# MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON WEDNESDAY 16 OCTOBER 2019 AT 7.30PM

PRESENT: Chairman, Councillor Steve Craggs; Councillors David Bunn, Sophie Floate, Mary Groves, Leonard Leigh,

Gloria Lester-Stevens, Stephen Phipps and Kirsty Rose.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk & Responsible Financial Officer), District Councillor Christine Heath and two members of the public.

**APOLOGIES:** Councillor Amanda Baxter submitted her apologies because she was on unwell, the apologies were accepted and the absence authorised.

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

Councillor Nick Rayner submitted his apologies because he was at 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.

## 148/19 Declarations of Interest

Minute Number 156/19 (i), Application 19/02032/F, 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.

Minute Number 156/19 (i), Application 19/01160/F, Exham House, Bloxham School, Banbury Road, Bloxham - Councillor Kirsty Rose declared an interest in this item because she was an employee of Bloxham School.

Resolved that the interests be noted.

**149/19 Minutes** – Prior to the meeting, the minutes of the meeting held on 7 October 2019 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 7 October 2019 be approved and signed by the Chairman.

150/19 Matters Arising - There were no matters arising.

## 151/19 Chairman's Announcements

The Chairman highlighted the need for volunteers to step forward to take ownership of various projects which the Parish Council was currently involved in. He highlighted that volunteers were needed to organise the Christmas lights switch-on, the bulb planting/liaison with the Queen Street Action Group and the management of the trees in the village.

The Chairman highlighted that Ian Cooper had kindly volunteered to assist the Parish Council to make the necessary arrangements and liaise with the appropriate companies, with regard to the installation of the Christmas lights.

It was agreed that the Chairman would contact Councillor Amanda Baxter with regard to the Christmas lights switch-on event, Councillor Kirsty Rose would make the arrangements for the planting of the bulbs and liaise with the Queen Street Action Group and Councillor Sophie Floate would assist Councillor Nick Rayner with the management of the trees in the village. **Action SC/TG** 

152/19 Open Forum – Councillor Mary Groves reported that Councillor Nick Rayner had taken photographs of vehicles parked on the pavement outside The Loft on the A361. This meant that anyone with a pushchair, mobility scooter or wheelchair could not get past and would have had to use the road. It was agreed that this matter would be referred to the village PCSO at Thames Valley Police to monitor this area as part of their patrols and John Groves would be asked to include an article on the Broadsheet web site. **Action TG/MG** 

(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)

**153/19 19/01886/F, Brickhouse Farm, Milton Road, Milton** – The Parish Council considered an application for the change of use of three agricultural dwellings to D1 (non-residential institutions).

Gordon Storey, Chief Executive of ISSEE Ltd, which was the company wishing to rent the site from the applicant, attended the meeting along with Sunita Burke, who was the agent.

Mr Storey addressed the Parish Council and provided a lot of information which included background to their company, their current operations in Enstone, companies who use their services, noise levels, days and hours of use, positive financial impact on the community, employment opportunities, security and vehicle movements.

The Chairman thanked Mr Storey for the information which he had provided to the Parish Council.

Resolved that the Parish Council has no objection to application 19/01886/F. Action TG

**154/19 Gladman Developments Limited – Planning Application 19/01705/OUT –** The Chairman reported that there had not been any developments on this matter, except that the application would be considered at Cherwell District Council's Planning Committee on 14 November 2019, commencing at 4pm.

#### Resolved that:

- 1) the report be noted;
- 2) contact be made with residents to advise that the application will be considered by Cherwell District Council's Planning Committee on 14 November 2019 at 4pm in the Bodicote office; **Action TG**
- the document produced by the Chairman highlighting the out of date documents which Gladman Developments Ltd have referred to as part of their application, be forwarded to Samantha Taylor at Cherwell District Council as a Parish Council submission rather than an individual one; **Action SC/TG**
- 4) contact be made to Oxfordshire County Council to establish why their officers do not have concerns and have not objected to the damage which this application will cause to the ridge and furrow field and the medieval hedge on the site, since was brought up as a matter of concern in Gladman's Archaeological report; and Action TG
- establish why the failure of the soakaway test (7/10) and its impact on drainage feasibility is not deemed to be of concern and why it cannot be rectified prior to the application being considered by Cherwell District Council's Planning Committee on 14 November 2019 . Action TG
- **155/19** Reports from County and District Councillors Councillor Chris Heath reported that the Motor Fuel Group would recess the lights on the garage forecourt on South Newington Road, to reduce the light spill. Once the work had been completed, Cherwell District Council would carry out the necessary tests.

