

## BLOXHAM PARISH COUNCIL

### MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 8 MAY 2017 AT 7.30PM

**PRESENT:** Chairman, Councillor Jenny Yates; Councillors Steve Craggs, Mary Groves, Gloria Lester-Stevens, Stephen Phipps, Nick Rayner and Sue Slater.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk & Responsible Financial Officer) and District Councillors Mike Bishop and Andrew McHugh. There were no members of the public.

**APOLOGIES:** Parish Councillor Tom Smith submitted his apologies because of family issues and these were accepted and the absence authorised.  
Parish Councillor Mike Hawtin submitted his apologies because he was ill and these were accepted and the absence authorised.  
Parish Councillor Andrew Taplin submitted his apologies because he was at work and these were accepted and the absence authorised.  
Councillor Gillian Roberts submitted her apologies because she was at work and these were accepted and the absence authorised.

District Councillor Christine Heath and County Councillor Kieron Mallon also submitted their apologies.

The Chairman welcomed everyone to the meeting and 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.

**1/17 APOLOGIES FOR ABSENCE** – The Chairman reported that Councillor Tom Smith had requested a leave of absence because he had a number of family issues to address at the present time, but wished to continue as a Parish Councillor.

**Resolved** that a six months extended leave of absence for Councillor Tom Smith be approved.

Proposed by Councillor Stephen Phipps  
Seconded by Councillor Nick Rayner

**2/17 DECLARATIONS OF INTEREST** – There were no declarations of interest.

**3/17 APPOINTMENT OF CHAIRMAN** – Councillor Jenny Yates asked for nominations for the position of Chairman for 2017/2018. Councillor Yates was proposed and seconded for the position of Chairman.

**Resolved** that Councillor Jenny Yates be appointed as Chairman for 2017/2018.

Proposed by Councillor Nick Rayner  
Seconded by Councillor Gloria Lester-Stevens

**4/17 APPOINTMENT OF VICE-CHAIRMAN** – The Chairman asked for nominations for the position of Vice-Chairman for 2017/2018. Councillor Sue Slater was proposed and seconded for the position of Vice-Chairman.

**Resolved** that Councillor Sue Slater be appointed as Vice-Chairman for 2017/2018.

Proposed by Jenny Yates  
Seconded by Mary Groves

**5/17 MINUTES** - The minutes of the meetings held on 3 April 2017 were taken as read and duly adopted and signed by the Chairman.

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**Resolved** that the minutes of the meeting held on 3 April 2017 be approved.

Proposed by Councillor Steve Craggs

Seconded by Councillor Mary Groves

### 6/17 MATTERS ARISING

Minute Number 160/16 (ii) – Councillor Stephen Phipps asked if the pot hole in Little Bridge Road had been repaired. The Chairman reported that it appeared to have been filled in and Oxfordshire County Council highways officers would shortly be checking for any defects on the A361.

Minute Number 161/16 (iii) – Councillor Stephen Phipps asked if a revised quote for the Jubilee Park play area had been received from Wicksteed. The Chairman advised that she would be contacting Wicksteed this week to discuss this with them.

Minute Number 162/16 (iv) – The Chairman reported that she hadn't yet purchased the gazebo, tables and chairs for the Fun Day but would do so this week. The Clerk was asked to contact the Jubilee Park Management Committee Chairman to request that the container be used for storing this equipment. **Action TG**

### 7/17 CHAIRMAN'S ANNOUNCEMENTS – The Chairman reported on the following:

- Request from Cherwell District Council Overview and Scrutiny Committee about Traffic Issues on the A361 – A response had been collated and it was suggested that along with the submission, the Parish Council could also enclose the Parish Council traffic survey, the traffic survey commissioned by Warriner School, the Sustrans report for the Neighbourhood Plan and the information about the four accidents by the Recreation Ground in the last 12 months. This was agreed. **Action TG**
- Cherwell District Council's Parish Liaison Meeting on 14 June 2017 - The Chairman asked for topics which could be submitted to Cherwell District Council.

Suggestions were planning control, planning enforcement and how the planning officers monitored information and loaded it onto the planning portal because it appeared to take a long time for some documents to be available on the web site.

District Councillor Andrew McHugh offered to take this matter up with the relevant department at Cherwell District Council and report back at the next meeting.

Also a request had been made for all planning information relating to Bloxham, to be sent to Councillor Mary Groves. On some occasions information was received by Councillor Groves and on other occasions it was still sent to the Clerk. Therefore, the Parish Council would like this to be regularised and all planning documents be sent to Councillor Groves.

District Councillor Andrew McHugh offered to also take this matter up with the relevant department at Cherwell District Council and report back at the next meeting.

There was a discussion on 'One Oxfordshire' and when it would be implemented, if successful. The Council were informed that it would take about 12 months before there would be any indication about whether or not Oxfordshire would become a unitary authority.

The Chairman and Vice-Chairman would attend the Parish Liaison Meeting. **Action TG**

- Actions from the Annual Parish Meeting held on Thursday 27 April 2017 – An issue had been raised about overflowing litter bins at the shops and the situation would be monitored. A note would also be included in the Broadsheet, giving details about how the Parish Council spent its precept. **Action TG**

### 8/17 RESIDENTS' ISSUES – There were no residents' issues.

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**9/17 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – There was no report from County Councillor Kieron Mallon.

District Councillor Andrew McHugh reported that he was still a member of the County Council's Overview and Scrutiny Committee and a meeting with the OCCG had been scheduled for 2 June 2017. However this meeting had been put back due to the elections and it had not currently been rescheduled. All Councillors at Cherwell District Council were supporting the campaign to save the Horton Hospital.

**Resolved** that the report be noted.

### 10/17 PLANNING

- i) Planning Items (not covered within the minutes of the Planning Committee meeting held on 10 April 2017) – Councillor Sue Slater reported there was nothing further to add to the minutes.

Councillor Sue Slater reported that Olivia Williams, the Parish Council's Administration Assistant, would be clerking the Planning and Strategy Committee in future.

**Resolved** that the report be noted.

### 11/17 PARISH COUNCIL MATTERS

- i) Committee Memberships/Outside Bodies – Prior to the meeting, the list of memberships and outside bodies had been circulated to the Parish Council.

**Resolved** that the Committee Memberships/Outside Bodies for 2017/2018 be approved, as detailed in Appendix A to the minutes. **Action TG**

- ii) Committee Minutes and Recommendations.

- **Environment Committee** – There had not been a meeting of the Environment Committee since the last meeting of the Parish Council. The next meeting was scheduled to be held on Wednesday 17 May 2017.

**Resolved** that the report be noted.

- **Resources Committee** – There had not been a meeting of the Resources Committee since the last meeting of the Parish Council. The next meeting was scheduled to be held on Thursday 11 May 2017.

**Resolved** that the report be noted.

- **Planning & Strategy Committee** – Chairman of the Planning and Strategy Committee, Councillor Sue Slater, reported to the Parish Council, the draft minutes of the Planning and Strategy Committee held on 10 April 2017. The agendas and minutes for the Committee were available on the Parish Council web site. The next meeting was being held on Tuesday 9 May 2017.

**Resolved** that the draft minutes be noted.

- **Staffing Committee** – There had not been a meeting of the Staffing Committee since the last meeting of the Parish Council. A meeting would be scheduled shortly. **Action TG/SS**

- iii) Dispute Resolution Process – Prior to the meeting, the Oxfordshire Association of Local Council's (OALC) Dispute Resolution Process had been circulated to the Parish Council.

**Resolved** that the Dispute Resolution Process be referred to the Staffing Committee. **Action TG**

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Proposed by Councillor Nick Rayner  
Seconded by Councillor Steve Craggs

- iv) Reports for the Parish Council – The following reports had been circulated to the Parish Council prior to the meeting.
- Drop-In and Chat – Session had been held on 8 April 2017 – Issues raised included a water meter in the Ridgeway which would be referred to Thames Water and the cycle for cleaning the road gullies.  
**Action TG**
  - Bloxham School Meeting – Meeting held on 11 April 2017 - Notes had been saved in Drop Box for the information of Councillors.
  - Funding for a Library Access Point – A meeting with Keith Mitchell, Chairman of FOCAL (Adderbury Library) and Adderbury Parish Councillor Ann Lyons had been held on 5 May 2017. Notes had been saved in Drop Box for the information of Councillors.
  - Outstanding Issues – These had been updated in Drop Box for Councillors’ reference including updates from the meeting held with Oxfordshire County Council on 7 April 2017.
  - Parish Council Actions - These had been updated in Drop Box for Councillors’ reference.

**Resolved** that the reports and actions be noted.

### 12/17 FINANCE

- i) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment.

**Resolved** that the following accounts be approved and payments made since the last meeting, be approved:

Payments	Amount	Cheque No.
Theresa Goss – Salary for May 2017	£837.53	1147
Theresa Goss – Expenses for May 2017	£44.00	1147
HMRC Payment for May 2017	£338.73	1148
Olivia Williams – Salary for April 2017	£42.92	1149
OCC Pension Fund – Clerks Pension May 2017	£259.18	1150
Oxfordshire County Council – Donation to Cherry Tree formerly Butterfly Meadows Children’s Centre	£5,000.00	1151
Edge Signs – Plaque for Tree for to commemorate HM The Queen’s 90 <sup>th</sup> Birthday	£235.20	1152
Mr P Bennett – Removal of ivy from trees and removal of tree opposite Winters Way	£235.00	1153
Jubilee Park Management Committee - Room hire	£20.00	1154
Came and Company – PC insurance for 2017/2018	£660.64	1155
Arrow Accounting – Internal Audit 2016/2017	£326.76	1156
Adderbury Parish Council – Use of Laptop and printer	£30.00	1157
Mr N Prickett – Grass cutting for April 2017	£1218.00	1159
Eton College – Licence for permissive path	£1.00	1160
Mr P Hopkins – Materials for cleaning road signs	£10.40	1172
Viking – Ink and envelopes	£105.55	1173
Bloxham Mill Ltd – Room Hire	£54.00	1158

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Payments	Amount	Cheque No.
<b>Grants for 2017/2018</b>		
Bloxham Recreation Ground	£2,500.00	1161
Bloxham May Festival	£2,000.00	1163
St Mary's Parish Rooms	£500.00	1162
Bloxham Village Museum	£107.94	1164
Tree Work St Marys Church yard, church yard up-keep and grass cutting	£1,000.00	1165
Bloxham Pre-School	£981.34	1166
First Bloxham Scout Group	£919.96	1167
Jubilee Park Management Committee	£2,000.00	1168
Alan Griffin (Church Clock maintenance)	£150.00	1169
Bloxham Flower Club	£300.00	1170
Bloxham St Mary's Day Club	£1,500.00	1171

### Payments made since the last meeting:

Payments	Amount	Cheque No.
TaxAssist Accountants – Payroll services for 2017/2018	£246.00	1145
Cherwell District Council – Emptying of dog bins for winter period	£960.96	1146

Proposed by Councillor Nick Rayner  
Seconded by Councillor Jenny Yates

- ii) Bank Reconciliation – Prior to the meeting, the bank reconciliation as at 8 May 2017, had been circulated to the Parish Council.

**Resolved** that the bank reconciliation, as at 8 May 2017, be noted.

Proposed by Councillor Nick Rayner  
Seconded by Councillor Jenny Yates

- iii) Section 106 Funds – The Parish Council received an update on the following issues:

- progress with the projects at the Ellen Hinde Hall, Ex Serviceman's Hall, Jubilee Park, Recreation Ground and with the play equipment projects;
- the legal agreements for Ellen Hinde Hall, the Ex-Serviceman's Hall, and the Recreation Ground; Aplins Solicitors for the Council were looking at the legal agreements and work was on-going;
- Deed of Variation for Miller-Homes Milton Road – Councillor Chris Heath had been asked to chase this matter, due to the delay in a response from Cherwell District Council Legal Department, this had been done but a progress report was still awaited from Nigel Bell at Cherwell District Council.

**Resolved** that:

- 1) the report be noted; and
- 2) the Jubilee Park Management Committee be requested to write to the Parish Council and formally request permission for the works to Jubilee Hall; and **Action TG**
- 3) if there is no response from the Legal Department at CDC about the Deed of Variation, then Councillor Heath to be asked to escalate the matter. **Action TG**

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### iv) Accounts 2016/2017

#### a) Annual Return for the year ended 31 March 2017

The Parish Council considered the Statement of Accounts (Section 1) and the Statement of Assurance (Section 2).

**Resolved** that these be approved and signed by the Chairman and the Clerk. **Action TG**

#### b) End of Year Accounts as at 31 March 2017

The Parish Council considered the Receipts & Payments Account as at 31 March 2017.

**Resolved** that these be approved and signed by the Chairman and the Clerk. **Action TG**

Proposed by Councillor Jenny Yates  
Seconded by Councillor Sue Slater

### 13/17 VILLAGE MATTERS

- i) Bloxham Fun Day 10 June 2017 – Councillor Mary Groves reported on the arrangements for the Fun Day. It had been suggested that the village PCSO should be invited to attend, between 12 noon and 8pm.

**Resolved** that the village PCSO be invited to Bloxham Fun Day on 10 June 2017, between 12 noon and 8pm. **Action TG**

- ii) Proposed Skatepark in Bloxham – The Parish Council considered a request from a resident for a skatepark in Bloxham. The Parish Council felt that it would be helpful if the resident was invited along to the next meeting to give a presentation on his proposals.

**Resolved** that the resident be invited to attend the next meeting of the Parish Council to give a presentation on his proposals. **Action TG**

- 14/17 CORRESPONDENCE** – There was an item of correspondence which was from a visitor to the village who had completed the Circular Walk and raised some concerns with regard to cattle and bulls in the fields. The photos which had been enclosed did not look familiar and the Parish Council were unsure whether the visitor had possibly strayed off the Walk. The Clerk was asked to contact the visitor and establish exactly where the issue was and then the matter be referred to the Environment Committee. **Action TG**

The Chairman reported that Matthew Ingall, Head Teacher at Bloxham Primary School, had provided a report on the new Cherry Tree Centre and had advised that the first sessions had been a success. The Clerk was asked to contact Mr Ingall and establish how the funds donated to the Centre by the Parish Council were being ring fenced for the Centre only. **Action TG**

### 15/17 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:

- 5 June 2017
- 3 July 2017
- 7 August 2017

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- 4 September 2017
- 2 October 2017
- 6 November 2017
- 4 December 2017

(The meeting ended at 9.00pm)

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Chairman – 5 June 2017

# BLOXHAM PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 5 JUNE 2017 AT 7.30PM

**PRESENT:** Chairman, Councillor Jenny Yates; Councillors Steve Craggs, Mary Groves, Gloria Lester-Stevens, Stephen Phipps, Nick Rayner, Gillian Roberts and Sue Slater.

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

**APOLOGIES:** Parish Councillor Tom Smith submitted his apologies because of family issues and these were accepted and the absence authorised.  
Parish Councillor Andrew Taplin submitted his apologies because he was on holiday and these were accepted and the absence authorised.  
Parish Councillor Mike Hawtin submitted his apologies because he was ill and these were accepted and the absence authorised.

District Councillor Mike Bishop also submitted his apologies.

The Chairman welcomed everyone to the meeting and 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.

**16/17 DECLARATIONS OF INTEREST** – There were no declarations of interest.

**17/17 MINUTES** - The minutes of the meetings held on 8 May 2017 were taken as read and duly adopted and signed by the Chairman.

Minute Number 11/17 Parish Council Minutes – Councillor Stephen Phipps raised an issue with regard to the proposed footpath on Barford Road and he felt that the minutes of the last meeting did not reflect what had been discussed by the Parish Council.

The Chairman reminded Councillors that the minutes of the Parish Council meetings did not include all details of discussions.

Councillor Phipps then proposed the following amendment:

'It was observed that a request had been made by the Parish Council for the footpath to be moved away from the edge of the road and this was queried by two members of the Parish Council because it had not been discussed in detail'.

The proposal was not seconded.

