this application would be submitted to CDC's Planning Committee in January 2019 and Councillor Heath would try and obtain a copy of the lighting survey. Councillor Amanda Baxter updated the Parish Council on her correspondence with CDC and was waiting for replies from Nicky Wells and Richard Webb.

With regard to the issue in Queen Street, Councillor Heath had spoken to Bob Duxbury and he had agreed to go back to the start of the issue and then report back to her.

Councillor Heath was thanked for her report.

Resolved that the report be noted.

108/18 PLANNING – It was highlighted that there was a lack of information relating to the Bloxham Neighbourhood Development Plan (BDNP) in the planning officers report to the application at 4 Barford Road, Bloxham. Councillor Heath advised that she would be discussing this with the planning officers at CDC. **Action CH**

Resolved that the report be noted.

109/18 VILLAGE MATTERS

- i) Defibrillator for the Village – Councillor David Bunn reported that he had been emailing James Henderson with regard to the type of defibrillator to purchase. Councillor Steve Craggs agreed to discuss with the Ex-Servicemen's Hall, whether it could be located on their premises. It was highlighted that once it had been purchased, monthly checks were required and it was felt this could be completed at the Drop-In and Chat session.

Resolved that:

- 1) report be noted;
- 2) Councillor David Bunn to continue to explore funding sources for the defibrillator; and **ACTION DB**
- 3) Councillor Steve Craggs to contact the Ex-Servicemen's Hall Management Committee regarding the locating of the defibrillator **ACTION SC**

- ii) Marking the Death of a National Figure – Prior to the meeting, the protocol for marking the death of a national figure had been circulated to the Parish Council, following a meeting with the Vicar, Dale Gingrich and the Royal British Legion.

Resolved that the Protocol be approved and the necessary purchases be made. **Action TG**

110/18 PARISH COUNCIL MATTERS

- i) Parish Council Matters

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 7 January 2019

- Restructuring of Parish Council Meetings and the Committees, including advice on voting on the approval of minutes - Prior to the meeting, Councillors Steve Craggs and Stephen Phipps had circulated to the Parish Council, their thoughts on the removal of the Committees, in favour of two Parish Council meetings per month.

Following a discussion, Councillor Nick Rayner proposed that the Parish Council met twice a month, on the first Monday and third Wednesday of the month, for a trial period for January, February and March 2019. A review would then be undertaken in March 2019.

The Clerk also advised the Parish Council that Schedule 12, section 41, paragraph 1 of the Local Government Act 1972 provided that "*Minutes of the proceedings of a meeting of a local authority shall... be drawn up and entered in a book kept for that purpose and shall be signed at the same or next suitable meeting of the authority by the person presiding thereat*".

This meant that there was no requirement in law that councillors voting to approve the minutes for signature, had to be present at the meeting to which the minutes related.

Resolved that:

- 1) the report be noted;
 - 2) the Parish Council to meet twice a month, on the first Monday and third Wednesday of the month, for a trial period for January, February and March 2019. A review will then be undertaken in March 2019; and **Action TG**
 - 3) the relevant points raised by Councillor Stephen Phipps be discussed at the next meeting on the Parish Council on 7 January 2019. **Action TG**
- Review the Parish Council's Code of Conduct – The Parish Council had received advice from Cherwell District Council's Monitoring Officer, Nick Graham, on proposed changes to the Code of Conduct. However, in the absence of Councillor Leonard Leigh, this item was deferred.

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

- ii) Co-option – The Clerk reported that there were no applications for the vacancies.

Resolved that the vacancies continue to be advertised. **Action TG**

- iii) Committee Minutes and Recommendations.

- **Environment Committee** – There had not been a meeting of the above since the last meeting of the Parish Council.
- **Resources Committee** – Prior to the meeting, the draft minutes including recommendations of the meeting held on 15 November 2018 had been circulated to the Parish Council.

Resolved that:

- 1) the report be noted;
 - 2) the recommendations be approved; and **Action TG**
 - 3) the Budget for 2019/2020 be approved and the precept request for 2019/2020 to CDC be approved £92,448.03. **Action TG**
- **Planning & Strategy Committee** – Prior to the meeting, the draft minutes of the Planning & Strategy Committee meeting held on Thursday 13 November 2018 had been circulated to the Parish Council. The next meeting was scheduled for Tuesday 11 December 2018 at 7.30pm at Bloxham Primary School.

