

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 4 March 2019.

BLOXHAM PARISH COUNCIL

DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON WEDNESDAY 20 FEBRUARY 2019 AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer) and Des Jones, Footpath Warden.

APOLOGIES: Parish Councillor Sophie Floate submitted her apologies because she was at work, the apologies were accepted and the absence authorised.

Parish Councillor Leonard Leigh 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, she asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

154/18 DECLARATIONS OF INTEREST

Minute Number 116/18 (iii) – 18/01113/F, Motor Fuel Ltd, Bloxham Service Station, South Newington Road, Bloxham - Councillors Joanna Barton and Amanda Baxter declared an interest because they were neighbours to the site of the application.

155/18 MINUTES – Prior to the meeting, the minutes of the meeting held on 4 February 2019 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 4 February 2019 be approved and signed by the Chairman.

156/18 MATTERS ARISING – There were no matters arising.

157/18 CHAIRMAN'S ANNOUNCEMENTS

- Bloxham School Meeting - The Chairman reported that she had attended a meeting at Bloxham School, with Councillor Steve Craggs on Friday 8 February 2019. The School was preparing a planning application for a temporary building on the main site (near to Rosebank), as a short term interim measure, to enable the School to carry out all of their internal works. Cherwell District Council officers had also attended the meeting, along with District Councilor Christine Heath and the agent for the School. It was anticipated that the planning application would be submitted shortly and the Parish Council would be consulted on the application.
- Local Plan Hearing – The Chairman reported on the issues which were discussed at the Hearing, including the figure for Oxford's unmet housing need.
- SEND School, Public Consultation – A public consultation event was being held on Thursday 28 February 2019 and Saturday 2 March 2019. Councillors were invited to attend the event on the Thursday, prior to it being opened to the public. The Clerk was asked to send a letter to the Head Teacher at Frank Wise School for their views on the SEND School in Bloxham Grove Road and whether there would be any overlap with their provision. **Action TG**
- Oxfordshire Growth Board – There would be a Road Show on the Oxfordshire Plan 2050 on 13 March 2019 at 3pm at Banbury Town Hall.

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158/18 OPEN FORUM – Des Jones, Footpath Warden attended the meeting to discuss the footpaths in the village. Des reported that Mr Facon was progressing the work along the footpaths on Hobb Hill; the badger fencing had been erected, three kissing gates had been removed and new gates would be installed in some places. The footpath was also being widened and grassed. There were a number of alternative locations where the three kissing gates could be installed and Des made some suggestions. However a site visit would be required to make a final decision. There was also a suggestion that the kissing gates at Green Garth could both be changed to radar gates.

Des Jones also reported that he was stepping down as Footpath Warden for the village. Des was thanked for all of his work as the Footpath Warden.

(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)

159/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There were no reports from the County or District Councillors.

160/18 PLANNING

i) Planning Applications

- 18/01725/F, Land 2700 North of Primary School, Tadmerton Road, Bloxham – The Parish Council considered an application for an extension to an existing cattle shed and the erection of a covered manure store.

Resolved that the Parish Council does not object to application 18/01725/F, but its original comments on the application still apply, especially in relation to the dwelling, if a dwelling is applied for in the future. **Action TG**

- ii) Warriner School – The Parish Council considered a report on the meeting with the Deputy Head of Warriner School held on 13 February 2019, with regard to the proposal for a car park in Ells Lane. The Parish Council acknowledged the need for a car park, however there were concerns about its positioning in Ells Lane because children would have to cross the A361.

Resolved that this matter be referred to the Traffic Calming Working Group. **Action NR**

- iii) 18/01113/F, Motor Fuel Ltd, Bloxham Service Station, South Newington Road, Bloxham – The Parish Council discussed the decision of Cherwell District Council's (CDC) Planning Committee to refuse the retrospective application for new recessed forecourt canopy lights. The Chairman reported that a Community Protection Warning had been issued by CDC and those matters which should have been addressed by 11 February 2019 were actually completed on 13 February 2019.

The Parish Council had also been advised by Cherwell District Council to make contact with Motor Fuel Group and meet with them to discuss the issues and to also consider asking CDC's Licensing Department for a review of the 24 hour alcohol licence.

Motor Fuel Ltd had also submitted an application for the illuminated fascia located at the Londis shop and this would be considered at the next meeting of the Parish Council. These lights were currently switched off and this was being monitored.

Parish Councillor Amanda Baxter and District Councillor Christine Heath were thanked by the Parish Council for their work on this matter and for their powerful speeches at CDC's Planning Committee on 14 February 2019.

Resolved that the report be noted.

161/18 ENVIRONMENT/VILLAGE MATTERS

- i) Tree Works in the Village – Prior to the meeting, an update report on the tree works in the village had been circulated to the Parish Council.

Resolved that:

- 1) the report be noted;
 - 2) tags for the trees be purchased and those that have been lost, be replaced; **Action SC/TG**
 - 3) three quotes be obtained from Tree Management companies and the brief be prepared and sent out to appropriate companies; and **Action NR/SC/TG**
 - 4) the quotes from the Tree Management companies be submitted to a future meeting of the Parish Council. **Action TG**
- ii) Walsingham Close Amenity Area – This item was deferred to the next meeting of the Parish Council to enable information to be gathered. **ACTION NR**
- iii) Defibrillator for the Village – Prior to the meeting, a progress report on the proposal for a defibrillator for the village had been circulated to the Parish Council.

