

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

## **BLOXHAM PARISH COUNCIL**

### **DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH CHURCH, BLOXHAM ON WEDNESDAY 16 JANUARY 2019 AT 7.30PM**

**PRESENT:** Chairman, Councillor Jenny Yates; Councillors Joanna Barton, Amanda Baxter, David Bunn, Mary Groves, Leonard Leigh, Mike Morris, Stephen Phipps and Nick Rayner.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk & Responsible Financial Officer) and Charlie Little, Bursar at Bloxham School.

**APOLOGIES:** Parish Councillor Steve Craggs submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

Parish Councillor Gloria Lester-Stevens submitted her apologies because she had another appointment, the apologies were accepted and the absence authorised.

District Councillors Christine Heath also submitted her apologies.

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.

The Chairman also welcomed Mike Morris to his first meeting of the Parish Council.

**128/18 DECLARATIONS OF INTEREST** - None

**129/18 MINUTES** – Prior to the meeting, the minutes of the meeting held on 7 January 2019 had been circulated to the Parish Council and were taken as read.

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

**130/18 MATTERS ARISING**

Minute Number 117/18 – Matters Arising – The Chairman asked that the Boys Brigade be thanked for delivering the emergency planning leaflets on behalf of the Parish Council. **Action TG**

Minute Number 119/18 – Open Forum – The Chairman reported that the part of the footpath on Tadmerton Road which had been highlighted as a hazard would now be aligned with the rest of the footpath and white lines would be painted on the road instead.

Minute Number 125/18 - Correspondence – The electric fence which had been running along the footpath on the Ridgeway, had now been removed.

**131/18 CHAIRMAN'S ANNOUNCEMENTS**

- Funding Opportunity for Pocket Parks – The Chairman highlighted the receipt of an email from Cherwell District Council with regard to government funding which was available for new and existing pocket parks. The Chairman suggested that an application could be made for a replacement tree in Painters Close because T12 was being removed. The Clerk was asked to progress this application. **Action TG**

**132/18 OPEN FORUM** – There were no members of the public in attendance.

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

**133/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – There were no reports from County Councillor Kieron Mallon or District Councillors Mike Bishop, Christine Heath and Andrew McHugh.

The Chairman reported that Councillor Kieron Mallon had provided an update on Queen Street and the location of proposed new SEN School. With regard to Queen Street, this matter had now been resolved and a location for the SEN School on Bloxham Grove Road had been recommended by the County Council and there would be a consultation process in due course.

**Resolved** that the report be noted.

## **134/18 PLANNING**

### i) Planning Applications

- 18/02196/F, Thompson Science Block, Bloxham School, Banbury Road, Bloxham – The Parish Council considered an application for the siting of a two storey modular geography classrooms,

Charlie Little, Bursar at Bloxham School, addressed the Parish Council and answered questions from Councillors.

**Resolved** that the Parish Council has no objection to application 18/02196/F, but has the following comment:

- 1) the Parish Council would like to seek advice from the Conservation Officer on the design. **Action TG**

### ii) Consultation on Cherwell District Council's Draft Housing Strategy 2018-2023 – Prior to the meeting, comments on the consultation had been circulated to the Parish Council.

**Resolved** that the comments, as circulated, be approved for submission. **Action TG/JY**

### iii) Local Plan Part 1; Oxford's Unmet Housing Need Hearing 5 February 2019 – The Chairman had received some comments from Councillors on the submission to the Examiner and they included a request for references to the Bloxham Neighbourhood Development Plan (BNDP).

**Resolved** that the comments, as circulated, with an inclusion referencing the BNDP, be approved for submission. **Action TG/JY**

### iv) MHCLG Consultations – The Chairman suggested to the Parish Council that it did not comment on the consultation because the content was aimed at planning authorities to enable them to make comments on amendments to the regulations, rather than it being aimed at Parish Councils.

**Resolved** that no comments be made on the consultation.

### v) Bloxham Neighbourhood Development Plan (BNDP)

- Policy Review – Prior to the meeting the Chairman had circulated a report with regard to considering a review of the policies held within the BNDP and to also consider adding a Design Policy based on Cherwell District Council's SPD for Housing Design.

**Resolved** that a BNDP Review Working Group be established and Councillors Leonard Leigh, Stephen Phipps, David Bunn, Mike Morris, and Jenny Yates be members of the Group. **Action TG/JY**

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- BNDP Web Site – Prior to the meeting, the Clerk had circulated a report with regard to whether or not the BNDP web site should be kept live.