**Resolved** that the minutes of the meeting held on 8 May 2017 be approved.

Proposed by Councillor Steve Craggs  
Seconded by Councillor Gloria Lester-Stevens

**18/17 MATTERS ARISING** – There were no matters arising.

**19/17 PROPOSAL FOR A SKATE PARK IN BLOXHAM** – Greg Harrison, resident of Bloxham, attended the meeting and circulated to the Parish Council, proposals for a skate park in Bloxham. Greg circulated information providing various options and different suppliers of skate parks. The parks ranged in price from £50,000 to £100,000 and Greg provided a plan of his suggested location for the skate park in the village. He also gave a number of reasons why it would be a great asset for the village.



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The Councillors were very impressed with Greg's presentation and the information he provided. They asked a number of questions which included how possible adverse behavior by users would be dealt with and highlighted issues such as the future maintenance costs and also the demand for such a facility in Bloxham.

With regard to funding, it was suggested that applications could be made for lottery funding as well as setting up a Crowd Funding page.

The Chairman thanked Greg for attending the meeting and providing an excellent presentation. Greg left the meeting at this point.

**Resolved** that:

- 1) further details on the demand for a skate park and the maintenance costs be submitted to the Parish Council; **Action Greg Harrison**
- 2) Stratford District Council and Cherwell District Council be contacted for details of the maintenance costs in relation to their Skate Parks; and **Action TG**
- 3) this be discussed further at the next meeting of the Parish Council. **Action TG**

**20/17 CHAIRMAN'S ANNOUNCEMENTS** – The Chairman reported on the following:

- Cherwell District Council's Parish Liaison Meeting – Change of date to 21 June 2017
- Thames Water Pumping Stations – On 1 October 2016, the law changed which meant that Thames Water became responsible for all eligible sewage pumping stations, in this area. Therefore, residents were asked to advise Thames Water if they were aware of any private pumping stations in Bloxham.

**21/17 RESIDENTS' ISSUES** – Councillor Gloria Lester-Stevens reported that she had met with John Wyatt to discuss a proposed picnic area in the village. Councillor Lester-Stevens would circulate by email, the details of their meeting. In essence, the proposal put forward seems to be to utilise land at Wyatts nursery located on Ells Lane.

Councillor Gloria Lester-Stevens also reported that signage which had been placed on the grass verges by the garage on the A361, was blocking the sight line for drivers when they were pulling out onto the A361. Councillor Sue Slater reported that there were a number of commercial signs around the village which were located on the grass verges and County Councillor Kieron Mallon agreed to raise these matters with the County Council Highways officers. Councillor Slater would also bring it up at the next Parish Council Planning Committee. **Action KM**

**22/17 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – County Councillor Kieron Mallon circulated a report prior to the meeting.

Councillor Mallon gave an update on the issue with the width of the footpath next to Dovecote House and advised that the County Council could not do anything about the narrow footpaths in that area.

Councillor Mallon also reported on the location of the disabled bay by the shops and that the County Council was not going to remove the footpath and set the bay into the parking area of the post office.

Councillor Mallon also gave an update on the application for a Certificate of Lawfulness of Proposed Development for a dropped kerb and installation of protection mesh over grassed area in Little Green (17/00846/CLUP). Bob Duxbury at Cherwell District Council would be making a decision on this early next week.

It was also reported that the Postmaster was unhappy about the bollard outside the post office. This was put in place to prevent vehicles being driven over the crossing to get back onto the A361.

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District Councillor Andrew McHugh reported that he met with District Councillor Colin Clarke and discussed the issues which the Parish Council had raised regarding the Cherwell District Council planning portal.

It was suggested that a meeting should be held between Colin Clarke and the Parish Council, and Councillor McHugh agreed to facilitate this.

District Councillor Christine Heath also reported that she had spoken to senior officers at Cherwell District Council about the issues the Parish Council had with the planning dept. It was hoped that a meeting with Colin Clarke would resolve these issues.

**Resolved** that:

- 1) the report be noted; and
- 2) a meeting with District Councillor Colin Clarke and the Parish Council about the issues the Parish Council has with the planning department, be arranged and facilitated by Councillor Andrew McHugh. **Action AM/TG**

### **23/17 PLANNING**

- ii) Planning Items (not covered within the minutes of the Planning Committee meeting held on 9 May 2017) – Councillor Sue Slater highlighted that the Parish Council's Planning Committee had discussed an application relating to a property in Brookside Way and that there were concerns raised as to how the Planning Officers at Cherwell District Council had interpreted and applied the policies in the Bloxham Neighbourhood Development Plan (BNDP). This issue had occurred on more than one occasion and would be discussed during the meeting with District Councillor Colin Clarke.

**Resolved** that the report be noted.

### **24/17 PARISH COUNCIL MATTERS**

- v) Committee Minutes and Recommendations.
  - **Environment Committee** – Chairman of the Environment Committee, Councillor Nick Rayner presented to the Parish Council, the draft minutes of the meeting held on Wednesday 17 May 2017.

The Chairman sought the Committee's reason for choosing not to recommend registering the Slade as a Local Nature Reserve (LNR) with Natural England.

Councillor Nick Rayner reported that it was currently shown as a having Local Green Space Status in the BNDP and at the moment, there were no obvious benefits put forward for registering it as a LNR with Natural England.

**Resolved** that:

- 1) the report be noted: and
  - 2) the recommendations be approved.
- **Resources Committee** – In the absence of the Chairman of the Resources Committee Councillor Andrew Taplin, the Chairman of the Parish Council presented the draft minutes of the meeting held on Thursday 11 May 2017.

**Resolved** that

- 1) the report be noted: and

## BLOXHAM PARISH COUNCIL

- 2) the recommendations be approved, with the exception of minute number 8/17, recommendation 3) be amended to read 'the remaining funds of £2,722.76 be ring fenced for the play equipment project'.

- **Planning & Strategy Committee** – Chairman of the Planning and Strategy Committee, Councillor Sue Slater, reported to the Parish Council, the draft minutes of the Planning and Strategy Committee held on 9 May 2017. The agendas and minutes for the Committee were available on the Parish Council web site. The next meeting was being held on Tuesday 13 June 2017.

**Resolved** that the draft minutes be noted.

- **Staffing Committee** – There had not been a meeting of the Staffing Committee since the last meeting of the Parish Council. The next meeting would be held on 6 July 2017. **Action TG/SS**

- 3) Reports for the Parish Council – The following reports had been circulated to the Parish Council prior to the meeting.

- Drop-In and Chat – Session had been held on 13 May 2017 – No members of the public attended and the rota for July to December 2017 would be circulated and saved in Drop Box. The costs for an 'A' board would also be investigated. **Action TG**
- Outstanding Issues – These had been updated in Drop Box for Councillors' reference. The footpath on Barford Road was discussed and Councillor Stephen Phipps raised his concerns about the length of time the project had taken to progress. The Chairman highlighted that the project was within the control of the County Council and the Parish Council could not determine the timescales.
- Parish Council Actions - These had been updated in Drop Box for Councillors' reference.

**Resolved** that the reports be noted.

### 25/17 FINANCE

- ii) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment.

**Resolved** that the following accounts be approved and payments made since the last meeting, be approved:

Payments	Amount	Cheque No.
Theresa Goss – Salary for June 2017	£837.73	1175
Theresa Goss – Expenses for June 2017	£39.55	1175
HMRC Payment for June 2017	£338.53	1176
Olivia Williams – Salary for May 2017	£42.92	1177
OCC Pension Fund – Clerks Pension June 2017	£259.18	1178
Jenny Yates – 1 Gazebo, 2 tables and 4 chairs for Fun Day	£239.86	1179
Aplins – Legal work for registering Jubilee Park with the Land Registry	£549.00	1180
Ellen Hinde Hall – Section 106 Project, Internal Alterations	£331.50	1181
Nigel Prickett – Grass Cutting for May 2017	£1218.00	1182
Oxfordshire County Council – Room hire at Bloxham Primary School	£182.00	1183
Marie Jones – Equipment for the Slade (New Homes Bonus)	£494.80	1184
Prysebros Ltd – Weed Control in Bloxham	£558.00	1185
Jubilee Park Management Committee – Room Hire	£20.00	1186

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Proposed by Councillor Gillian Roberts  
Seconded by Councillor Steve Craggs

- ii) Bank Reconciliation – Prior to the meeting, the bank reconciliation as at 5 June 2017, had been circulated to the Parish Council.

**Resolved** that the bank reconciliation, as at 5 June 2017, be noted.

Proposed by Councillor Gillian Roberts  
Seconded by Councillor Steve Craggs

- iii) Section 106 Funds – The Parish Council received an update on the following issues:

- **Projects at the Ellen Hinde Hall, the Ex-Serviceman's Hall and the play equipment projects;** The projects were progressing and a Planning application relating to Ellen Hinde Hall had been submitted to Cherwell District Council to establish whether or not the proposals were permitted development. A representative from the Ex-Serviceman's Hall had met with adjacent land owners with regard to the boundaries. With regard to the play equipment projects, these were progressing and there had been an increase in cost due to the delays with the Deeds of Variation. New quotes for the play equipment for Jubilee Park had been received that day and forwarded to Glyn Williams, Chairman of the Jubilee Park Management Committee, to enable the JPM committee to confirm which quote they would be recommending to the Parish Council.
- **Progress of the new changing rooms and storage facilities at Jubilee Park and also the revised plans;** The Chairman and Councillor Sue Slater had met with Glyn Williams and Bob Duxbury from Cherwell District Council to discuss the proposals.
- **Legal agreements for Ellen Hinde Hall, Ex-Serviceman's Hall and the Recreation Ground;** A draft agreement had been circulated, but more work was required.
- **Deed of Variation and amenity land relating to Miller Homes, Milton Road;** Progress was very slow with regard to both of these projects and the Clerk was asked to chase up Amy Jones from the Legal Department at Cherwell District Council by email and also copy in Ian Davies.

**Resolved** that:

- 4) the report be noted;
- 5) Amy Jones from the Legal Department at Cherwell District Council be asked for a progress report relating to the deed of variation and the amenity land on the Miller Homes site; and
- 6) authority be delegated to the Chairman, Vice-Chairman and Clerk, in consultation with Aplins Solicitors to approve the final version of the legal agreements for Ellen Hinde Hall, the Ex-Serviceman's Hall and the Recreation Ground projects.

Proposed Councillor Steve Craggs  
Seconded Councillor Nick Rayner

### 26/17 VILLAGE MATTERS

- iii) Bloxham Fun Day 10 June 2017 – Councillor Mary Groves reported that all the preparations had gone well and the Fun Day would be starting at 12 noon. Bloxham School had kindly offered ten car parking spaces and a questionnaire about a possible library access point for the village, would be available on the day.

**Resolved** that the report be noted.

- ii) Christmas Tree Festival 2017 – The Chairman reported that St Mary's Church was again holding a Christmas Tree festival.

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**Resolved** that the Parish Council to enter the competition and Councillor Steve Craggs to arrange the decorations. **Action SC**

- iii) Disabled Bay in High Street, Bloxham/Sustrans report – The Chairman highlighted that this matter had been discussed earlier in the meeting.

**Resolved** that the report be noted.

**27/17 CORRESPONDENCE** – The Chairman reported that there was currently a DCLG consultation relating to Park Runs which Councillors could respond to. The Clerk advised that the issue of the trees overhanging the A361 footpath from the garden of Humber House, had been referred to the County Council because footpaths were their responsibility.

### **28/17 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:

- 3 July 2017
- 7 August 2017
- 4 September 2017
- 2 October 2017
- 6 November 2017
- 4 December 2017

(The meeting ended at 9.50pm)

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Chairman – 3 July 2017

**BLOXHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD AT**  
**ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 3 JULY 2017 AT 7.30PM**

**PRESENT:** Councillors Steve Craggs, Mary Groves, Mike Hawtin, Stephen Phipps, Nick Rayner, Gillian Roberts and Sue Slater.

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

**APOLOGIES:** The Chairman, Councillor Jenny Yates submitted her apologies because she was recovering from an operation and these were accepted and the absence was authorised.

Councillor Gloria Lester-Stevens submitted her apologies because she had a dental appointment and these were accepted and the absence was authorised.

Councillor Tom Smith had previously been granted a leave of absence for six months and was therefore not present and his absence was authorised.

District Councillor Mike Bishop and County Councillor Kieron Mallon also submitted their apologies.

Sue Slater, Vice-Chairman of the Parish Council chaired the meeting, in the absence of the Chairman,

Councillor Sue Slater welcomed everyone to the meeting and 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.

**29/17 DECLARATIONS OF INTEREST** – There were no declarations of interest.

**30/17 MINUTES** - The minutes of the meetings held on 5 June 2017 were taken as read and duly adopted and signed by the Chairman.

**Resolved** that the minutes of the meeting held on 5 June 2017 be approved.

Proposed by Councillor Sue Slater  
Seconded by Councillor Steve Craggs

**31/17 MATTERS ARISING** - There were no outstanding actions from the previous Parish Council meetings and no matters arising.

**32/17 RESIDENTS' ISSUES** – Mr Graham Hart introduced himself and Mr Hunt and advised that they were attending the meeting because they had read an article in the Broadsheet about the proposed skate park and they both wished to help support Greg Harrison with the project. They felt a park would be a great asset to the village and children and parents in the village were interested in supporting it. The Clerk suggested that Mr Hart should send her an email with his contact details and she would forward them onto Greg Harrison so they could all make contact.

Mike Morris addressed the meeting and asked for an update on the repairs to Old Bridge Road. Councillor Sue Slater advised that planning permission had been granted and tenders had been invited for the works.

Mr Morris also asked that Parish Council about the actions which it had taken to address the issues of inconsiderate and dangerous parking at the shops on the High Street. Councillor Slater advised that the frontages of the shops were owned by the shop owners themselves therefore, the Parish Council was very restricted about what it could now do. The disabled bay was not an officially designated bay so no enforcement could be taken against those who parked in the bay who were not disabled. However, the Parish Council had approached Thames Valley Police with regard to the possibility of the Parish Council funding a PCSO to monitor the parking in the

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village and they would issue fines to drivers, where appropriate. This would possibly be in conjunction with Cherwell District Council too. Mr Morris suggested that a survey could be undertaken, but the Parish Council felt that a number of previous surveys had already been undertaken and everyone was well aware of the problem, therefore the issue was finding a solution.

District Councillor Christine Heath advised that Cherwell District Council was completing a review of A361 and the Working Group would be focusing on the hotspots along the road. There was also Government funds available to tackle the problem.

Angela Morris addressed the Parish Council with regard to Bloxham Fun Day and reported on how successful it had been. However it had been unfortunate that over the two evenings which the portable toilets had been in place at Jubilee Park, they had been vandalised. This was very disappointing, but overall it had been a fantastic event which would be held again on 9 June 2018. The Parish Council thanked Angela for all her work on the event.

### **33/17 CHAIRMAN'S ANNOUNCEMENTS** – Councillor Sue Slater reported on the following:

- Parish Council Vacancies – Andrew Taplin had resigned from the Parish Council due to work commitments which brought the number of vacancies to two. These would be advertised and applications for co-option would be invited, subject to a by-election not being called.
- Following the last meeting of the Parish Council, it was proposed that a revision be put forward on how the Parish Council manages both Outstanding Issues in the village and Parish Council Actions. Councillor Sue Slater reported that they were both live, internal working documents and the Outstanding Issues was a list of projects which were being worked on and the Parish Council Actions, was a list of actions from previous Parish Council meetings. Items on the Outstanding Issues list would be placed on a Parish Council or Committee agenda at the point at which a decision was required.

The Parish Council had a discussion about how both of the lists were managed and updated and it was also suggested that a report template could be used to support items which were on the Parish Council agenda for discussion. However, Councillors felt that this was an additional layer of administration which was not required.

**Resolved** that:

- 1) the Parish Council Actions list not be continued and updates on decisions will be obtained from the Clerk;
- 2) the Outstanding Issues list be continued and items will be placed on a Committee or Parish Council agenda when a decision is required;
- 3) Committee meeting minutes will include a preamble ~~to~~ giving a general overview of the discussion at the meeting, however minutes will not be verbatim; and
- 4) Parish Council minutes will record decisions only.