Cherwell District Council was still waiting for information from the applicant, with regard to the planning application at Exham House.

There was no report from County Councillor Kieron Mallon

Resolved that the report be noted.

#### 156/19 Planning

- i) Planning Applications
  - 19/01160/F, Exham House, Bloxham School, Banbury Road, Bloxham The Parish Council
    considered the amendment to the application for the change of use to Exham House from D1 to a
    mixed D1/A3 to allow public use of a cafe and associated works.

**Resolved** that the Parish Council has no comments to add to its original position on application 19/01160/F. **Action TG** 

• 19/01865/LB, 5 Merrivales Lane, Bloxham, Retrospective - The Parish Council considered an application for the erection of extension/ conservatory to rear.

**Resolved** that the Parish Council has no objection to retrospective application 19/01865/LB, subject to comments from the Conservation Officer, however there is a strong possibility that the extension/conservatory was erected much later than 1979, in the absence of a planning application. **Action TG** 

• 19/01938/F, The Old Manor, Little Bridge Road, Bloxham - The Parish Council considered an application for a pedestrian and vehicular gates across the driveway.

<u>Resolved</u> that the Parish Council has no objection to application 19/01938/F, subject to comments from the Conservation Officer. **Action TG** 

• 19/02032/F, Seal Cottage, Kings Road, Bloxham - The Parish Council considered an application for a stone wall to replace the existing trellis and a new oak gate within the wall to access the garden.

<u>Resolved</u> that the Parish Council has no objection to application 19/02032/F, subject to comments from the Conservation Officer. **Action TG** 

• 19/02034/LB, The Old Manor, Little Bridge Road, Bloxham - The Parish Council considered an application for the conservation, repair and replacement of windows and doors.

**Resolved** that the Parish Council has no objection to application 19/02034/LB, subject to comments from the Conservation Officer. **Action TG** 

• 19/02053/F, The Knoll, Little Bridge Road, Bloxham - The Parish Council considered an application for the reinstatement and realignment of a walled entrance with new vehicular and pedestrian gates

<u>Resolved</u> that the Parish Council has no objection to application 19/02053/F, subject to comments from the Conservation Officer. **Action TG** 

## 157/19 Environment/Village Matters

i) Drop-In and Chat – Prior to the meeting, a report had been circulated regarding the Drop-In and Chat session held on 12 October 2019.

The first issue which had been reported related to the lack of a crossing on Milton Road, outside the Miller Homes development. However Councillors advised that for safety reasons, there had been a conscious decision to route a new footpath through the development to exit it at the opposite side, where there was a crossing.

The second issue related to inconsiderate and dangerous parking on Stone Hill. The Clerk was asked to contact Thames Valley Police to ask that their parking patrols monitored this area, as well as the A361 outside The Loft.

#### Resolved that:

- 1) the report be noted;
- 2) Thames Valley Police be asked to carry out monitoring of the parking situation on Stone Hill and the A361; and **Action TG**
- 3) the County Council be asked to confirm whether or not the line marking on the A361, mainly outside the Red Lion and Humber Street, has been completed. **Action TG**
- ii) Remembrance Day Parade Prior to the meeting, a report on Remembrance Day and the arrangements for the Parade, which was on 10 November 2019, had been circulated to the Parish Council.
  - **Resolved** that contact be made with Robert Aplin, from the Royal British Legion, to confirm the number of marshals required for the road closure. **Action SC/TG**
- iii) Bench Next to War Memorial The Parish Council discussed the maintenance of the memorial bench which surrounded the tree next to the War Memorial, on the green outside the Joiners Arms.
  - <u>Resolved</u> that Mr Dave Gibbard be asked to complete the necessary maintenance to the bench and the costs would be met by the Parish Council. **Action DB/TG**
- iv) VE Day 75<sup>th</sup> Anniversary Celebrations The Parish Council discussed whether or not it should arrange an event to mark the 75<sup>th</sup> anniversary of VE Day, or support another organisation/individual in doing so.