**Resolved** that the BNDP web site be kept live and the domain name and hosting be renewed. **Action TG**

## 135/18 ENVIRONMENT/VILLAGE MATTERS

- i) Emergency Planning – Prior to the meeting, a report had been circulated to the Parish Council with regard to the appointment of an Emergency Planning Working Group and its draft terms of reference.

**Resolved** that:

- 1) Councillors Steve Craggs, Gloria Lester-Stevens and Jenny Yates be appointed to the Working Group; and
- 2) the Terms of Reference be approved.

- ii) Traffic Calming Working Group – Prior to the meeting, a report had been circulated to the Parish Council with regard to draft terms of reference for the Working Group.

**Resolved** that:

- 1) Geoff Mollard be appointed as a non-voting member of the Traffic Calming Working Group; and **Action TG**
- 2) the Terms of Reference be approved.

- iii) Walsingham Close Amenity Area – Councillor Nick Rayner gave a brief verbal update on the work to date at the Walsingham Close amenity area.

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

- iv) Works to Parish Council Owned Trees – Councillor Nick Rayner provided the Parish Council with a verbal update on the progress of the works to trees in the village, which were owned by the Parish Council.

**Resolved** that the report be noted.

- v) Christmas Lights – Prior to the meeting, the Parish Council had received a report which reviewed the Christmas lights project for 2018 and suggested the necessary arrangements for 2019.

**Resolved** that:

- 1) the report be noted;
- 2) thanks be sent to Bloxham School, St Mary's Church and the Ex-Servicemen's Hall for their support with the Christmas lights; **Action TG**
- 3) a £25 voucher be given to the residents for their support with the Christmas tree lights; **Action TG**
- 4) a request that the lamp post on the A361 by the Red Lion be included in 2019 lights, Councillor Rayner informed the Councillors that the County Council be advised that this lamp post is unsafe because it is rotting at the base and request that it be replaced; **Action TG**
- 5) additional lights at the entrance to the village, near to Warriner School be investigated for Christmas 2019 and any further changes and the costs be submitted to a future Parish Council meeting;

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- 6) Councillors Steve Craggs and Nick Rayner be thanked for all their work on the Christmas lights; and
- 7) in future, the Christmas lights continue to be turned off late in the evening, to avoid disturbance to neighbours.

### 136/18 PARISH COUNCIL MATTERS

- i) Co-option – The Chairman reported that there had been one application for co-option onto the Parish Council.

**Resolved** that Sophie Floate be co-opted onto the Parish Council. **Action TG**

- ii) Drop-In and Chat – Prior to the meeting, a report from the Drop-In and Chat held on Saturday 12 January 2019 had been circulated to the Parish Council. The next sessions at the Ex-Servicemen's Hall were being held on Saturday 16 February 2019 and Saturday 9 March 2019.

**Resolved** that the report be noted.

- vi) Reports from Parish Council Representatives – There were no reports from Parish Council representatives.

**Resolved** that the report be noted.

- vii) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated. The Chairman reminded Councillors about the planning training session being held on 22 January 2019 at 7pm at Godswell House.

The Chairman also encouraged new Councillors to attend the Roles and Responsibilities training.

**Resolved** that:

- 1) the report be noted; and
- 2) details of the Roles and Responsibilities training be forwarded to Councillors David Bunn, Sophie Floate, Leonard Leigh and Mike Morris. **Action TG**

### 137/18 FINANCE

- i) Accounts for Payment – There were no accounts for payment.
- iii) Section 106 Funds – Prior to the meeting, the Parish Council received a report on a proposed new project at Bloxham Recreation Ground.

**Resolved** that:

- 1) the report be noted; and
- 2) a further report on this project be submitted to a future meeting of the Parish Council. **Action TG**

**138/18 CORRESPONDENCE** – The Chairman reported that a letter of thanks had been sent to the Parish Council for its donation to the Christmas lunch 2018.

### 139/18 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 February 2019
- 20 February 2019

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

**140/18 ITEMS FOR THE NEXT AGENDA**

1. Bloxham Recreation Ground Project – S106 funds
2. Report from the Community Resilience meeting
3. Update on funding and location of the defibrillator
4. Report from the Transport Representatives Meeting
5. Walsingham Close Amenity Area

(The meeting ended at 9.00pm)

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Chairman – 4 February 2019

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