### **34/17 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – County Councillor Kieron Mallon circulated a report prior to the meeting.

Councillor Christine Heath reported that there would be a meeting between the Parish Council and District Councillor Colin Clarke on 4 July 2017 to discuss the issues the Parish Council had with planning portal and the availability of documents on it.

**Resolved** that the report be noted.

### **35/17 PLANNING**

- iii) Planning Items (not covered within the minutes of the Planning Committee meeting held on 13 June 2017) – Councillor Sue Slater advised that the proposed footpath on Barford Road was discussed briefly at the

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Planning Committee due to time constraints, but it would be discussed again more thoroughly at the next meeting of the Planning Committee.

The Committee confirmed it had no objections to the planning application at Warriner School for additional classrooms.

**Resolved** that the report be noted.

### 36/17 PARISH COUNCIL MATTERS

vi) Committee Minutes and Recommendations.

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

There was a discussion about the use of substitutes on the Committees and it was felt that all Councillors should be named as substitutes on the Environment, Resources and Staffing Committee, to enable a substitute member to attend, if a regular member was unable to. This would help to ensure that there was always a quorum at a Committee meeting.

**Resolved** that all members of the Parish Council who are not named as members of the Environment Committee, be appointed as substitute members of the Committee, and if in attendance at a Committee meeting at the request of a named member who is unable to attend, they have same voting rights as named members of the Committee.

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

**Resolved** that all members of the Parish Council who are not named as members of the Resources Committee, be appointed as substitute members of the Committee, and if in attendance at a Committee meeting at the request of a named member who is unable to attend, they have same voting rights as named members of the Committee.

- **Planning & Strategy Committee** – Chairman of the Planning and Strategy Committee, Councillor Sue Slater, reported to the Parish Council, the draft minutes of the Planning and Strategy Committee held on 13 June 2017. The agendas and minutes for the Committee were available on the Parish Council web site. The next meetings were being held on Wednesday 26 July 2017 and Tuesday 12 September 2017.

**Resolved** that the draft minutes be noted.

- **Staffing Committee** – There had not been a meeting of the Staffing Committee since the last meeting of the Parish Council. The next meeting would be held on 6 July 2017. Following the resignation of Andrew Taplin a new member was required for the Staffing Committee.

**Resolved** that:

- 1) Councillor Mike Hawkin be appointed as a member of the Staffing Committee; and
- 2) all members of the Parish Council who are not named as members of the Staffing Committee, be appointed as substitute members of the Committee, and if in attendance at a Committee meeting at the request of a named member who is unable to attend, they have same voting rights as named members of the Committee.

vii) Reports for the Parish Council – The following reports had been circulated to the Parish Council prior to the meeting.



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- Drop-In and Chat – Session had been held on 10 June 2017 – There was no report.
- Cherwell District Council's Parish Liaison Meeting – The notes of the meeting were available on Cherwell District Council's web site. The main issue which had been discussed at the meeting was Oxford's Unmet Housing Need.
- Cherwell District Council's Planning Portal - A meeting has been arranged with District Councillors Christine Heath and Colin Clarke for 4 July 2017 to discuss the Planning Portal on the Cherwell District Council web site.

**Resolved** that the reports be noted.

### 37/17 FINANCE

- iii) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment.

**Resolved** that the following accounts be approved and payments made since the last meeting, be approved:

Payments	Amount	Cheque No.
Theresa Goss – Salary for July 2017	£837.53	1188
Theresa Goss – Expenses for July 2017	£39.61	1188
HMRC Payment for July 2017	£338.73	1190
Olivia Williams – Salary for June 2017	£42.92	1189
OCC Pension Fund – Clerks Pension July 2017	£259.18	1191
Walker Graham Architects – Plan for Jubilee Hall extension	£2169.08	1192
Information Commissioner – Annual Renewal for data protection registration	£35.00	1193
1 <sup>st</sup> Bloxham Boys Brigade – Funds following closure of Youth Club	£600.00	1194
1 <sup>st</sup> Bloxham Scout Troup – Funds following closure of Youth Club	£283.00	1195
The Warriner School, Duke of Edinburgh Award – Funds following closure of Youth Club	£413.00	1196
Friends of St Mary's Bloxham – Christmas Tree Festival	£35.00	1197
Nigel Prickett – Grass Cutting for July 2017	£1218.00	1198

**Resolved** that it be noted that the following payments had been made since the last meeting and these be approved:

Payments	Amount	Cheque No.
Cherwell District Council – Fees for planning application at Jubilee Hall	£1155.00	1187

**Resolved** that the signatories on the Parish Council's Bank of Ireland bank accounts be Councillors Jenny Yates, Susan Slater, Mary Groves and Nicholas Rayner. **Action TG**

Proposed by Councillor Nick Rayner  
Seconded by Councillor Mike Hawtin

- ii) Bank Reconciliation – Prior to the meeting, the bank reconciliation as at 3 July 2017, had been circulated to the Parish Council.

**Resolved** that the bank reconciliation, as at 3 July 2017, be noted.

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Proposed by Councillor Nick Rayner  
Seconded by Councillor Mike Hawtin

iii) Section 106 Funds – The Parish Council received an update on the following issues:

- Project at the Ellen Hinde Hall - Invoices had been received from a structural engineer and the Trustees had asked for additional works to be funded through the Section 106 funds. This request would have to be made to Cherwell District Council (CDC). With regard to the legal agreement between CDC and the Parish Council, this was still being discussed between Aplins, the Parish Council's Solicitor and CDC's legal department. There would also be an additional legal agreement between the Parish Council and Ellen Hinde Hall, which was currently being worked on by Aplins. Once these two agreements had been finalised, they would form the basis of the legal agreements for the other projects too, where appropriate.
- Project at the Ex-Serviceman's Hall – The works to the Hall had been approved by CDC, however, prior to commencement, trial holes needed to be dug. This work would be undertaken shortly and CDC had committed the funds to cover the cost of the trial holes.
- Bloxham Recreation Ground – A report had been produced by the Sport Turf Research Institute (STRI) with regard to the drainage, however, a second report was awaited. CDC had committed the funds to cover the cost of these reports.
- Jubilee Park - A planning application had been submitted to Cherwell District Council for the new changing rooms and storage facility and a meeting of the Jubilee Park Management Committee was being held on Thursday to discuss details of the design.
- Play equipment projects – Orders had now been placed for the new play equipment at Jubilee Park and the Receptions Ground and installations dates were awaited from the suppliers.
- Deed of Variation, Section 106 funds from Miller Homes (Milton Road) Development – With regard to the Section 106 funds for the play equipment project, a side letter has been drawn up for the amendment and it had been sent out by CDC for signing.
- Amenity land relating to Miller Homes, Milton Road – The Clerk had been chasing this up with CDC and was awaiting a reply from either Bob Duxbury or Amy Jones.
- Possible impact on the Parish Council Budget – Councillor Sue Slater advised Councillors that there might be an impact on the Parish Council finances when invoices relating to the Section 106 projects needed to be paid.

The Clerk explained that Section 106 funds were being released to the Parish Council for all of the Section 106 projects. Therefore, the contracts for the work were between the Parish Council and the contractors. It has been agreed with Thomas Darlington at Cherwell District Council that funds would be released to the Parish Council within 15 days of the contractors' invoice being presented to him. However, should there be any delay, there could be a short term impact on the Parish Council's funds, to ensure that contractors were paid on time.

**Resolved** that the reports be noted;

### 38/17 VILLAGE MATTERS

- iv) Bloxham Fun Day 10 June 2017 – Prior to the meeting, Councillor Mary Groves circulated a report to the Parish Council advising that the Fun Day had been a great success. It was hoped to hold the event next year on 9 June 2018 and permission from the Jubilee Park Management Committee for use of Jubilee Hall and Park would be sought in due course.

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**Resolved** that the report be noted.

- ii) Skate Park – This item had been dealt with earlier in the meeting.

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

**39/17 CORRESPONDENCE** – Councillor Sue Slater highlighted an article in the Broadsheet from a resident about the Parish Council. The Parish Council noted the report.

### **40/17 EXCLUSION OF THE PUBLIC AND PRESS**

**Resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 41/17 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

Proposed by Councillor Gillian Roberts

Seconded by Councillor Sue Slater

**41/17 VALUATION OF PARISH COUNCIL LAND** – Councillor Sue Slater reported on the three quotes which had been received for valuing the land in Queen Street to enable an application for adverse possession to be made.

**Resolved** that the quote from Carter Jonas be accepted. **Action TG**

### **42/17 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 August 2017
- 4 September 2017
- 2 October 2017
- 6 November 2017
- 4 December 2017

### **43/17 ITEMS FOR THE NEXT AGENDA**

(The meeting ended at 9.25pm)

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Chairman – 7 August 2017

**BLOXHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD AT**  
**ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 7 AUGUST 2017 AT 7.30PM**

**PRESENT:** Chairman Councillor Jenny Yates; Councillors Steve Craggs, Gloria Lester-Stevens, Stephen Phipps and Nick Rayner.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk & Responsible Financial Officer), District Councillor Mike Bishop and one member of the public.

**APOLOGIES:** Councillor Sue Slater submitted her apologies because she was on holiday, these were accepted and the absence authorised.

Councillor Gillian Roberts submitted her apologies because she was at work, these were accepted and the absence authorised.

Councillor Mary Groves submitted her apologies because she was at ill, these were accepted and the absence authorised.

Councillor Mike Hawtin submitted his apologies because he was on holiday, these were accepted and the absence authorised.

Councillor Tom Smith had previously been granted a leave of absence for six months and was therefore not present and his absence was authorised.

District Councillors Christine Heath and Andrew McHugh also submitted their apologies.

The Chairman welcomed everyone to the meeting and 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.

**44/17 DECLARATIONS OF INTEREST** – There were no declarations of interest.

**45/17 MINUTES** - The minutes of the meetings held on 3 July 2017 were taken as read and duly adopted and signed by the Chairman, with the following amendments

Minute Number 36/17 – Parish Council Matters – Committee Minutes and Recommendations – The resolutions relating to the Environment Committee, Resources Committee and Staffing Committee be amended to read:

***Resolved*** that all members of the Parish Council who are not named as members of the Environment Committee, be appointed as substitute members of the Committee, and if in attendance at a Committee meeting at the request of a named member who is unable to attend, they have same voting rights as named members of the Committee.

***Resolved*** that all members of the Parish Council who are not named as members of the Resources Committee, be appointed as substitute members of the Committee, and if in attendance at a Committee meeting at the request of a named member who is unable to attend, they have same voting rights as named members of the Committee.

***Resolved*** that all members of the Parish Council who are not named as members of the Staffing Committee, be appointed as substitute members of the Committee, and if in attendance at a Committee meeting at the request of a named member who is unable to attend, they have same voting rights as named members of the Committee.

Minute Number 36/17 – Parish Council Matters – Reports for the Parish Council – The Drop-in and Chat be amended to read: 'There was no report'

***Resolved*** that the minutes of the meeting held on 3 July 2017 be approved, with the amendments.

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**46/17 MATTERS ARISING** - There were no outstanding actions from the previous Parish Council meetings and no matters arising.

**47/17 CHAIRMAN'S ANNOUNCEMENTS** – The Chairman reported on the following:

- the cost for an 'A' Board for the Drop-in and Chat was £110.00 and it was agreed that the wording would be *'Bloxham Parish Council, Drop-in and Chat Now'* **Action TG**
- Cherwell District Council was hiring a PCSO to monitor parking issues in the District and the Parish Council had been invited to take part in this trial. This had been discussed at the Planning and Strategy Committee and a number of problem areas had been identified. The PCSO would be visiting the village once a week and it was agreed that it should be requested that this was on a different day each week. **Action TG**
- it was unfortunate that there had been some vandalism at the Recreation Ground and children had been seen climbing onto the roof of the pavilion and also going through The Slade. There had been some damage to the storage area at the Pavilion and it was agreed that this should be reported in the Broadsheet as part of the Parish Council report. **Action TG**
- dog fouling appeared to be an on-going issue at Jubilee Park and the Recreation Ground, especially in the early morning and early evening. It was agreed to contact Cherwell District Council and ask for the Dog Warden to monitor Jubilee Park and the Recreation Ground at these times and established how much it would cost if the Parish Council paid for this out of hours service. **Action TG**
- the Parish Council was asked by the Chairman, what it would like to do with the desktop PC and mobile phone which had been stored in Ellen Hinde Hall and was now with Carmen Guard. It was agreed that Councillor Nick Rayner would have a look at the PC and if he was able to access it without a password, he would remove all information which was stored on it. If Councillor Rayner could not access it, he was authorised to make the necessary arrangements for its safe disposal. **Action NR**
- to enable the progression of the transfer of an area of land in Gascoigne Way from the developers Kibswell, to the Parish Council, the legal fees would be around £525. Kibswell had refused to meet these costs, even though the Parish Council had been maintaining the land for a number of years. Therefore to conclude this matter, the Parish Council would have to meet this cost. It was agreed to progress the transfer and meet the cost of the legal fees. **Action TG**
- the Chairman suggested that there should be note in the Broadsheet reminding residents of their responsibilities relating to trees at the rear of their houses. This was particularly in relation to trees at the rear of Green Hills Park, Winters Way and Painters Close. The Parish Council owned the land up to the middle of the stream and any trees past this point, were the responsibility of the residents. **Action TG**

**48/17 RESIDENTS' ISSUES** – Mr David Gibbard addressed the Parish Council with regard to the Bloxham School gate which crossed the footpath in Water Lane. Councillor Sue Slater had visited the site and the School would be asked if the gate could be changed to open in the opposite direction, so it was not crossing over the footpath. **Action TG**

Mr Gibbard also asked for an update with regard to the bridleway sign, which he had requested be replaced at the top of Rose Bank. The Clerk advised that she had contacted Sarah Aldous at the County Council and would chase this up with her again. **Action TG**

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Mr Gibbard also asked about the damaged seat which had been located on Courtington Lane and was currently being stored at his property. Councillor Steve Craggs advised that he was dealing with this matter and all the benches in the village were being reviewed. Mr Gibbard confirmed that he was happy to look after this seat for the time being.

Councillor Steve Craggs raised a request from a resident for a bench at the bus stop outside of the Ex-Serviceman's Hall. Following a discussion, the Parish Council felt that this was not practical because the footpath was not wide enough to accommodate a bench, as well as wheelchairs and pushchairs.

Councillor Steve Craggs also raised the issue of the pothole outside of the shops on High Street. Councillor Gloria Lester-Stevens advised that this had been reported to the County Council and their officers had advised that the pot hole was not deep enough to be repaired. The pothole would continue to be monitored.

Councillor Gloria Lester-Stevens reported that the culverts on Tadmarton Road had been built, but there was no metal work over them, therefore animals or children could easily climb or fall into them. The Clerk would report this issue to Nathaniel Stock at Cherwell District Council, District Councillors Christine Heath and Mike Bishop, Geoff Winter at Miller Homes and Gordon Kelman at the County Council. **Action TG**

Councillor Gloria Lester-Stevens also reported that the ditch starting at the entrance to the Miller Homes site on Tadmarton Road, down to the edge of their land by the bungalow had been cleared, however it had not been cleared in the other direction. Two new drains had also been installed just outside of the site, however bags had been laid over them so that they didn't get blocked with mud from the site, but they needed to be removed to enable the drains to work properly. The Clerk would contact Geoff Winter at Miller Homes about the matter. **Action TG**

Councillor Gloria Lester-Stevens reported that the ditch on Milton Road still needed to be cleared and asked that the County Council be contacted to undertake the necessary works. The Clerk would contact Gordon Kelman about this matter. **Action TG**

Councillor Gloria Lester-Stevens reported that although Thames Water had completed the reinstatement works around the pumping station on Tadmarton Road, the iron works were still visible and needed to be removed because they were a trip hazard. **Action TG**

Councillor Stephen Phipps reported that the majority of the signs on the Bovis site on Barford Road had been removed, but there was still a sign in place belonging to Bromford Housing. The Chairman advised that the Bromford Housing sign had separate planning permission and could remain on site for up to another year.