Resolved that:

- 1) the report be noted;
 - 2) it be noted that funding cannot be obtained from SSE and Western Power do not offer the same funding scheme;
 - 3) the management company at Bloxham Mill be contacted to enable businesses located at Bloxham Mill to be invited to contribute to the village defibrillator; and **Action DB**
 - 4) £1500 be allocated in the budget from the contingency fund, to part fund a defibrillator and cover future annual maintenance costs. **Action TG**
- iv) Traffic Calming Working Group – A meeting of the Traffic Calming Working Group had been held on 18 February 2019 and a report had been circulated to the Parish Council, outlining some of the draft ideas which had been discussed.

Resolved that the report be noted.

- v) Queen Street – This item was deferred to the next meeting of the Parish Council to enable a meeting to take place between relevant parties. **ACTION JY**
- vi) Litter Bins – Prior to the meeting, a report had been circulated to the Parish Council, with regard to replacing two litter bins and one dog waste bin.

Resolved that the two litter bins and one dog waste bin be purchased from Broxap and installed. **Action TG**

162/18 PARISH COUNCIL MATTERS

- i) Reports from Parish Council Representatives – Councillor Mary Groves reported that there would be a meeting of the Bloxham Fun Day Committee the following week and she would provide a report at the next meeting.

Councillor Nick Rayner had attended the Parish Transport Representative's meeting earlier that day. Following the meeting, he had also circulated a report, however because Councillors had only received it in the previous few hours, Councillor Rayner gave a verbal update too.

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Resolved that the reports be noted.

- ii) Drop-in and Chat – Prior to the meeting, the Parish Council had received a report with regard to the Drop-in and Chat session held on 16 February 2019.

Resolved that:

- 1) the report be noted; and
- 2) the village PCSO be asked to attend a future Drop-in and Chat session and their attendance and the date, be advertised to the village. **Action TG**

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

Resolved that:

- 1) the report be noted; and
- 2) Councillor David Bunn will attend the Roles and Responsibilities training on 19 June 2019. **Action TG**

163/18 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.
Grossi Limited – Base for Container at Jubilee Park	£1750.00	1474
OALC – Annual subscription for 2019/2020	£675.26	1475
Community First Oxfordshire – Annual subscription for 2019/2020	£70.00	1477
Oxfordshire Playing Fields Association – Annual subscription for 2019/2020	£53.00	1478

Payments made since the last meeting:

NR Prickett – Clearing Queen Street land and cutting Gascoigne Way hedge	£432.00	1473
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- ii) Internal Audit 2018/2019 – Prior to the meeting, the internal audit report for 2018/2019 had been circulated to the Parish Council.

Resolved that the Internal Auditor's report for 2018/2019 be noted and approved.

- iii) Section 106 Project – Prior to the meeting, the Parish Council received a progress report on the project at Jubilee Hall, following a meeting on 15 February 2019 with Richard Walker, SCM and the Cost Controller, Johanna Pierson.

Work were due to start on 25 February 2019 and Councillor Phipps confirmed that arrangements for the keys to the Jubilee Hall had been made available to the developer.

Resolved that:

- 1) the report be noted; and

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- 2) Councillor Jenny Yates and Councillor Nick Rayner and Theresa Goss, Clerk and Responsible Financial Officer be authorised to sign the JCT Design and Build 2016 Contract with SCM. **Action TG**
- iv) Ellen Hinde Hall – The Parish Council discussed a request from the Ellen Hinde Hall Trustees for a short term loan to assist with the unforeseen costs of works to the re-roof the Hall.

Following a discussion, the Parish Council felt it was more appropriate to consider giving the Ellen Hinde Hall a grant, rather than a loan, but further information was required before a final decision could be made.

Resolved that:

- 1) the report be noted;
- 2) the Trustees be asked for a copy of the full structural survey of the Hall;
- 3) the Parish Council would like sight of:
 - the quotes for the re-roofing work;
 - the income and expenditure at the Hall so far for this year and predicted for 2019/2020;
 - bank statements for the last three months;
 - clarification of the funding sources for the whole project costing £12,000; and
 - these documents be forwarded to the Clerk by Thursday 28 February 2019;
- 4) the Trustees be invited to attend the meeting on 4 March 2019 to clarify any issues; and
- 5) if the Trustees are unable to attend the Parish Council meeting on 4 March 2019 or are unable to forward the information in (3) above to the Clerk by 28 February 2019, they instead be invited to attend the meeting on 20 March 2019.

Action TG

164/18 CORRESPONDENCE – The Chairman reported that John Hicks would complete the annual play equipment inspection at Jubilee Park. This had been previously agreed by the Jubilee Park Management Committee.

A resident had made a request for a crossing over the A361, near to Little bridge Road. This matter had been referred to County Councillor Kieron Mallon and was already being investigated by OCC Officers.

It was reported that the attenuation pond was not fenced off on the Wellington Park Bovis development - and the Clerk was asked to raise this with Tim Screen at Cherwell District Council. **Action TG**

A resident had reported that a 'No turning sign' had been erected at the entrance to Bradford Court. The Clerk had referred this to County Councillor Kieron Mallon because it involved highway issues.

The Environment Agency had contacted the Parish Council because it was looking for opportunities to work with local organisations and groups to identify ways the river environment could be improved throughout the Cherwell catchment. It was suggested that Stuart Malaure should be invited to the next meeting to discuss this matter further. **Action TG**

An email from CPRE had been circulated to all Councillor regarding the Oxfordshire Plan 2050. If anyone had any comments, the Chairman asked for them to be sent to her by 24 February 2019.

165/18 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:

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

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166/18 ITEMS FOR THE FUTURE AGENDAS

- Section 106 Funding – Proposed project at Bloxham Recreation Ground
- Queen Street Land
- Walsingham Close Amenity Area
- Annual Parish Meeting (25 April 2019) Format
- Quotes for a Tree Management Company

(The meeting ended at 9.45pm)

Chairman – 4 March 2019

DRAFT