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 7 January 2019

Resolved that the minutes and resolutions be noted.

- **Staffing Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council.

iv) Parish Council Reports

- Drop-In and Chat – The last session had been held on Saturday 10 November 2018 and a report was in Drop Box. The next session was on Saturday 15 December 2018 at the Ex-Servicemen’s Hall.

Resolved that:

- 1) the report be noted; and
- 2) the County Council be contacted to establish the ownership of the parking bay adjacent to Ashwell House in Stone Hill. **Action TG**

v) High Sheriff’s Award – The Parish Council was asked to consider nominations for the High Sheriff’s Award 2018/2019.

Resolved that no nominations be submitted for the High Sheriff’s Award 2018/2019.

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

Date	Subject	Half/full day	location
Thursday January 10th	1.Understanding Internal Audit 2. So you want to be an Internal Auditor?	Half /morning 10-12.30 Half /afternoon 2-4.30	Warwick Hall, Burford OX18 4RY
Tuesday January 22 nd	Planning	7.00pm to 8.30pm	Godwell Park, Bloxham
Thursday January 24th	3. Preparing for End of Year Audit	Full day	Warwick Hall, Burford OX18 4RY
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	Half/ morning	West Oxfordshire District Council OX28 1NB

	good practice		
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 17 th	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	Half/ morning	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 7 January 2019

	councillors!)	Half/ afternoon	
--	---------------	-----------------	--

Resolved that the report be noted.

111/18 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 December 2018		
Theresa Goss – Expenses for December 2018		
HMRC – Payment for December 2018		
OCC Pension Fund – December 2018 payment		
4 th Corner Limited – Bulb planting	£638.40	1438
Green Scythe Ltd – Grass cutting at Jubilee Park for October 2018	£324.60	1439
Haymarket Media Group – Planning Resource Magazine Annual Subs	£350.00	1440
NR Prickett – Grass Cutting for October 2018	£774.00	1441
Viking – Stationery Order	£86.39	1442
Theresa Goss – Domain Renewals for 2 years	£35.95	1443
Nick Rayner – Christmas Lights	£33.61	1444
RF Andrews – Christmas lights	£265.00	1445

Payments made since the last meeting:

Payments	Amount	Cheque No.
Walker Graham – Fees for Jubilee Hall Project	£592.00	1433

- ii) Bank Reconciliation– Prior to the meeting, the bank reconciliation as at 3 December 2018, had been circulated to the Parish Council.

Resolved that the bank reconciliation as at 3 December 2018 be noted.

- iii) Section 106 Funds – The Chairman reported that

- Jubilee Hall Project – The Chairman gave an update on the Jubilee Hall project, including the meeting with Tom Darlington at Cherwell District Council on 15 November 2018 and the meeting with the Chairman of the Jubilee Park Management Committee, Glyn Williams and Richard Walker, Employers Agent on 26 November 2018.

Resolved that:

- £1300 be used from the £5000 contingency fund, which the Parish Council allocated to the project at the last meeting for the concrete base for the Football Club container; and
- it be noted that planning permission is required for the permanent re-location site of the Football Club container at Jubilee Park. **Action TG**

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 7 January 2019

- Bloxham Recreation Ground – The Bloxham Recreation Ground Trustees had submitted two suggested projects, using Section 106 funds. However, it was felt that a meeting should be held with the Trustees prior to any contact being made with Cherwell District Council.

Resolved that a meeting be arranged with the Bloxham Recreation Ground Trustees to discuss their future projects. **Action TG**

112/18 CORRESPONDENCE – The CPRE's magazine Countryside Voice was circulated to the Parish Council.

113/18 MEETING DATES

Resolved 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:

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

114/18 ITEMS FOR THE NEXT AGENDA

- Code of Conduct
- Bloxham Recreation Ground Section 106 Projects
- Britain In Bloom
- Parish Council Meetings Structure – Comments from Councillor Stephen Phipps

(The meeting ended at 9.40pm)

Chairman – 7 January 2019