The Chairman asked whether some 'no parking' signs could be placed on the green in Gascoigne Way. Councillors Nick Rayner/Steve Craggs advised that the signs were with Homelands and they would be collected and then installed around the village. **Action NR/SC**

The Clerk would also make contact with the County Council to ask permission to locate the 'no parking' signs in the grass verges. **Action TG**

Councillors Nick Rayner and Steve Craggs also asked Councillors to advise on areas in the village where they would like to see the 'no parking' signs located. **Action ALL**

**49/17 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – There were no reports from the County or District Councillors.

**50/17 PLANNING**

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- iv) Planning Items (not covered within the minutes of the Planning Committee meeting held on 26 July 2017) – The Chairman highlighted the planning application relating to the Red Lion. Also, the deadline for comments on the consultation relating to Oxford's Unmet Housing Need, had been extended until 10 October 2017.

**Resolved** that the report be noted.

### 51/17 PARISH COUNCIL MATTERS

- viii) Committee Minutes and Recommendations.

- **Environment Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting would be held on Tuesday 29 August 2017 at St Mary's Parish Rooms.

Councillor Nick Rayner reported on the work he had undertaken with Councillor Steve Craggs with regard to new Christmas lights for the village. They had met with a contractor called Field and Lawn who worked with Cherwell District Council and a proposal would be submitted to the Environment Committee on 29 August 2017.

**Resolved** that:

- 1) the report be noted; and
- 2) Deddington Parish Council be asked where they purchase their Christmas tree from. **Action TG**

- **Resources Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council.
- **Planning & Strategy Committee** – Chairman of the Planning and Strategy Committee, Councillor Sue Slater, reported to the Parish Council, the draft minutes of the Planning and Strategy Committee held on 26 July 2017. The agendas and minutes for the Committee were available on the Parish Council web site. The next meeting was being held on Tuesday 12 September 2017.

Councillor Stephen Phipps raised his concerns about Barford Road becoming too urbanised if there were too many street lights. Following a discussion, the Parish Council felt that the feasibility study was the way forward to progress the project and obtain all the necessary information prior to a decision being taken.

**Resolved** that:

- 1) the draft minutes be noted; and
- 2) the recommendations be approved.

- **Staffing Committee** – Councillor Sue Slater, Chairman of the Staffing Committee, presented the minutes of the Staffing Committee meeting held on 6 July 2017. The next meeting will be held on Thursday 31 August 2017 at 730pm at Jubilee Hall.

**Resolved** that:

- 1) the minutes be noted; and
- 2) the recommendations be approved.

- ix) Reports for the Parish Council

- Drop-In and Chat – Session had been held on 8 July 2017 – No residents attended.

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**Resolved** that the reports be noted.

### 52/17 FINANCE

- iv) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment.

**Resolved** that the following accounts be approved and payments made since the last meeting, be approved:

Payments	Amount	Cheque No.
Theresa Goss – Salary for August 2017	£837.73	1199
Theresa Goss – Expenses for August 2017	£32.35	1199
HMRC Payment for August 2017	£338.53	1201
Olivia Williams – Salary for July 2017	£42.92	1200
OCC Pension Fund – Clerks Pension August 2017	£259.18	1202
Andrew Baxter – Structural Engineers Fees for Ellen Hinde Hall Project	£240.00	1203
St Mary’s Parish Room – Room Hire	£160.00	1205
STRI – Feasibility Study at the Recreation Ground	£3660.00	1206
Bloxham Mill Ltd – Room hire	£36.00	1207
Mr N Prickett – Removal of branches from Cumberford/A361 junction	£43.20	1208
Play Safety Limited – Play area inspection	£96.60	1209
Mr N Prickett – Grass cutting for July 2017	£774.00	1210
Oxfordshire County Council – Room Hire	£13.00	1211

Proposed by Councillor Steve Craggs  
Seconded by Councillor Nick Rayner

- ii) Bank Reconciliation – Prior to the meeting, the bank reconciliation as at 7 August 2017, had been circulated to the Parish Council.

**Resolved** that the bank reconciliation, as at 7 August 2017, be noted.

Proposed by Councillor Steve Craggs  
Seconded by Councillor Nick Rayner

- iii) Section 106 Funds

- a) The Parish Council received an update on the following issues:

- Jubilee Hall – There was no further update on the new changing rooms and the other works and the planning application was still being processed by Cherwell District Council.
- Bloxham Recreation Ground – The second report from the Sports Turf Research Institute (STRI) had been received and the Trustees were unsure whether the benefits of the drainage works outweighed the costs of the project, which were around £50,000 - £80,000.

Following a discussion, the Parish Council felt that a decision on whether or not to progress the project, should be deferred to the next meeting to enable members to read the second STRI report fully.

- Ellen Hinde Hall – The Chairman reported that the Trustees had submitted a request to the Parish Council to amend their original plans to extend the storage area and additional money of around



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£27,000 would be required from the S106 funds. Cherwell District Council (CDC) had already advised that if this request was approved by the Parish Council, it would be treated as a separate project.

Following a discussion, the Parish Council felt that it required further information about the expenditure and some members also asked to attend a site visit to look at the plans in more details.

- Ex-Serviceman's Hall – The Chairman reported that trial holes had been dug to establish the boundary walls and the Parish Council had already asked to see the plans prior to their submission to CDC.
- Play equipment projects at Jubilee Park and Bloxham Recreation Ground – Prior to the meeting, Councillor Sue Slater had circulated a report requesting additional funds from the New Homes Bonus for the play equipment at Jubilee Park. The Chairman also reported that the play equipment at the Recreation Ground would be installed at the beginning of September, followed by Jubilee Park.
- Legal agreements for all of the projects – The revised agreement was currently with Cherwell District Council and their comments were awaited.
- b) Progress with the Deed of Variation for Miller Homes, Milton Road – Amy Jones at CDC had advised that one side letter had been returned and she was now waiting for the second one to be returned too.
- c) Update on the progress with the amenity land on the Miller Homes, Milton Road site – Bloxham Mill had registered their interest in acquiring the land and Bob Duxbury had attended a meeting with them that day. Mr Duxbury was already aware that the Parish Council wished for the land to be transferred to its ownership.
- d) VAT relating to the S106 projects – The Chairman highlighted that when CDC paid Section 106 funds to the Parish Council for the four projects, plus the two play equipment projects, these were minus the VAT amounts on the invoices. Therefore, the Parish Council had to meet the cost of the VAT until it was reimbursed by HMRC.

This had not been budgeted for because this matter had not come to light when the 2017/2018 budget had been set. It was suggested that to bridge this gap, the Parish Council could use its remaining New Homes Bonus funds which would then be paid back, once the funds came through from HMRC.

Following a discussion, the Parish Council agreed that New Homes Bonus should be used to bridge this gap in the budget, once advice had been sought from the Parish Council's Internal Auditor, Phil Hood.

### **Resolved** that:

- 1) the reports be noted;
- 2) a decision with regard to the drainage project at Bloxham Recreation Ground be deferred to the next meeting; **Action TG**
- 3) a decision on the additional funds for the Ellen Hinde Hall project be deferred to the next meeting and a representative from the Ellen Hinde Trustees be invited to attend the meeting to discuss this further; **Action TG**
- 4) the Ellen Hinde Hall Trustees be asked to facilitate site visits prior to the next meeting, for those Councillors who wished to view the site; **Action TG**
- 5) additional funds from the New Homes Bonus be allocated to the play equipment project at Jubilee Park; and
- 6) VAT relating to the invoices for the Section 106 projects be paid from the New Homes Bonus, until the Parish Council is reimbursed by HMRC, subject to advice from the Parish Council's Internal Auditor, Phil Hood. **Action TG**

## **53/17 VILLAGE MATTERS**

## **BLOXHAM PARISH COUNCIL**

- i) Bloxham Apple Day – Councillor Mary Groves reported that Bloxham Apple Day was being held on 8 October 2017.

**Resolved** that the report be noted.

**54/17 CORRESPONDENCE** – A copy of the CPRE publication, Countryside Voice was circulated to the Parish Council.

There had also been correspondence from residents about trees in Green Hills Park and this matter was being dealt with by Councillors Steve Craggs.

**55/17 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 September 2017
- 2 October 2017
- 6 November 2017
- 4 December 2017

**56/17 ITEMS FOR THE NEXT AGENDA**

1. Section 106 drainage project at Bloxham Recreation Ground
2. Additional funds for the Section 106 project at Ellen Hinde Hall
3. Skatepark in Bloxham

(The meeting ended at 9.20pm)

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Chairman – 4 September 2017

**BLOXHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD AT**  
**ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 4 SEPTEMBER 2017 AT**  
**7.30PM**

**PRESENT:** Chairman Councillor Jenny Yates; Councillors Steve Craggs, Mary Groves, Mike Hawtin, Gloria Lester-Stevens, Stephen Phipps, Nick Rayner and Sue Slater.

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

**APOLOGIES:** Councillor Gillian Roberts submitted her apologies because she was at work, these were accepted and the absence authorised.

Councillor Tom Smith had previously been granted a leave of absence for six months and was therefore not present and his absence was authorised.

District Councillor Mike Bishop and County Councillor Kieron Mallon also submitted their apologies.

The Chairman welcomed everyone to the meeting and 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.

**57/17 DECLARATIONS OF INTEREST** – There were no declarations of interest.

**58/17 MINUTES** - The minutes of the meetings held on 7 August 2017 were taken as read and duly adopted and signed by the Chairman.

**Resolved** that the minutes of the meeting held on 7 August 2017 be approved.

Proposed by Councillor Gloria Lester-Stevens  
Seconded by Councillor Nick Rayner

**59/17 MATTERS ARISING** - There were no outstanding actions from the previous Parish Council meeting.

Minute Number 48/17

Councillor Stephen Phipps reported that the signage outside the Bovis site had now been removed. The Chairman advised that the work relating to the junction with Barford Road would be completed once the S278 agreement had been granted by the County Council.

The Chairman reported that Bloxham School had been contacted some time ago about the gate on Water Lane which crossed the bridleway and they had been securing the gate back, so it did not cause a problem. However, it appeared that during the school summer holidays, some children had not been aware of this and the Bursar at Bloxham School had confirmed that they would rectify the situation.

Also, the new Bridle Way signs had been requested again, but due to staff shortages it might take a while for the County Council to process this request.

The Chairman gave an update on the works which had been requested to the culverts and ditches on Tadmarton Road. The Clerk would chase up the outstanding matters with Gordon Kelman (Oxfordshire County Council) and Geoff Winter (Miller Homes), especially the grilles for the culverts. **Action TG**

The Chairman also reported that the ditch outside of the Miller Homes development on Tadmarton Road, did not appear to be at the correct level to allow water to drain away. The Parish Council asked that Gordon Kelman be contacted about this matter and Nathaniel Stock (Cherwell District Council) be copied into the email. **Action TG/JY**

## **BLOXHAM PARISH COUNCIL**

Minute Number 52/17 (iii) – The Chairman reported that the Internal Auditor, Phil Hood, had advised that there was no problem with using New Homes Bonus to bridge the gap for the VAT part of the invoices relating to the Section 106 projects.

**60/17 CHAIRMAN'S ANNOUNCEMENTS** – The Chairman reported on the following:

- Oxfordshire County Council (OCC) Consultation – OCC was currently carrying out a consultation with regard to a proposed 7.5 tonne weight limit on the A361 in Burford. The deadline was 7 October 2017 and the Planning & Strategy Committee would formulate a response on behalf of the Parish Council. The consultation would also be advertised to residents via Facebook and the web sites. **Action SS/TG**

**61/17 RESIDENTS' ISSUES** – John Wyatt addressed the Parish Council with regard to the Christmas tree for 2017. Councillor Nick Rayner confirmed that the Parish Council would like a 15 foot Christmas tree and along with Councillor Steve Craggs, they would liaise directly with Mr Wyatt on this matter. **Action NR**

Mr Wyatt had also been requested by the Environment Committee, to provide a list of suitable types of tree for planting in Green Hills Park and he provided some information to the Clerk. Mr Wyatt was thanked for his assistance and the Clerk would circulate this information to the Environment Committee. **Action TG**

District Councillor Christine Heath reported that she had received complaints about the footpath at the entrance to Bloxham School's swimming pool on High Street. It appeared that big white cobbled stones from their driveway had become embedded in the footpath and a resident had slipped on them. Councillor Heath had visited the site and almost the whole of the footpath was covered with the stones from the driveway. Bloxham School would be contacted and asked to reinstate the footpath to its original condition, and ensure that the stones from the entrance do not encroach onto the pavement. **Action TG**

District Councillor Christine Heath also reported that a resident in Schofields Way, Bloxham had been told that their child could not have a place at Bloxham Primary School because they lived too far away. Bloxham Primary School would be asked for details of its intake for September 2017. **Action TG**

**62/17 SKATEPARK IN BLOXHAM** – Greg Harrison attended the meeting and reported that since the last time he spoke to the Parish Council, he had been in contact with a Skatepark designer called Wheelscape and they had recommend a concrete skatepark and advised that the maintenance would be around 2% of the contract value, every 10 years.

Greg would be sending a questionnaire to pupils at Warriner School on Wednesday to try and gauge the interest and who would wish to use a skatepark. The questionnaire would cover age, gender, where they lived including their postcode, how often they would use a skatepark and what sort of extreme sports equipment they would use at the park.

Two other residents, Mr Hunt and Mr Hart also attended the meeting in support of the project and because they had children at the Primary School they would speak to the Head Teacher about the circulation of the questionnaire. It was also suggested that it was circulated to pupils at Bloxham School and Tudor Hall too.

Greg recommended that Councillors could visit the skatepark in Victoria Park, Leamington Spa as an example of a recently installed park. However, his personal opinion was that the site was a little too cramped with too much equipment on the site.

Examples of skateparks that were not considered appropriate were also suggested and the three residents wanted to the park to be the best that it could be and hoped that people would use it for a long time. The skatepark needed to be a fun park and also suitable for younger children so that they felt safe in the area and would hopefully carry on with the sport as they got older.

## **BLOXHAM PARISH COUNCIL**

Greg highlighted that skateboarding was good for social interaction as well as being physically good for people. People would make many friends and there was a community aspect to it. The sport was also becoming more popular with girls too.

At the next meeting, Greg agreed to bring back the results of questionnaire to the Parish Council and also provide some designs and rough costings. Once these had been provided, the Parish Council would arrange a meeting with Cherwell District Council to discuss the funding for the skatepark. Greg also agreed to provide the Parish Council with information on other fund options which were available, from sources such as the Lottery and Sport England.

The Parish Council would also give some thought to the where the skatepark could be located in the village, or in the surrounding areas.

Councillors considered that it would be appropriate to discuss and possibly share this project with neighbouring Parish Councils.

Councillor Andrew McHugh reported that he had spoken to District Councillor George Reynolds and once the proposals had been finalised, Cherwell District Council would be interested in hearing them too.

Greg Harrison, Mr Hunt and Mr Hart were thanked for attending the meeting and they left at this point.

**Resolved** that:

- 1) the report be noted;
- 2) once the Parish Council has received further information from Greg Harrison relating to the questionnaire, designs, costs and funding, a meeting will be arranged with Cherwell District Council; and **Greg Harrison/TG**
- 3) Neighbouring Parish Councils to be approached for establish their interest in the project. **Action TG**

**63/17 SECTION 106 PROJECT AT ELLEN HINDE HALL** – Carmen Guard, Pete Needell and Nick Westbury, three Trustees of the Ellen Hinde Hall, attended the meeting and addressed with the Parish Council the project at the Hall, which was being funded by Section 106 funds.

Carmen Guard reported that additional funding now was required because in the original plans, storage had not been fully considered. The Trustees felt that more storage was needed and this was an essential addition to the building to ensure it was functional and they could expand the uses of the Hall.

