MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 7 OCTOBER 2019 AT 7.30PM

PRESENT: Chairman, Councillor Steve Craggs; Councillors Amanda Baxter, Joanna Barton, David Bunn, Sophie Floate, Mary Groves, Leonard Leigh, Gloria Lester-Stevens, Mike Morris, Nick Rayner and Kirsty Rose.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer), District Councillors Christine Heath and Mike Bishop and sixteen members of the public.

APOLOGIES: Councillor Stephen Phipps submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

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.

The Chairman also welcomed Kirsty Rose to her first meeting as a Parish Councillor.

132/19 Declarations of Interest

Minute Number 140/19 (i), 19/01735/LB, Seal Cottage, Kings Road, Bloxham - Councillor Sophie Floate declared an interest in this item because she was a neighbour to the site of the application.

19/01729/ADV, Bloxham School, Banbury Road, Bloxham & 19/01160/F, Change of Use to Exham House, High Street, Bloxham – Parish Councillor Mike Morris declared an interest in both of these items because he was an employee of Bloxham School.

Resolved that the interests be noted.

133/19 Minutes – Prior to the meeting, the minutes of the meeting held on 17 September 2019 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 17 September 2019 be approved and signed by the Chairman.

134/19 Matters Arising

<u>Minute Number 121/19, Traffic and Highways Issues</u> – Councillor Gloria Lester-Stevens asked for the drains and roads to be cleared on Tadmarton Road, Cumberford, Station Road and Courtington Lane because they had caused flooding during the heavy rain the previous week. **Action TG**

<u>Minute Number 125/19, Open Forum</u> – Councillor Gloria Lester-Stevens advised that the Red Brick Housing Association sign was located on Tadmarton Road not Milton Road. The Clerk would chase up its removal with Cherwell District Council. **Action TG**

Minute Number 126/19, 19/00617/F - New SEND School, Bloxham Grove Road — The Chairman reported that the application for a SEND School in Bloxham Grove Road had been approved by Cherwell District Council's Planning Committee. However he was unhappy with the closing remarks from the Chairman of the Committee relating to the highway safety issues. It was agreed that a letter be sent to the Chairman of the Planning Committee highlighting the Parish Council's concerns. **Action SC/TG**

135/19 Chairman's Announcements

• Village Defibrillator - Thanks were passed to the WI for their donation to purchase a village defibrillator, which was being located at the Ex-Servicemen's Hall. Thanks were also passed to Parish Councillor David Bunn

1

for making the arrangements for the installation. The WI will formally present the donation to the Chairman and Councillor Bunn prior to the WI Harvest Festival on Wednesday 9 October 2019 in Jubilee Hall

Councillor Bunn reported that he had met with Community First Responder, James Henderson and the defibrillator had now been commissioned and should be installed this week. Training would be arranged through James and the Football Club were also hoping to purchase a defibrillator for Jubilee Hall.

- The deadline for grant applications for 2020/2021 was Friday 11 October 2019.
- The Chairman reminded Councillors that when they were reporting issues to the Parish Council, they should be careful about naming individual people or their addresses.
- **136/19 Open Forum** A number of residents were in attendance at the meeting regarding the Queen Street land and the unauthorised work which had been carried out there on Saturday 5 October 2019, by persons claiming to be owners of the land.

Two residents addressed the Parish Council and expressed their concerns at the actions of the claimants and the damage which had been caused. The residents would pass to the Parish Council, any information which they had on the ownership of the land. A number of residents offered their help and professional skills to address the issue.

Another resident addressed the Parish Council with regard to the planning application at Exham House. The resident felt that there were issues within the Equalities Act 2010 which needed to be highlighted, mainly in relation to the disabled access to the site.

The Chairman thanked those residents who addressed 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, unless they were speaking in an official capacity)

137/19 Queen Street – The Chairman reminded the Parish Council of the background to this issue and the work which had been undertaken relating to the two areas of land in Queen Street. At a previous meeting of the Parish Council, it had been agreed to investigate a Compulsory Purchase Order for both areas and the Parish Council was waiting for further advice on how to progress this.

A number of residents offered information about the history of the site, as well as offering their time and also funding to assist the Parish Council with this matter. The Chairman thanked the residents for these kind offers of support.

Councillor Leonard Leigh advised that the person who was claiming ownership, had entered the land in Queen Street, Bloxham with a JCB and began to dig up the vegetation. Regardless of the claims made, the claimant did not have legal title to the land, and as the land was in the possession of Bloxham Parish Council, the Parish Council's possessory interest in the land was protected by the civil law of trespass.