#### Resolved that:

- the Royal British Legion be asked whether their members would like to arrange an event; and Action SC
- 2) information from Cherwell District Council with regard to a grant for organising an event, be forwarded to the Royal British Legion, if and when it is received. **Action TG**
- v) Christmas Tree Base The Parish Council considered a quote for installing a permanent base for the Christmas tree, on the green outside the Joiners Arms.
  - Resolved that the quote from Bloxham School for £967.27 be accepted and the expenditure be allocated from New Homes Bonus. Action TG
- vi) New Grit Bin The Parish Council discussed a request for a new grit bin in The Ridgeway.
  - **Resolved** that a new grit bin on The Ridgeway be approved at a cost of £250.00, plus VAT. **Action TG**

#### 158/19 Parish Council Matters

i) Reports from Parish Council Representatives – Prior to the meeting, Councillor Mary Groves had circulated a report on the Deddington Depot Day and she encouraged others to attend next year as it had been a very interesting and worthwhile event.

Resolved that the report be noted.

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

**Resolved** that the report be noted.

#### 159/19 Finance

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.
Mr S Craggs – Expenses for printing leaflets	£304.98	1612
St Mary's Parish Rooms – Room Hire for April to June 2019	£170.00	1613
OCC Pension – Clerks Pension for Oct 2019	£370.85	1614
Mr N Rayner – Expenses for ONPA meeting	£94.30	1616

ii) Section 106 Project, Jubilee Hall – Councillors David Bunn and Stephen Phipps advised the Parish Council that the windows had now been enlarged and work was continuing on the new entrance. Magnet had also been in contact with regard to competing the final survey.

The fire alarm system had not yet been handed over, however the changing rooms had been handed over and there were snagging issues to now address.

Councillor Phipps also advised that the canopies were not being brought off the shelf because they were too expensive. Therefore the services of a local carpenter had been engaged and he would be supplying a quote for both entrances.

**Resolved** that the report be noted.

iii) Budget 2020/2021 – Prior to the meeting, a draft budget for 2020/2021 had been circulated to the Parish Council.

Following a discussion on the Thursday Club and the Cherry Tree Centre, the Parish Council felt that the community donation in the Parish Council's budget for the Thursday Club should be increased to £5000 and more information on the financial status of the Cherry Tree Centre should be obtained.

It was agreed that more work on the budget was required and it was planned that the budget and precept would be agreed at the Parish Council meeting on 19 November 2019.

#### Resolved that:

- the report be noted;
- 2) up to date financial information be requested from the Cherry Tree Centre; Action TG
- 3) the community donation in the Parish Council's budget for the Thursday Club be increased from £1500 to £5000; and Action TG
- 4) the grant applications to be reviewed at the Parish Council meeting on 4 November 2019; and **Action TG**
- 5) the budget and precept be agreed at the Parish Council meeting on 19 November 2019. Action TG

**160/19 Correspondence** – There was no further correspondence.

**161/19 Queen Street Land** – The Chairman reported that the residents of Queen Street had formed an action group to repair the damage which had been done to the land in Queen Street, by persons who claim to own the land. This ownership had not yet been proven and therefore, these persons had been requested not to enter the land again.

A skip had been ordered for Friday 18 October 2019 and the residents would be clearing the debris on Saturday 19 October 2019. Nigel Prickett had attended a site meeting with the Chairman and residents to discuss the erection of a fence.

#### Resolved that:

- 1) the report be noted;
- 2) residents be thanked for their support on the issue; and
- 3) the quotes from Nigel Prickett for a new fence on the larger piece of land and also a replacement fence for the smaller area of land in Queen Street be accepted; and **Action SC/TG**
- 4) Nigel Prickett be asked to carry out the maintenance on the smaller area of land and include this as a standard part of the Parish Council's grass cutting contract. **Action SC/TG**

#### 162/19 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:

- 4 November 2019
- 19 November 2019
- 2 December 2019 (Only one meeting in December 2019)
- 6 January 2020
- 15 January 2020
- 3 February 2020
- 18 February 2020
- 2 March 2020
- 18 March 2020
- 6 April 2020
- 16 April 2020 (Annual Parish Meeting)
- 14 April 2020

#### 163/19 Items for Future Agendas

- Highway Officer to attend the future meeting
- Section 106 Community benefits list
- External Auditor's report 2018/2019
- Apple Day

(The meeting ended at 9.40pm)
Chairman – 4 November 2019