Nick Westbury advised on the groups who already used the Hall and those new groups which could potentially use it, if there was sufficient storage, as it was always a problem on storing bulky items used for indoor sport safely and appropriately.

The Parish Council considered the plans which had been circulated and some Councillors felt that these current proposals were not good value for money. It was suggested that there could be some minor alterations to the plans which would give far more storage space and give the Hall much more benefit than was currently being suggested.

Carmen Guard confirmed that other quotes for the work had been obtained and although the company had provided a cheaper quote, they could not start the work for another year.

The Councillors and Trustees felt that it was important to future proof the Hall and whilst the Section 106 funds were available, they should make the very best use of the money to provide a good facility for the village.

The Chairman sought confirmation from Councillors that following the revision of the plans requested by Councillors there would be support for the change, and the Trustees should include as much storage as the site could accommodate and a meeting with Cherwell District Council would be arrange to discuss it further.

**Resolved** that:

## BLOXHAM PARISH COUNCIL

- 1) the report be noted; and
- 2) revised plans for the Ellen Hinde Hall be submitted to the next meeting of the Parish Council. **Action Carmen Guard/TG**

**64/17 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – A written report from County Councillor Kieron Mallon had been circulated prior to the meeting.

Concern was raised by Councillors regarding the new charging procedure at the HWRC for items deemed not to be household waste and that this could result in an increase in fly tipping.

District Councillor Christine Heath reported that Bob Duxbury at Cherwell District Council was working on the transfer of the amenity land in Barford Road, from Miller Homes to the Parish Council and as it appeared that Bloxham Mill was no longer interested in it. Councillor Heath would contact Bob Duxbury about the progress with this matter. **Action CH**

Councillor Gloria Lester-Stevens asked Councillor Heath whether there had been any progress with her request that the Head Teacher at Bloxham Primary School be reminded about his riparian ownership rights relating to the ditch on Tadmarton Road. Councillor Heath was unsure if there had been any progress with this and would look into it. **Action CH**

Councillor Heath also highlighted that Tudor Hall was applying for more flood lights and she would try and obtain some more details on the application. **Action CH**

District Councillor Andrew McHugh asked whether or not the mobile phone reception in the village was good because Cherwell District Council's Overview and Scrutiny Committee was conducting an investigation into this matter. The Councillors advised that reception in the village was not very good and the Chairman advised that this matter had been addressed in the Bloxham Neighbourhood Development Plan. Councillor McHugh also advised that in due course, there would be questionnaire for residents to complete via Survey Monkey.

Councillor McHugh also reported that the OCCG had voted almost unanimously to confirm the temporary closure of consultant led maternity services at the Horton Hospital. The County Council's Health Overview and Scrutiny Committee had referred this decision to the Secretary of State, Jeremy Hunt, to review this decision.

Cherwell District Council (CDC) had also submitted a Judicial Review with regard to the consultation process on this matter, however this might need to be withdrawn if it affected the case presented to Jeremy Hunt.

Also, CDC had unanimously agreed to proceed with all vigor to repatriate all maternity services to the Horton Hospital.

Councillors Heath and McHugh were thanked for their reports.

**Resolved** that the reports be noted.

### **65/17 PLANNING**

- v) Planning Items, including the submission from Taylor Wimpey to the consultation on the Local Plan Part 1, Oxford's Unmet Housing Needs.

Prior to the meeting, a link to the Taylor Wimpey Blog had been circulated to the Parish Council because the company were suggesting that land in Milton Road, Bloxham could be used for additional housing as part of the consultation on Oxford's Unmet Housing Need.

Councillor Sue Slater advised that the Planning & Strategy Committee would look at the consultation and make the necessary objections to it. Also, if residents wished to object, the Parish Council would assist them with the appropriate reasons for doing so.

## BLOXHAM PARISH COUNCIL

It was also noted that on the Taylor Wimpey Blog they stated that part of their proposal included a primary school. However, this was not accurate because they were only providing the space for a primary school, not building the actual school. The Parish Council felt that this was a misleading statement.

Councillor Slater also reported that CDC's Executive was considering the proposal for parking patrols in the District, which would include Bloxham. The Officers would be monitoring unsafe parking and parking on footpaths.

**Resolved** that:

- 1) the report be noted;
- 2) the Planning & Strategy Committee to form a robust objection to the proposals by Taylor Wimpey as part of the consultation on Oxford's unmet housing need; and **Action SS**
- 3) should residents wish to object, the Parish Council will assist them with the appropriate reasons.

### 66/17 PARISH COUNCIL MATTERS

x) Committee Minutes and Recommendations.

- **Environment Committee** – Chairman of the Environment Committee, Councillor Nick Rayner, reported to the Parish Council, the draft minutes of the Committee held on Tuesday 29 August 2017.

Councillor Nick Rayner gave a detailed presentation about the proposal for Christmas lights in the village and there was a lengthy discussion about this matter. Councillors felt that this would be a good addition to the village during the festive period and this should be investigated further.

Councillor Sue Slater reported that within the Miller Homes, Tadmarton Road development there was provision for a planter as part of the planning permission and she would follow this up with CDC before any purchase was made by the Parish Council.

**Resolved** that:

- 3) the report be noted;
  - 4) Nigel Prickett be asked to quote to cut back the hedge in Gascoigne Way; **Action NP**
  - 5) Nigel Prickett be asked to quote to cut back the vegetation on Tadmarton Road; **Action NP**
  - 6) further investigations be made into the Christmas lights for Christmas 2017; and
  - 7) the recommendations within the minutes be approved.
- **Resources Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for Thursday 14 September 2017.
  - **Planning & Strategy Committee** – The Chairman, Councillor Sue Slater advised that there had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was being held on Tuesday 12 September 2017.

**Resolved** that the report be noted.

- **Staffing Committee** – Councillor Sue Slater, Chairman of the Staffing Committee, presented the minutes of the Staffing Committee meeting held on 31 August 2017. These would be discussed in detail later in the meeting, once the public and press had been excluded.

**Resolved** that the minutes be noted.

xi) Reports for the Parish Council

- Drop-In and Chat – Session had been held on 12 August 2017 – No residents attended.

## BLOXHAM PARISH COUNCIL

**Resolved** that:

- 1) the report be noted; and
- 2) Red Brick, the Housing Association on the Miller Homes site on Tadmarton Road, be asked for their policy for allocating homes on the development. **Action TG**

### 67/17 FINANCE

- v) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment.

**Resolved** that the following accounts for payment and payments made since the last meeting be approved:

Payments	Amount	Cheque No.
Theresa Goss – Salary for Sept 2017	£837.53	1213
Theresa Goss – Expenses for Sept 2017	£43.50	1213
HMRC Payment for Sept 2017	£338.73	1215
Olivia Williams – Salary for August 2017	£42.92	1214
OCC Pension Fund – Clerks Pension Sept 2017	£259.18	1216
ICE – Drop-In and Chat sign	£174.00	1217
ACS Building Contractors – Works at Ellen Hinde Hall	£6000.00	1223
Viking – Stationery	£26.26	1219
Cherwell District Council – Land registry searches	£43.20	1220
KP Tree Care – Removal of branches overhanging footpath	£100.00	1221
BDO LLP – External audit for 2016/2017	£480.00	1222

Payments made since the last meeting:

Payments	Amount	Cheque No.
Aplins Solicitors – Land registration fee	£40.00	1212

Proposed by Councillor Steve Craggs  
Seconded by Councillor Mary Groves

- ii) Bank Reconciliation – Prior to the meeting, the bank reconciliation as at 4 September 2017, had been circulated to the Parish Council.

**Resolved** that the bank reconciliation, as at 4 September 2017, be noted.

Proposed by Councillor Steve Craggs  
Seconded by Councillor Mary Groves

- iii) Section 106 Funds

e) The Parish Council received an update on the following issues:

- Jubilee Hall – Councillor Sue Slater reported that planning permission had been granted and a meeting with the Management Committee and the architect would be held shortly to discuss the next steps. CDC had also agreed that the role of a contract administrator/project manager could be paid for using Section 106 funds.
- Bloxham Recreation Ground – The Parish Council agreed with the Trustees that it was not good value for money to spend between £50,000 and £80,000 on drainage works at the Recreation



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Ground. It was agreed that a meeting would be held with the Trustees to establish their future plans for the site.

- Ex-Serviceman's Hall – The Chairman reported that the excavation had been completed and there was potential for an additional building at the rear of the Hall. Amended plans were currently being worked on.
- The two play equipment projects – The Chairman reported that the installation would be starting next week and the Jubilee Park Management Committee had requested additional funding to pay for the repair of an existing item. The cost was £562.00 however, this was offset by the revised quote from Wicksteed, which had been reduced by £1425.00.
- The legal agreements for all of the projects – The Parish Council was waiting to hear from Aplin's with regard to CDC's comments on the final version.

**Resolved** that:

- 7) the reports be noted;
- 8) the repair to existing equipment at Jubilee Park for £562.00 be funded from New Homes Bonus;
- 9) the drainage project at Bloxham Recreation Ground not be pursued; and
- 10) a meeting to be arranged with the Recreation Ground Trustees to ascertain their long term plans and expenditure of S106 funds. **JY/SS/TG**

f) Update on the progress with the Deed of Variation for Miller Homes, Milton Road – The Deed of Variation had been completed and the Parish Council was waiting for a copies of the two signed side letters.

**Resolved** that the report be noted.

g) Signing of Legal Documents – The Chairman requested that the Parish Council gave the Chairman and Vice-Chairman the authority to sign the legal documents relating to the play equipment projects and the projects at Ellen Hinde Hall, the Ex-Serviceman's Hall and Jubilee Hall.

**Resolved** that the Chairman and Vice-Chairman be authorised to sign the legal documents relating to the play equipment projects and the projects at Ellen Hinde Hall, the Ex-Serviceman's Hall and Jubilee Hall, which are being funded by Section 106 funds from Cherwell District Council.

Proposer Councillor Nick Rayner  
Seconder Councillor Mary Groves

### 68/17 VILLAGE MATTERS

i) Street lighting in Hawke Lane – The Parish Council considered a request from a resident to address the light pollution from a street light which was located outside of her bedroom.

The options were to switch off the light permanently, switch the light off at a set time, or install a shield to stop some of the light shining into the affected property.

**Resolved** that a shield be fitted to the lamp. **Action TG**

**69/17 CORRESPONDENCE** – The Chairman reported on a letter which had been received relating to the powers of the Parish Council's Planning & Strategy Committee concerning a planning application for the Nursery on Ells Lane. It was agreed that a response be made stating that the Parish Council did not have power to refuse planning applications, it could only make comment as a statutory consultee using material planning considerations as contained within the CDC Local Plan Part, Bloxham's Neighbourhood Development Plan and the NPPF. **Action TG/JY**

## **BLOXHAM PARISH COUNCIL**

The Clerk had also received an email relating to a matter at Jubilee Park with regard to the fencing around the field. The Parish Council felt that this was a matter which should be dealt with by the Jubilee Park Management Committee and agreed to take no further action.

### **70/17 EXCLUSION OF THE PUBLIC AND PRESS**

**Resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 71/17 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

### **71/17 STAFFING COMMITTEE** – The Parish Council discussed the recommendations of the Staffing Committee following its meeting on 31 August 2017.

**Resolved** that recommendations be approved.

*(The press and public were invited back into the room at the conclusion of this item)*

### **72/17 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:

- 2 October 2017
- 6 November 2017
- 4 December 2017

### **71/17 ITEMS FOR THE NEXT AGENDA**

1. Skatepark
2. Ellen Hinde Hall Revised project plans

(The meeting ended at 10.10pm)

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Chairman – 2 October 2017

**BLOXHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD AT**  
**ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 2 OCTOBER 2017 AT**  
**7.30PM**

**PRESENT:** Chairman Councillor Jenny Yates; Councillors Steve Craggs, Mary Groves, Gloria Lester-Stevens, Stephen Phipps, Nick Rayner and Sue Slater.

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

**APOLOGIES:** Councillor Gillian Roberts submitted her apologies because she was at work, these were accepted and the absence authorised.

Councillor Mike Hawtin submitted his apologies because he was on holiday, these were accepted and the absence authorised.

District Councillor Mike Bishop also submitted his apologies.

The Chairman welcomed everyone to the meeting and 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.

**72/17 DECLARATIONS OF INTEREST** – There were no declarations of interest.

**73/17 MINUTES** - The minutes of the meetings held on 4 September 2017 were taken as read and duly adopted and signed by the Chairman.

**Resolved** that the minutes of the meeting held on 4 September 2017 be approved.

Proposed by Councillor Nick Rayner  
Seconded by Councillor Steve Craggs

**74/17 MATTERS ARISING** - There were no outstanding actions from the previous Parish Council meeting.

Minute Number 48/17 – The Chairman reported that the grilles had now been fitted to the culverts on Tadmarton Road.

Minute Number 60/17 – The Chairman reported that the Parish Council's response to the Oxfordshire County Council consultation on the proposed weight limit for Burford had been submitted.

Minute Number 61/17 - The Chairman reported that the matter with the footpath at the end of the Bloxham School driveway from the swimming pool, had been rectified by Bloxham School and they had removed the stones.

Minute Number 61/17 – The Chairman reported that contact had been made with Bloxham Primary School with regard to the report that there were no places available in Foundation Stage. The Clerk had been advised that there were still a number of places available. District Councillor Christine Heath reported that she had contacted the resident again and they had not made it clear they were referring to Bishop Loveday Primary School, not Bloxham Primary School.

The Chairman also reported that with regard to the riparian ownership of ditches outside of the Primary School, Head Teacher, Matthew Ingall, had agreed to check this matter with the County Council's Education Department.

Councillor Stephen Phipps asked when the fencing around the Bovis site would be removed. The Chairman reported that it would be removed once the Section 278 agreement had been granted by the County Council.

## **BLOXHAM PARISH COUNCIL**

Minute Number 66/17 (ii) - The Chairman also advised that the Housing Association for both of the Miller Homes sites was Catalyst and they had to adhere to Cherwell District Council's guidelines.

Minute Number 67/17 (b) - Amenity Land on Barford Road – District Councillor Christine Heath reported that she had asked Bob Duxbury to facilitate a meeting and would follow this up with him this week. With regard to the flood lights at Tudor Hall, Bob Neville had been out on site last week and Councillor Heath would contact him later this week for a progress report.

**75/17 CHAIRMAN'S ANNOUNCEMENTS** – The Chairman reported on the following:

- Since the last meeting, Tom Smith had resigned from the Parish Council and the vacancy was now being advertised. It was agreed to write to Mr Smith and thank him for his work during his time as a Councillor and for his offer to continue to support the Parish Council. **Action TG**

**76/17 RESIDENTS' ISSUES** – There were no residents' issues.

**77/17 SKATEPARK IN BLOXHAM** – Greg Harrison attended the meeting and reported that since the last meeting, he had circulated a survey at Bloxham School, Bloxham Primary School, Warriner School and Christopher Rawlins Primary School in Adderbury and had received 243 responses. There was an example of the survey in the papers Greg circulated to the Councillors and the papers also contained the results.

Greg had also included a map of the areas where the responses had come back from and the blue area showed that 154 responses were from Bloxham and Bodicote which equated to 58.3%. In OX17, which was the Adderbury area the response rate was 12.6%. 71.8% of those who replied were from the OX15 area.

The survey also included questions about the type of equipment which potential users had and the replies referred to the use of skateboards, scooters and roller-blades at the facility.

In addition, 85% of people who didn't currently take part in sports using this type of facility, stated that they would take it up if there was a skatepark in Bloxham and 81% of those said they would use it at least once a week. Greg felt that overall it was very positive feedback.

Greg also circulated some ideas on designs and prices for a variety of skateparks and advised that the park would be less expensive if a base concrete was already in place. If it was not, it would be more expensive to build. However, the bigger the park was, the better the value for money. Greg then talked through each of the examples he circulated to the Parish Council and WheelSkate had been advising him on the pricing.

Greg had already investigated funding for the project and the National Lottery could possibly provide funds from £100,000 to £150,000 and it had supported skateparks previously. If an application was submitted, supporting letters from the Parish Council and County Council would help the application and so too would evidence of the local community's support for the facility.