Following a discussion, a number of actions were agreed.

Resolved that:

- 1) the report be noted;
- 2) the Compulsory Purchase Order (CPO) on the land continue to be pursued; Action TG
- 3) the land be registered as an Asset of Community Value; and Action TG
- 4) correspondence be sent to the person who is claiming ownership advising him of the possible consequences should this happen again. **Action TG**

138/19 Gladman Developments Limited – Planning Application 19/01705/OUT – The Chairman reported that this application would now be a standard item on the Parish Council meeting agendas until it is resolved. He advised that the village meeting held on 2 October 2019 had been well attended.

The Clerk reported that she had emailed all those residents who had left their details at the meeting, however some messages had not been delivered and she was unable to read the email addresses. Therefore should anyone who attended the meeting advise that they had not received an email from the Clerk, they should instead make contact with her directly.

It was highlighted that the field where the development was proposed, used to be a ridge and furrow field and was surrounded by a medieval hedge. The Clerk was asked to contact Cherwell District Council to see whether these had any form of protection.

The Chairman also advised that it might be necessary to use some Parish Council funds for the cost of a solicitor or barrister and this would be discussed at the next meeting, when the budget for 2020/2021 was on the agenda.

All residents were encouraged to submit comments on the application to Cherwell District Council as soon as possible.

Resolved that:

- 1) the report be noted; and
- advice on the protection of a ridge and furrow field and a medieval hedge be obtained from Cherwell District Council. Action TG
- **139/19 Reports from County and District Councillors** Councillor Chris Heath reported that a planning application from Brickhouse Farm which had recently been submitted to Cherwell District Council, would probably not be supported by the planning officer. Further information had been requested by the officers from the applicant, but this was yet to be received. The Chairman reported that a meeting had been arranged with the agent for Friday 11 October 2019.

There was no report from County Councillor Kieron Mallon

Resolved that the report be noted.

140/19 Planning

- i) Planning Applications
 - 19/01729/ADV, Bloxham School, Banbury Road, Bloxham The Parish Council considered an application for the replacement of three existing school signs.

Resolved that the Parish Council has no objection to application 19/01729/ADV. Action TG

19/01160/F, Change of Use to Exham House, High Street, Bloxham - The Parish Council considered
an amendment to the application for a change of use from D1 to a mixed D1/A3 to allow public use of
a cafe, and associated works.

Resolved that the application 19/01160/F be deferred to the Parish Council meeting on 16 October 2019 to see if any further information would be available relating to the amended ownership of the land in front of the property. **Action CH/TG**

19/01751/F, 12 Collins Drive, Bloxham - The Parish Council considered an application for a side
extension to an existing double garage at the front of the property and a new garden shed in the back
garden.

<u>Resolved</u> that the Parish Council objects to application 19/01751/F because it is contrary to policies BL8 and BL11 of the Bloxham Neighbourhood Development Plan. The proposal is an overdevelopment of the site, disproportionate to the original foot print and there would be loss of light and space. **Action TG**

 19/01780/F, The Web, Church Street, Bloxham - The Parish Council considered an application for a kitchen extension to the rear, along with glass infill.

Resolved that the Parish Council has no objection to application 19/01780/F, subject to comments from the Conservation Officer. **Action TG**

• 19/01735/LB, Seal Cottage, Kings Road, Bloxham - The Parish Council considered an application for a stone wall to replace the existing trellis and a replacement rain shelter (porch).

Resolved that the Parish Council has no objection to application 19/01735/LB, subject to comments from the Conservation Officer. **Action TG**

 19/01817/F, 15 Schofields Way, Bloxham - The Parish Council considered an application for single storey side extensions.

<u>Resolved</u> that the Parish Council objects to application 19/01817/F because it is contrary to policies BL8 and BL11 of the Bloxham Neighbourhood Development Plan. The proposal is an overdevelopment of the site and there would be loss of light and space. **Action TG**

19/01927/LB, The Old Manor, Little Bridge Road, Bloxham - The Parish Council considered an
application for a replacement front door; removal of external plumbing of the front elevation; pedestrian
and vehicular gates across the driveway; installing a stove in the sitting room fireplace; alterations to
the second floor layout; alterations to rear corridor.