Councillor Jenny Yates asked how many replies had been received from the Primary School and the age groups who replied. Greg advised that there were over 100 replies from Bloxham Primary School and there were a number of replies from Bloxham School pupils too. He advised that the survey had been sent to Deddington Primary School, but they did not reply, therefore the replies from primary school children were from Adderbury and Bloxham. If the project progressed, the village would be consulted on their preferred type of skatepark.

Greg was asked to forward, by email to Theresa Goss, the information he had circulated at the meeting. **Action GH**

With regard to issue of availability of land in the village, the Chairman reported that Adderbury Parish Council had land on Milton Road which could be suitable and representatives from the Recreation Ground Trustees and Feoffees were in attendance at the meeting to hear Greg's presentation on the proposal. The Parish Council could also investigate the possibility of leasing land for the skatepark.

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There was a discussion about setting up a Working Party and following the meeting at Cherwell District Council on Wednesday 4 October 2017 this would be discussed further.

David Tyrrell felt that more information was needed on the sizing and Greg advised that size would depend on the availability of funding. Greg would also forward to Theresa Goss, the different sizes of skateparks which were available. **Action GH**

A resident asked about the maintenance costs and WheelSkate had advised it was 2% every year of the overall spend, which equated to about £200 a year. The Chairman reported that the Parish Council could budget for future maintenance costs. Mr Hart also advised that fundraising could be arranged each year to go towards the maintenance costs.

Greg also agreed to investigate funding sources for the skatepark and he would report back at the next meeting of the Parish Council on 6 November 2017. **Action GH**

It was also agreed that Theresa Goss would advise Greg of the feedback from the meeting with Cherwell District Council on 4 October 2017. **Action TG**

Greg was thanked for his work on the project and the excellent presentation he had made to the Parish Council.

Greg Harrison, Richard Harrison and Graham Hart left the meeting at this point.

**78/17 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – A written report from County Councillor Kieron Mallon had been circulated prior to the meeting, which included information and a report on the Cherry Tree Centre.

Councillor Gloria Lester-Stevens asked County Councillor Kieron Mallon if he had followed up on the issue of the poor visibility for drivers when exiting the garage on the A361 due to increased signage in the area. Councillor Mallon reported that he had already spoken to County Councillor officers and he would follow this up again with Paul Wilson. **Action KM**

District Councillor Christine Heath reported that it appeared that bins belonging to Sadler's House were backed up against the wall owned by Bloxham School and were permanently on display. It was agreed to ask Bloxham School if they minded the bins being placed there. **Action TG**

**Resolved** that:

- 1) the reports be noted;
- 2) the signs obscuring the visibility for drivers when leaving the forecourt of the garage on the A361 be reported to County Council officers; **Action KM**
- 3) contact be made with Bloxham School with regard to the Sadler's House bins outside of the school building; and **Action TG**
- 4) the report from Councillor Mallon on the Cherry Tree Centre be considered by the Resources Committee. **Action TG**

**79/17 PLANNING** - Planning Items (not covered within the minutes of the Planning Committee meeting held on 12 September 2017) – The Chairman of the Committee, Sue Slater, had nothing further to add.

**Resolved** that the report be noted.

**80/17 PARISH COUNCIL MATTERS**

- xii) Co-option – Prior to the meeting, an application from Leonard Leigh had been received, requesting to be co-opted onto the Parish Council.

**Resolved** that Leonard Leigh be co-opted onto the Parish Council and he be appointed to the Resources Committee and Planning & Strategy Committee. **Action TG**

## BLOXHAM PARISH COUNCIL

### xiii) Committee Minutes and Recommendations.

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

Chairman of the Committee, Councillor Nick Rayner, circulated an amended proposal from the Environment Committee with regard to the proposed new Christmas lights.

**Resolved** that:

- 1) the report be noted;
- 2) an extraordinary meeting of the Parish Council be arranged when further details about the Christmas lights and proposed funding have been obtained; and **Action TG**
- 3) permission from the appropriate landowners be sought for either supporting the power supply or locating the Christmas lights on their land. **Action NR/SC**

- **Resources Committee** – Councillor Jenny Yates, Chairman of the Committee, presented the minutes of the Resources Committee meeting held on 28 September 2017.

**Resolved** that the minutes be noted and the recommendations be approved.

Proposed by Councillor Steve Craggs  
Seconded by Councillor Mary Groves

- **Planning & Strategy Committee** – Councillor Sue Slater, Chairman of the Committee, presented the minutes of the Planning and Strategy Committee meeting held on 12 September 2017. The next meeting was scheduled for Tuesday 12 October 2017.

Councillor Christine Heath reported that with regard to the five year housing land supply, only 77 rural homes out of the original target of 750 rural homes allocated to Category A villages, now had to be built to meet Cherwell's target.

**Resolved** that the minutes and report be noted.

- **Staffing Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting would be held on 26 October 2017.

**Resolved** that the report be noted.

### xiv) Reports for the Parish Council

- Drop-In and Chat – Session had been held on 9 September 2017 – One resident attended and there was a report in Drop Box and also on the Parish Council web site. The next session was being held on 14 October 2017.

- xv) Rural Community Forum – Prior to the meeting, a report from the Rural Community Forum meeting held on 21 September 2017 has been circulated to the Parish Council. The Chairman asked the Parish Council whether it should help the 'Have Your Say' community meetings by paying for room hire and whether the Parish Council should support the Community Speed Watch Scheme.

**Resolved** that:

- 1) the report be noted;
- 2) Deddington Parish Council be asked about their Community Speed Watch Scheme and how successful it is in Deddington; and **Action TG**

## BLOXHAM PARISH COUNCIL

- 3) the Community Speed Watch Scheme be considered again once the 'Have Your Say' meetings are convened and the interest in the Scheme can be judged.
- xvi) Highways Issues/Miller Homes Site – Prior to the meeting, a report of the meeting held on 26 September 2017 with Geoff Winter (Miller Homes), Matthew Ingall (Head Teacher at Bloxham Primary School) and Geoff Barrell/Mike Wasley (Oxfordshire County Council) had been circulated to the Parish Council.

Councillor Stephen Phipps raised the issue of the proposed Barford Road footpath and the Chairman advised that the Parish Council was waiting for a revised feasibility study from the County Council, which would include additional lighting for both the footpath and the lower end of Barford Road.

**Resolved** that the report be noted.

### 81/17 FINANCE

- vi) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment.

**Resolved** that the following accounts for payment and payments made since the last meeting be approved:

Payments	Amount	Cheque No.
Theresa Goss – Salary for Oct 2017	£837.73	1225
Theresa Goss – Expenses for Oct 2017	£104.59	1225
HMRC Payment for Oct 2017	£338.53	1227
Olivia Williams – Salary for September 2017	£42.92	1226
OCC Pension Fund – Clerks Pension October 2017	£259.18	1228
Kompan Ltd – Parts for the seesaw at Jubilee Park	£412.32	1229
Viking – Stationery for Clerk	£36.96	1230
Humphris Funerals – Restoration Work to the War Memorial	£918.00	1231
Jubilee Park Management Cttee – Room Hire	£20.00	1232
Nigel Prickett – Grass cutting for August 2017	£774.00	1233
Gardening Club – Plants for the Planters	£80.02	1234

Payments made since the last meeting:

Payments	Amount	Cheque No.
ACS Building Contractors – Works at Ellen Hinde Hall	£3780.00	1124

Proposed by Councillor Mary Groves  
Seconded by Councillor Nick Rayner

- ii) Bank Reconciliation & Financial Report – Prior to the meeting, the bank reconciliation and financial report as at 2 October 2017, had been circulated to the Parish Council.

**Resolved** that the bank reconciliation and financial report, as at 2 October 2017, be noted.

Proposed by Councillor Mary Groves  
Seconded by Councillor Nick Rayner

- iii) Section 106 Funds

h) The Parish Council received an update on the following issues:

## BLOXHAM PARISH COUNCIL

- Ellen Hinde Hall – The Parish Council was awaiting revised costs for the project following the discussion at last Parish Council meeting.
- Jubilee Hall – The Chairman reported that there had been a meeting with the Chairman of the Jubilee Park Management Committee, Bloxham Football Club and Richard Walker, Architect for the project, prior to the Parish Council meeting. The outcomes of that meeting would be reported to the next meeting of the Parish Council, together with a report of the meeting with Cherwell District Council held on 4 October 2017.
- Bloxham Recreation Ground – Prior to the meeting, a report from the meeting held with Bloxham Recreation Ground Trustees on 27 September 2017 had been circulated to the Parish Council. The Trustees would be considering alternative projects now that the drainage project was not being progressed.
- Ex-Serviceman's Hall – The revised costs for the project had been submitted to the Parish Council and would be discussed with Cherwell District Council at the meeting with Tom Darlington on 4 October 2017.
- The two play equipment projects – Work had started at both sites and was due for completion on Friday 6 October 2017. Jubilee Park Management Committee sought Parish Council funding for repairs to the gate in the fencing around the play area at the Jubilee Park for £246.54 (plus VAT) and also repairs to the junior swing, which would be around £35 per hour, plus parts.
- The legal agreements for all of the projects – The agreements had been finalised and it was hoped that they could soon be signed.

### **Resolved** that:

- 11) the reports be noted;
- 12) the repairs to the gate at £246.54 (plus VAT) be funded by the Parish Council; and **Action TG**
- 13) the repairs to the swing be funded by the Parish Council from the New Homes Bonus at a cost of £242.50 plus VAT. **Action TG**

- i) Update on the progress with the Deed of Variation for Miller Homes, Milton Road – Copies of the signed letters had not been received by the Parish Council. The Clerk agreed to chase this up with Amy Jones at Cherwell District Council.

### **Resolved** that the report be noted.

- j) Update on the progress with the amenity land on the Miller Homes, Milton Road site – A meeting would be arranged with Bob Duxbury and Miller Homes as soon as possible, to discuss this matter further and District Councillor Christine Heath agreed to facilitate such a meeting. **Action CH**

### **Resolved** that the report be noted.

## 82/17 VILLAGE MATTERS

- i) Bloxham Fun Day – Prior to the meeting, Councillor Mary Groves had circulated a report on progress with Fun Day for 2018. The Committee was thanked for all of its hard work on the Fun Day.

### **Resolved** that the report be noted.

- ii) Bloxham Apple Day – Councillor Mary Groves reported that a number of volunteers had been apple scrumping and it had gone very well and Apple Day would boost funds for the Fun Day. It was being held on Sunday 8 October 2017, from 12 noon to 4pm.

### **Resolved** that the report be noted.



## BLOXHAM PARISH COUNCIL

**83/17 CORRESPONDENCE** – The Chairman reported that an email had been received with regard to the mis-use of the disabled parking bay at the shops. This would be raised with the County Council. **Action TG**

### **84/17 EXCLUSION OF THE PUBLIC AND PRESS**

**Resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 85/17 & 86/17 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**85/17 TREE WORK AT THE GOGGS** – Prior to the meeting, quotes had been circulated to the Parish Council for tree works at The Goggs.

**Resolved** that the work be completed by Treetops, as per their original quote. **Action SC/TG**

**86/17 PLAY EQUIPMENT PROJECTS** – The Chairman reported that once the new play equipment had been installed at Jubilee Park and the Recreation Ground, a post installation inspection was required and quotes had been sought from suitable qualified contractors.

**Resolved** that:

- 1) the quote for the post installation inspections from John Hicks and Associates be accepted; **Action TG**
- 2) quotes be obtained for the annual inspections of the play equipment at Jubilee Park and Bloxham Recreation Ground; and **Action TG**
- 3) John Hicks and Associates be asked they can provide training for the monthly play area inspections. **Action TG**

*(The press and public were invited back into the room at the conclusion of this item)*

### **87/17 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:

- 6 November 2017
- 4 December 2017

### **88/17 ITEMS FOR THE NEXT AGENDA**

3. Skatepark
4. Ellen Hinde Hall Revised project plans

(The meeting ended at 9.40pm)

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Chairman – 6 November 2017

**BLOXHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD AT**  
**ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 6 NOVEMBER 2017 AT**  
**7.30PM**

**PRESENT:** Chairman Councillor Jenny Yates; Councillors Mary Groves, Leonard Leigh, Gloria Lester-Stevens, Stephen Phipps, Nick Rayner and Sue Slater.

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

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

Councillor Mike Hawtin submitted his apologies because he was on holiday, these were accepted and the absence authorised.

Councillor Gillian Roberts submitted her apologies because she was ill, these were accepted and the absence authorised.

District Councillor Mike Bishop and County Councillor Kieron Mallon also submitted their apologies.

The Chairman welcomed everyone to the meeting and 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.

**89/17 DECLARATIONS OF INTEREST** – There were no declarations of interest.

**90/17 MINUTES** - The minutes of the meetings held on 2 and 12 October 2017 were taken as read and duly adopted and signed by the Chairman.

**Resolved** that the minutes of the meeting held on 2 and 12 October 2017 be approved.

**91/17 MATTERS ARISING** - There were no outstanding actions from the previous Parish Council meeting.

Minute 78/17 District and County Councillors Report – The Chairman reported that the signage by the garage on the A361 which was obscuring the view for drivers leaving the forecourt, had been reported to the County Council by County Councillor Kieron Mallon. Councillor Mallon had emailed the Clerk and advised that County Council officers had previously visited the garage about this matter and the proprietor had moved the signs back. However, officers would visit the garage again.

With regard to the bins outside Sadler's House, the Chairman reported that Bloxham School were aware of this and had no issue with the location of the bins.

Minute Number 80/17 Parish Council Matters – The Chairman reported that the Deddington Speed Watch scheme had been covered within her report on the Rural Community Forum.

Minute Number 83/17 Correspondence – With regard to the continuing issues with the disabled parking bay outside of the Post Office/Hunts Kitchens on the A361, the Chairman reported that this matter had again been referred to the County Council and a response was awaited.

**92/17 CHAIRMAN'S ANNOUNCEMENTS** – The Chairman reported on the following:

- Rural Community Forum – A meeting had been held on 2 November 2017. There was a report in Drop Box for Councillors to read, but generally the main issue in villages was inconsiderate and dangerous parking.

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However, Bloxham was already on the list for the PCSO's to visit as part of the pilot scheme with Cherwell District Council.

District Councillor Christine Heath reported that a number of vehicles were now parking dangerously on the junctions around Warriner School. There were vehicles regularly parking on the junction of Chipperfield Park Road and the A361 and the junction of Ells Lane and the A361 and their positioning was reducing the visibility for drivers pulling out of these junctions. There were also issues with the way in which cars were parking at right angles in the parking bay on Bloxham Grove Road. The Clerk was asked to contact Warriner School and Thames Valley Police about these issues. **Action TG**

- Planning – The Chairman reported that a letter from a resident had been sent to the Parish Council with regard to a planning application in Ells Lane and Councillor Jenny Yates had arranged to meet with them. During the meeting, it became clear that the information provided to the resident had also been incorrect. Notably, the resident had been informed that the Parish Council had refused an application for a teashop together with a dwelling, but it was shown that there had never been an application submitted to Cherwell District Council for a teashop in Ells Lane.

It was also highlighted that the Parish Council's Planning & Strategy Committee was a statutory consultee and Committee could only assess and make comments on any planning application in accordance with current planning policy. Cherwell District Council was the planning authority and it determined whether planning applications were approved or refused, not the Parish Council.

**93/17 RESIDENTS' ISSUES** – The Chairman reported that David Gibbard was hoping to hold a 'Soap Box Derby' on Old Bridge Road in 2018. Mr Gibbard advised that there were already other derby races held locally and he was hoping that Hook Norton Brewery would be the sponsors and any money raised would go to Leukemia Research. The road would need to be closed and Mr Gibbard was hoping the Parish Council would submit the application for the road closure to Cherwell District Council.

It was suggested that the event could be held on the same day as the Fun Day but during a discussion, it was felt that it might split the visitors between the Fun Day in Jubilee Park and the Derby in Old Bridge Road. Therefore, it was felt they should be separate events next year with a view to considering the events being held together in future years.