<u>Resolved</u> that the Parish Council has no objection to application 19/01927/LB, subject to comments from the Conservation Officer. **Action TG**

(ii) Bloxham Neighbourhood Development Plan (BNDP) Update – Councillor Mike Morris reported that he was hoping to meet with Chris Thom at Cherwell District Council week commencing 14 October 2019 to discuss updating the BNDP.

Resolved that report be noted.

141/19 Environment/Village Matters

i) Remembrance Day Parade – The Chairman suggested to the Parish Council that this item be deferred to the next meeting of the Parish Council.

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

142/19 Parish Council Matters

i) Connecting Oxford Consultation – Prior to the meeting, the consultation document had been circulated to the Parish Council. Councillor Nick Rayner highlighted that the traffic issues on A361 would only get worse in the future and this comment should be submitted as part of the consultation.

<u>Resolved</u> that the Parish Council's concerns about the inevitable increase in traffic on A361 through Bloxham be submitted as part of the consultation. **Action TG**

ii) Reports from Parish Council Representatives – Councillor Nick Rayner asked the Parish Council whether another Councillor would take on the responsibility for attending the Parish Transport Representatives (PTR) meetings, which were held approximately three times per year in Oxford.

Resolved that Councillor Joanna Barton be appointed as the Parish Council's representative on the PTR.

iii) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated.

Resolved that the report be noted.

143/19 Finance

 Accounts for Payment/Bank Reconciliation - The Clerk submitted to the Parish Council, the accounts for payment and the bank reconciliation as at 7 October 2019.

Resolved that the bank reconciliation be noted and following accounts for payment be approved:

Payments	Amount	Cheque No.
T Goss – Salary for Oct 2019		
T Goss – Expenses for Oct 2019		
HMRC – Payment for Oct 2019		
Moore – External Audit for 2018/2019	£720.00	1601
Walker Graham Architects – Jubilee Hall Project	£972.00	1602
Magnet Group – Jubilee Hall Project	£3552.60	1603
Cherwell District Council – Emptying of Dig Bins for summer period	£2574.00	1604
Green Scythe Ltd – Grass cutting at Jubilee Park for August 2019	£319.20	1605
Came and Company – Extension to insurance for Jubilee Hall	£84.00	1606
Project		
Field and Lawn – Christmas lights	£11,724.00	1607
Complete Weed Control – Treating weeds in the Parish	£564.00	1608
NR Prickett – Grass cutting for September 2019	£774.00	1609
Bloxham Mill Limited – Room Hire	£36.00	1610
W Page – Work at the Ex-Servicemen's Hall	£3848.64	1611

ii) Section 106 Project, Jubilee Hall – Councillor David Bunn reported that the changing rooms were complete and had now been handed back to the Jubilee Park Management Committee.

Prior to the meeting, Councillor Stephen Phipps had circulated a report with regard to quotes for an electric cooker, a water boiler and electric fly catcher.

The Chairman reported that a meeting with Aplins was yet to be arranged, to discuss the lease between the Parish Council and the Jubilee Park Management Committee.

Resolved that:

- 1) the report be noted;
- 2) the quotes for the kitchen items be approved as follows: electric cooker £1416, hot water boiler £376 and a fly catcher £22.80 (all including VAT). **Action TG**

144/19 Correspondence – The Chairman reported that an email had been received from a resident with regard to the flooding of the footpath from Bloxham Mill to St Mary's Church. This would be followed up with Cherwell District Council. Action TG

Councillor David Bunn reported on an anonymous letter which the Parish Council had received from a resident with regard to caravans being parked on the driveways of private properties. The Parish Council did not respond to anonymous correspondence, however Councillor Bunn was aware of who the resident was and would advise him that this matter would be covered in the deeds and/or the covenants relating to each individual property and was not a Parish Council matter. **Action DB**

Councillor Mike Morris reported that he was assisting Jane Cox with an issue relating to land which was adjacent to her property. It was not known who owned the land, but it was not the Parish Council or the County Council. A quote for tidying up the area would be obtained from Nigel Prickett. **Action MM/TG**

145/19 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:

- 16 October 2019
- 4 November 2019
- 19 November 2019
- 2 December 2019 (Only one meeting in December 2019)

147/19 Items for Future Agendas

- Draft Budget for 2020/2021
- New grit bin on the Ridgeway
- Highway Officer to attend the future meeting
- 19/01160/F, Change of Use to Exham House, High Street, Bloxham

(The meeting ended at 9.20pm)
Chairman – 16 October 2019