The Chairman also reported that the Clerk had received a response from Bloxham School with regard to the gate on Water Lane. The Bursar Charlie Little, had advised that the gate had to be open as part of the escape route for the boarding students. However, the issue of it not being tied back, might have occurred when the international students were at the School over the summer, however now they had left, it was hoped the issue had been resolved.

**94/17 SKATEPARK IN BLOXHAM** – Greg Harrison attended the meeting and reported that since the last meeting, he had been looking into funding options. However, the feedback he had received was that planning permission was required before any funding could be approved. He had also been advised that it was also a good idea to start fundraising before applying for grants as it demonstrated that the project had the support of the community and most funding organisations liked to see good community involvement, including input from people of different ages.

The main funding organisations were Sport England and the National Lottery, but it had been suggested to him that he could also apply to local Parish, District and County Councils for funds, as well as some supermarkets. There was also the option of match funding.

District Councillor George Reynolds reported that residents did not always like the idea of skateparks and he suggested that obtaining planning permission would be the first priority before fundraising started. He advised that no funds were available at Cherwell District Council (CDC), but the Council was currently looking at renewing and re-vamping the skateparks in Bicester and Spice Ball Park in Banbury.

## **BLOXHAM PARISH COUNCIL**

The Chairman suggested that Greg could possibly work with CDC on the re-vamp of Banbury skatepark which needed to be upgraded to create a good facility in Banbury. Greg was happy to do that and the Clerk would pass on Greg's details to Councillor George Reynolds. Councillor Reynolds advised that the project would come within the portfolio of Councillor Colin Clarke, therefore he would forward Greg's details to him.

The Parish Council would also advise Mr Graham Hart and Mr Hunt, residents of Bloxham who had also expressed an interest in the skatepark that Greg would be working with CDC, in case they wished to get involved with the CDC project too.

The Parish Council had received an email from a resident indicating their concerns regarding the proposal for a skatepark

The Chairman reported that concern from within the village had been expressed to her, but when she had explained the project to the concerned residents that it would include smaller ramps for scooters and younger children to use, they were much happier.

Greg was thanked by the Parish Council for his work on the project and the excellent presentations he had made to the Parish Council at the last few meetings. The Parish Council also agreed to support his endeavours.

Greg Harrison and Councillor George Reynolds left the meeting at this point.

### **95/17 SECTION 106 PROJECT AT ELLEN HINDE HALL** – Carmen Guard attended the meeting and circulated to the Parish Council, the amended drawings for the additional storage areas at Ellen Hinde Hall.

Mrs Guard reported that the additional funds which were required for the bigger project were around £64,000 plus VAT.

Following a discussion, it was felt that the information on the increased funding needed to be compared with the existing quote, so that it was clear how the bigger project would impact on the Section 106 funds

Mrs Guard was thanked for attending the meeting and providing the additional information which had been requested by the Parish Council at a previous meeting.

**Resolved** that:

- 1) the new plans be noted;
- 2) the request that the Parish Council met the costs of submitting the planning application at £1,565.00 be approved; and
- 3) funding to facilitate the extra storage be deferred to the next meeting for further information. **Action TG**

### **96/17 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – District Councillor Christine Heath reported that she had spoken to Bob Duxbury about the amenity land on Barford Road. The Chairman reported that she would like to have a meeting with Bob Duxbury and Miller Homes to discuss the way forward and Councillor Heath agreed to facilitate this.

**Resolved** that the report be noted.

### **97/17 PLANNING**

- i) Planning Items (not covered within the minutes of the Planning Committee meeting held on 10 October 2017 – The Chairman of the Committee, Sue Slater, reported that due to the nature of the discussions, it had been a difficult meeting and it appeared that the information some residents had received about Mr Wyatt's planning application had been incorrect. It should be noted that the application for the conversion of an office and mess room into a dwelling for staff had been withdrawn because he had been advised by Cherwell District Council Planning Department that it would be refused.

## BLOXHAM PARISH COUNCIL

Councillor Stephen Phipps asked whether the County Council had been contacted about the Section 278 agreement at the Bovis estate on Barford Road. He highlighted that lorries going to and from the site had also damaged the verges opposite the site. Councillor Sue Slater reported that this agreement was being pursued. It was also noted that bushes at the site needed cutting back and this had been raised with Bovis too.

**Resolved** that the report be noted.

- ii) Thames Water – With regard to the works on Courtington Lane undertaken by Thames Water, it was reported by Councillor Sue Slater that remedial works were still being undertaken and the area would continue to be monitored.

**Resolved** that:

- 1) the report be noted; and
  - 2) Thames Water be contacted about the grassed area opposite the Primary School to ask for it to be tidied up and any stones removed, so that they wouldn't impede grass cutting when the grass grew back. **Action TG**
- iii) Birds Mouth Fencing on Tadmarton Road – The Chairman reported that the County Council had looked at the proposal for additional birds' mouth fencing on Tadmarton Road and their Officers, Geoff Barrell and Mike Wasley had advised that it was an option and funding could be found for the project from Section 106 funds. The fencing would be on the on the same side as the Primary School, in the direction of Lower Tadmarton and it was hoped it would prevent drivers from parking dangerously.

**Resolved** the birds' mouth fencing on the same side of the road as the Primary School, going in the direction of Lower Tadmarton, be progressed by OCC and for funding to be from S106 monies. **Action TG**

### 98/17 PARISH COUNCIL MATTERS

- xvii) Co-option – The Chairman reported that there had not been any applications for co-option. Councillors felt that as there were Parish Council elections in May 2018, the vacancies did not need to be advertised further.

**Resolved** that the report be noted and the vacancies not be advertised any further.

- xviii) Committee Minutes and Recommendations.

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

Chairman of the Committee, Councillor Nick Rayner reported that Amey, the County Council's contractor who looked after the street lights and would be completing the conversion for the Christmas lights, had moved the project leader from the Parish Council's project onto something else. Therefore, it was unlikely that the quote and subsequent work would be completed by Field and Lawn's (light suppliers) deadline of the end of November.

If this was the case, Amey would be requested to complete the conversion as soon as possible in 2018 and if necessary, the allocated funds would be carried over into the 2018/2019 budget in readiness for Christmas 2018.

The Parish Council would be purchasing a Christmas tree between 9 & 10 feet tall and it would have battery powered lights because there was currently no power on The Green (where the War Memorial was located).

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Councillor Rayner reported that he had not yet spoken to the relevant land owners about giving their permission to supply power to some of the lights because until Amey had responded, it was not clear whether the project would be progressed this year.

**Resolved** that:

- 4) the report be noted; and
- 5) the Resources Committee to review the budget for 2017/2018 and find savings to cover the cost of the Christmas lights. **Action TG**

- **Resources Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for Wednesday 22 November 2017 at 12.30pm at Bloxham Mill.

**Resolved** that the report be noted.

- **Planning & Strategy Committee** – Councillor Sue Slater, Chairman of the Committee, presented the minutes of the Planning and Strategy Committee meeting held on 10 October 2017. The next meeting was scheduled for Thursday 9 November 2017.

**Resolved** that the minutes and report be noted.

- **Staffing Committee** – Councillor Sue Slater, Chairman of the Committee, presented the minutes of the Staffing Committee meeting held on 26 October 2017.

**Resolved** that the report be noted and the recommendations be approved.

- xix) Drop-In and Chat – Session had been held on 14 October 2017 – The report from the Drop-in and Chat had been circulated and was available on the Parish Council website. All of the requests from residents had been actioned.

**Resolved** that the report be noted

- xx) Parish Liaison Meeting – The Chairman reported that Cherwell District Council’s Parish Liaison Meeting was being held on Wednesday 8 November 2017 and she was attending along with Councillor Mary Groves.

**Resolved** that the report be noted.

### 99/17 FINANCE

- vii) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment.

**Resolved** that the following accounts for payment and payments made since the last meeting be approved:

Payments	Amount	Cheque No.
Theresa Goss – Salary for Nov 2017	£837.53	1235
Theresa Goss – Expenses for Nov 2017	£45.30	1235
HMRC Payment for Nov 2017	£338.73	1237
Olivia Williams – Salary for Oct 2017	£42.92	1236
OCC Pension Fund – Clerks Pension Nov 2017	£259.18	1238
Mr D Chandler – Installation of Dog Waste Bin and removal of old bin	£150.00	1239
Jackson’s Fencing – Fencing for Jubilee Park (NHB)	£5311.78	1240
Viking – Stationery order	£82.19	1241

## BLOXHAM PARISH COUNCIL

Cherwell District Council – Emptying Dog Waste Bins for summer period	£1921.92	1242
Glasdon UK Ltd – Post for dog waste bin	£23.59	1243
Arien Designs Ltd – Key for noticeboard	£8.34	1244
Peter Booth – Works to the swings at Jubilee Park	£291.00	1245
Prysebros Ltd – Weed Control completed in Sept 2017	£558.00	1246
Nigel Prickett – Grass cutting in September 2017	£774.00	1247
Bloxham Mill Ltd – Room Hire	£72.00	1248
Redlay Flooring Ltd – Flooring at Ellen Hinde Hall (Section 106)	£3407.70	1249
Redlay Flooring Ltd – Flooring at Ellen Hinde Hall (Section 106)	£660.00	1250
Nigel Prickett – Grass Cutting in October 2017	£774.00	1251
John Hicks – Post Installation Inspections at Jubilee Park and Bloxham Recreation Ground	£600.00	1252
Jubilee Park Management Committee – Room Hire	£20.00	1253

- ii) Bank Reconciliation & Financial Report – Prior to the meeting, the bank reconciliation and financial report as at 2 October 2017, had been circulated to the Parish Council.

**Resolved** that the bank reconciliation and financial report, as at 6 November 2017, be noted.

- iii) Revised Budget 2017/2018 – Prior to the meeting, a revised Environment budget for 2017/2018 had been circulated to the Parish Council, to allocate funds for the Christmas lights for the village.

**Resolved** that this be deferred to the next meeting of the Resources Committee. **Action TG**

- iv) Section 106 Funds

k) The Parish Council received an update on the following issues:

- Jubilee Hall – The Chairman reported that the Jubilee Park Management Committee was waiting to receive additional information from Richard Walker to enable the project to progress.
- Bloxham Recreation Ground – The Chairman reported that the Bloxham Recreation Ground Trustees had not yet submitted to the Parish Council any further ideas for possible projects at the Recreation Ground.
- Ex-Serviceman's Hall – The Chairman reported that the Ex-Serviceman's Hall was looking at how to utilise their potential storage space as efficiently as possible and Cherwell District Council had already agreed to the additional funding if it was required.
- The two play equipment projects – The Chairman reported that the post installation inspections had been carried out and there were still a few snagging matters. There were also some additional costs at the Recreation Ground for repairs to the log world which would cost £360.00 and the Trustees had asked the Parish Council to meet this cost.
- The legal agreements for all of the projects – The Chairman reported that the agreements were still in progress and it was hoped that CDC would meet the Parish Council's legal costs.

**Resolved** that:

- 14) the reports be noted; and
- 15) the £360.00 for the repairs to the log world be paid by the Parish Council and this be allocated from New Homes Bonus.

## BLOXHAM PARISH COUNCIL

- l) Update on the progress with the amenity land on the Miller Homes, Milton Road site – As discussed earlier in the meeting a meeting would be arranged with Bob Duxbury and Miller Homes as soon as possible to discuss this matter further. District Councillor Christine Heath had agreed to facilitate such a meeting. **Action CH**

**Resolved** that the report be noted.

### 100/17 VILLAGE MATTERS

- iii) Bloxham Apple Day/Fun Day & Remembrance Day Parade – Councillor Mary Groves reported that the Apple Day had gone very well, everyone had enjoyed it and it had been a lovely family occasion. A number of new residents to the village had attended too.

The Parish Council thanked the Committee for all of its hard work on the Fun Day.

The Chairman reported on the Royal British Legion's Remembrance Day Parade which was being held on Sunday 12 September 2017. There had been issues with insurance this year and the Royal British Legion had asked the Parish Council to insure the Parade. The Chairman advised that for the Parish Council to insure the event, the Parish Council had to take a measure of responsibility for it and then it could be included in the insurance policy for no additional cost.

**Resolved** that:

- 1) the reports be noted; and
- 2) the Parish Council agrees to share responsibility for the Remembrance Day Parade, working closely with the Royal British Legion and the event be included within the Parish Council's insurance policy. **Action TG**

- iv) Annual Parish Meeting 2018 – The Chairman reported that the Annual Parish Meeting was being held on Thursday 19 April 2018 at 7.30pm at Warriner School and a format would need to be agreed.

**Resolved** that:

- 1) the format for the Annual Parish Meeting be deferred to the next meeting of the Parish Council; and **Action TG**
  - 2) all the information from the APM in 2017 be transferred to a 2018 folder in Drop Box. **Action NR**
- v) Bench on Courtington Lane – The Chairman reported that the Parish Council needed to agree whether to replace or repair the damaged bench which had been located in Courtington Lane and submit an insurance claim.

**Resolved** that:

- 1) an insurance claim be approved;
- 2) the Environment Committee be delegated the authority to approve the style of the bench and place an order for it; and
- 3) all Councillors to advise Councillor Nick Rayner on the locations for the 'no parking' signs. **Action ALL**

**101/17 CORRESPONDENCE** – An email had been received from a resident concerning inappropriate parking on the grass verge at the end of Kings Road. It was agreed that "No Parking" signs could be located in this area. (see item above).

### 102/17 EXCLUSION OF THE PUBLIC AND PRESS



## **BLOXHAM PARISH COUNCIL**

**Resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 103/17 & 104/17 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**103/17 PLAY EQUIPMENT INSPECTION TRAINING** – The Chairman reported that John Hicks and Associates had provided a quote for completing play equipment inspection training.

**Resolved** that John Hicks and Associates be asked to complete play equipment inspection training, preferably on a Saturday and other Parish Councils also be invited to send representatives. **Action TG**

**104/17 TREE WORK AT THE GOGGS** – Councillor Nick Rayner reported that a company whose previously accepted quote were unable to carry out the works as per their quote, therefore he recommended that the quote from Ben Acreman be accepted.

**Resolved** that the tree work at The Goggs to two maples and one crack willow be completed by Ben Acreman.  
**Action NR/TG**

*(The press and public were invited back into the room at the conclusion of this item)*

### **105/17 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 December 2017
- 8 January 2018
- 5 February 2018
- 5 March 2018

### **106/17 ITEMS FOR THE NEXT AGENDA**

1. Annual Parish Meeting 2018

(The meeting ended at 9.45pm)

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Chairman – 4 December 2017

**BLOXHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD AT**  
**ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 4 DECEMBER 2017 AT**  
**7.30PM**

**PRESENT:** Chairman Councillor Jenny Yates; Councillors Steve Craggs, Mary Groves, Leonard Leigh, Gloria Lester-Stevens, Stephen Phipps, Nick Rayner and Gillian Roberts.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk & Responsible Financial Officer), County Councillor Kieron Mallon and two members of the public.

**APOLOGIES:** Councillor Mike Hawtin submitted his apologies because he was on holiday, these were accepted and the absence authorised.

Councillor Sue Slater submitted her apologies because she was on holiday, these were accepted and the absence authorised.

District Councillors Christine Heath, Andrew McHugh and Mike Bishop also submitted their apologies.

The Chairman welcomed everyone to the meeting and 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.

**107/17 DECLARATIONS OF INTEREST** – There were no declarations of interest.

**108/17 MINUTES** - The minutes of the meetings held on 6 November 2017 were taken as read and duly adopted and signed by the Chairman.

**Resolved** that the minutes of the meeting held on 6 November 2017 be approved.

**109/17 SECTION 106 PROJECT AT ELLEN HINDE HALL** – Carmen Guard, Trustee at Ellen Hinde Hall, attended the meeting to present the proposals for the second phase of the project at Ellen Hinde Hall. Mrs Guard reported that additional funding, on top of the Section 106 funds, would be sought from Viridor and Sport England, however during phase one of the works, it had become apparent that works were required to the roof, as well as damp proofing and drainage works.

Mrs Guard asked the Parish Council whether the additional £20,000 of Section 106 funds which was being requested, could be used to pay for the works to the roof. The Chairman was unsure that Cherwell District Council would approve this request because the Section 106 funds were specifically allocated for sport and recreation.

Mrs Guard was thanked for attending the meeting.

During a discussion that followed, Councillors expressed concern that as works to the roof, drainage and damp proofing had come to light, then it should be suggested to the Trustees that a full structural survey should be carried out on the building. Therefore, it was felt that no further Section 106 funding should be allocated to support a second phase of works to the Hall.

The Parish Council acknowledged all the hard work which had been put into the project by the Trustees.

**Resolved** that no further Section 106 funds be allocated to phase two of the Ellen Hinde Hall project. The Parish Council also recommends that the Trustees undertake a structural survey of the Hall.

**110/17 SECTION 106 PROJECT AT EX-SERVICEMAN'S HALL** – Christophe Forbes Secretary at the Ex-Serviceman's Hall, attended the meeting and explained that it was hoped to secure the Section 106 funding to expand the Hall at the rear.

## **BLOXHAM PARISH COUNCIL**

There were two options put forward Option 1 would result in a rectangle of 33 sq.m and Option 2 would result in an L shape of 43.5 sq.m. which the Parish Council considered and following a discussion, it was felt that the second option, which formed an 'L' shaped extension at the rear of the Hall should be supported and approved for Section 106 funding of £67,873, plus a 10% contingency.

**Resolved** that option 2, which is an 'L' shaped extension at the rear of the Hall be approved for Section 106 funding and the cost be capped at £67,873 plus a 10% contingency. If the project overran this budget, no other funds would be available from Section 106 or from the Parish Council. **Action TG**

### **111/17 MATTERS ARISING**

Minute Number 97/17 – Councillor Gloria Lester-Stevens highlighted that Thames Water had not completed the work to the iron works on Tadmarton Road. The Chairman reported that she was currently trying to arrange a site meeting with Thames Water to resolve the issue. **Action JY**

### **112/17 CHAIRMAN'S ANNOUNCEMENTS** – The Chairman reported on the following:

- Cherwell District Council's Parish Liaison Meeting was held on 8 November 2017 had been attended by the Chairman and Councillor Groves;
- Cherwell District Council's Peer Challenge was held on 14 November 2017 had been attended by the Chairman and a final report was awaited from Cherwell District Council;
- Update on the Land at Gascoigne Way – The Parish Council was still pursuing this matter with its solicitor;
- Christmas Tree Festival – It had been an enjoyable event and thanks went to Councillor Steve Craggs and his family for taking on the task of decorating the Parish Council tree at the event; and
- Rural Community Forum – the notes of the meeting were available for Councillors in Drop Box.

### **113/17 RESIDENTS' ISSUES** – There were no residents' issues.

### **114/17 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – County Councillor Kieron Mallon reported that information had been sent out to relevant organisations, including Parish Councils, about how to deal with unlawful encampments of Gypsies and Travellers. Councillor Mallon advised that there had not been consistency in the County so the Chief Constable had been asked to address this.

Councillor Mallon had also been dealing with local issues, including drainage. He also reported that residents had raised the issue of the development in Ells Lane. The Chairman reported that at present there was no application relating to this site to be considered and that the Parish Council had met with Mr Wyatt on three occasions to explain the Parish Councils role in the Planning process.

The Chairman highlighted the appeal at 6 Little Green, Bloxham and asked Councillor Mallon for his and the County's Highways Officers' views on this matter before the next meeting of the Planning & Strategy Committee on 12 December 2017.

Councillors Gloria Lester-Stevens also reported that the signs by the garage on the A361 had been moved back to make the sightline for drivers much clearer.

**Resolved** that the report be noted.

### **115/17 PLANNING**

- ii) Planning Items (not covered within the minutes of the Planning Committee meeting held on 9 November 2017 – Prior to the meeting, the Chairman of the Committee, Councillor Sue Slater had circulated a report to Councillors, which was available in Drop Box.

**Resolved** that the report be noted.

### **116/17 PARISH COUNCIL MATTERS**

## BLOXHAM PARISH COUNCIL

xxi) Committee Minutes and Recommendations.

- **Environment Committee** – Prior to the meeting, the minutes of the Environment Committee meeting held on 13 November 2017 had been circulated to the Parish Council.

The Chairman of the Committee, Councillor Nick Rayner, reported that along with Councillor Steve Craggs, he would be erecting the village Christmas tree and lights the following day.

**Resolved** that the report and minutes be noted and the recommendations be approved. **Action TG**

- **Resources Committee** – Prior to the meeting, the minutes of the Resources Committee meeting held on 22 November 2017 had been circulated to the Parish Council.

**Resolved** that:

- 1) the minutes be noted and the recommendations be approved; and
- 2) the Parish Council grants for 2018/2019 be approved as follows:

Bloxham Fun Day	£2,000.00
Charitable Donations CAB etc	£500.00
Royal British Legion	£400.00
Church Floodlighting	£200.00
Neighbourhood Plan	£3,000.00
Ex-Servicemen's Hall	£1,000.00
St Mary's Parish Rooms	£500.00
Tree Work St Marys Church yard, church yard up-keep and grass cutting	£1,000.00
Ellen Hinde Hall Donation	£1,000.00
Bloxham Pre School	£1,948.00
First Bloxham Scout Group	£528.98
Alan Griffin (Church Clock)	£150.00
Flower Club	£400.00
<b>Sub - Total</b>	<b>£12,626.98</b>

- **Planning & Strategy Committee** – Prior to the meeting, the minutes of the Planning and Strategy Committee meeting held on 9 November 2017 had been circulated to the Parish Council. The next meeting was scheduled for Tuesday 12 December 2017.

**Resolved** that the minutes be noted.

## BLOXHAM PARISH COUNCIL

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

**Resolved** that the report be noted.

- xxii) Drop-In and Chat – Session had been held on 11 November 2017 – The report from the Drop-in and Chat had been circulated and was available on the Parish Council website. All of the requests from residents had been actioned.

**Resolved** that the report be noted

### 117/17 FINANCE

- viii) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment.

**Resolved** that the following accounts for payment and payments made since the last meeting be approved:

Payments	Amount	Cheque No.
Theresa Goss – Salary for Dec 2017		1254
Theresa Goss – Expenses for Dec 2017		1254
HMRC Payment for Dec 2017		1255
Olivia Williams – Salary for Nov 2017		1256
OCC Pension Fund – Clerks Pension Dec 2017		1257
Mr S Phipps - Items for the Slade	£26.92	1259
Wicksteed Playgrounds – Play equipment at Bloxham Recreation Ground	£26,149.20	1260
Wicksteed Playgrounds – Play equipment at Bloxham Recreation Ground	£432.00	1261
Brear Associates Ltd - S106 Ex-Serviceman's Hall Project	£1,080.00	1262
M Timms - S106 Ex-Serviceman's Hall Project	£360.00	1263
Andrew Baxter – Meeting to discuss the party wall and inspect trial hole	£324.00	1264
M Timms - Architectural Services for EHH Project	£320.00	1265
ASC Building Contractors – Works at Ellen Hinde Hall	£37,913.27	1266
OCC Pension Fund – Back payments for the change in the employer rate		1267
Bloxham Mill Ltd – Room Hire	£45.00	1269
Mr N Rayner – Lights for the Christmas tree	£39.98	1270

- ii) Bank Reconciliation & Financial Report – Prior to the meeting, the bank reconciliation and financial report as at 4 December 2017, had been circulated to the Parish Council.

**Resolved** that the bank reconciliation and financial report, as at 4 December 2017, be noted.

- iii) Budget and Precept 2018/2019 – Prior to the meeting, a proposed budget for 2018/2019 had been circulated to the Parish Council.

Following a discussion, the Parish Council felt that a 3% increase on the precept for 2018/2019 was acceptable to meet the constantly growing demands on the Parish Council.

**Resolved** that the budget for 2018/2019 be approved and the precept for 2018/2019 be set at £89,962.26.  
**Action TG**

## BLOXHAM PARISH COUNCIL

### iv) Section 106 Funds

#### m) The Parish Council received an update on the following issues:

- Jubilee Hall – The Chairman highlighted that there was a report from Richard Walker in Drop Box and more details would be available after the Jubilee Park Management Committee meeting the following week. It was hoped that the plans and guideline costs for the project would be available at the next meeting of the Parish Council.
- Bloxham Recreation Ground – The Chairman reported that the Bloxham Recreation Ground Trustees had not yet submitted to the Parish Council, any further ideas for possible projects at the Recreation Ground.
- The two play equipment projects, phase one – The Chairman reported that the installation of the play equipment at the Recreation Ground had been completed. However, there were still some outstanding snagging issues at Jubilee Park. With regard to phase two of the play equipment project, it was yet to be agreed how the circa £36,000 would be allocated between Jubilee Park and Bloxham Recreation Ground.

Councillor Stephen Phipps reported that the Jubilee Park Management Committee wished to buy two swings and a cradle swing, however there were no figures on the installation. Councillor Phipps advised that this would finish off the play area at Jubilee Park and these items could be purchased from Kompan for £1,900 as part of their current half-price sale. The Parish Council felt that to enable an informed decision to be taken, full costs for the equipment and installation would need to be provided.

- The legal agreements for all of the projects – The Chairman reported that the agreements were still being progressed and it was hoped that CDC would meet the Parish Council's legal costs. However 90% of the cost of the play equipment project and the Ellen Hinde Hall project had been transferred to the Parish Council from Cherwell District Council.

#### **Resolved** that:

- 16) the report be noted; and
- 17) a quote be obtained from Kompan for two swings and a cradle swing, including the installation of these items and Kompan be asked if they would be able to hold the price until the New Year.

#### **Action TG**

- n) Update on the progress with the amenity land on the Miller Homes, Milton Road site – The Chairman reported that a meeting was scheduled to be held with Cherwell District Council on Wednesday 6 December 2017.

#### **Resolved** that the report be noted.

### 118/17 VILLAGE MATTERS

- vi) Bloxham Fun Day – Prior to the meeting, Councillor Mary Groves had circulated a report to the Parish Council on the Fun Day.

#### **Resolved** that the report be noted.

- vii) Annual Parish Meeting 2018 – The Chairman reported that the Annual Parish Meeting was being held on Thursday 19 April 2018 at 7.30pm at Warriner School and a format would need to be agreed.

#### **Resolved** that Annual Parish Meeting 2018 be deferred to the next meeting. **Action NR/TG**

## **BLOXHAM PARISH COUNCIL**

**119/17 CORRESPONDENCE** – A copy of Countryside Voice was circulated to the Parish Council.

### **120/17 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:

- 8 January 2018
- 5 February 2018
- 5 March 2018

### **121/17 ITEMS FOR THE NEXT AGENDA**

1. Annual Parish Meeting 2018
2. Play Equipment Phase Two – Allocation of Section 106 funds

(The meeting ended at 9.15pm)

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Chairman – 8 January 2018

**BLOXHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD AT**  
**ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 8 JANUARY 2018 AT**  
**7.30PM**

**PRESENT:** Chairman Councillor Jenny Yates; Councillors, Mike Hawtin, Leonard Leigh, Gloria Lester-Stevens, Stephen Phipps, Nick Rayner, Gillian Roberts and Sue Slater.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk & Responsible Financial Officer) and District Councillor Christine Heath.

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

Councillor Mary Groves submitted her apologies because she was on ill, these were accepted and the absence authorised.

The Chairman welcomed everyone to the meeting and 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.

**122/17 DECLARATIONS OF INTEREST** – There were no declarations of interest.

**123/17 MINUTES** - The minutes of the meetings held on 4 December 2017 were taken as read and duly adopted and signed by the Chairman.

**Resolved** that the minutes of the meeting held on 4 December 2017 be approved.

**124/17 MATTERS ARISING**

Minute Number 111/17 – Thames Water, Tadmarton Road - The Chairman reported that she would be meeting a representative from Thames Water on Wednesday 10 January 2018 at 2pm. Councillor Gloria Lester-Sevens would also attend the meeting.

**125/17 CHAIRMAN'S ANNOUNCEMENTS** – The Chairman reported on the following:

- A meeting held with Bloxham School on Tuesday 12 December 2017 which had been attended by the Chairman, Vice-Chairman and the Clerk with regard to the proposed installation of flood lights for their astro-turf next to Dewey Hall for illuminating the hockey pitch, Bloxham School intend holding a public meeting to gain residents views;
- A meeting held with Warriner School on Monday 18 December 2017 which had been attended by the Chairman and Vice-Chairman with regard to the proposal for a new Free School on Bloxham Grove Road for children with Special Educational Needs. A meeting between Cherwell District Council and the Parish Council would be arranged in due course to discuss a number of issues including the impact on the Local Plan and Bloxham Neighbourhood Development Plan. A meeting would also be arranged with Oxfordshire County Council, if necessary. There would also be a public consultation exercise;
- The Chairman, Vice-Chairman and Clerk to attend the Oxfordshire Association of Local Council's (OALC) General Data Protection Regulations training on 14 February 2018; and
- The Oxfordshire Clinical Commissioning Group (OCCG) pre-consultation document with regard to GP services had been circulated to the Parish Council.

**126/17 RESIDENTS' ISSUES** – Gloria Lester-Stevens asked about progress with the library access point following the removal of the mobile library from the village. The Chairman reported that there was funding at the County Council for the set-up costs of a library access point, but the Parish Council needed to find a suitable venue. The Parish Council would also have to identify whether or not it could fund the running costs of this service, which would be around £3,000. This matter was being progressed by Councillor Steve Craggs. **Action SC**



## BLOXHAM PARISH COUNCIL

**127/17 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – There was no report from County Councillor Kieron Mallon.

District Councillor Christine Heath had no matters to report.

**Resolved** that the report be noted.

### 128/17 PLANNING

iii) Planning Items (not covered within the minutes of the Planning Committee meeting held on 12 December 2017) – The Chairman reported that there was a proposal for outline planning permission for up to 150 dwellings (including 35% affordable housing), landscaping, public open space and green infrastructure including children's equipped and local play areas, surface water flood attenuation, vehicular access from Tadmarton Road, land for recreational purposes and outdoor learning and associated ancillary works, outline with all matters reserved with the exception of the principal vehicular access from Tadmarton Road at OS Parcel 0078 North West of Quarry Close Quarry Close Bloxham.

**Resolved** that the report be noted.

### 129/17 PARISH COUNCIL MATTERS

xxiii) Committee Minutes and Recommendations.

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

The Chairman of the Committee, Councillor Nick Rayner reported that Councillor Steve Craggs had contacted Amey to arrange a site meeting with regard to the installation of the infrastructure for the Christmas lights. The lights for the Christmas tree were currently being kept by Councillor Rayner.

Councillor Rayner raised an outstanding issue with regard to the registration of The Slade as a Local Nature Reserve (LNR) and he felt that it would be beneficial if it was now registered as a LNR.

Councillor Rayner also reported that the gritting of the pavements had gone very well, but he was unsure whether or not Bloxham School had gritted the High Street as it didn't appear to have been done. If the School was unable to grit the High Street, then the Parish Council would include on its route.

If any residents wished to join the gritting team, they should contact the Clerk to the Parish Council. The more volunteers there were, the more footpaths around the village could be gritted.

However, Councillor Rayner reported that it had been unfortunate that when the winter volunteers filled the manual grit spreaders with the grit from the grit bins, they first had to remove the dog waste and litter which had been placed in them. Therefore requested that a note should be included in the Broadsheet asking that residents dispose of dog waste in the dog waste bins and litter in the litter bins because volunteers who were helping to make the footpaths safe for residents to walk on during bad weather, should not have to put their health at risk by removing dog waste or other rubbish from the grit bins.

**Resolved** that:

- 1) the report be noted;
- 2) the winter volunteers be thanked for their work;

## BLOXHAM PARISH COUNCIL

- 3) Bloxham School be contacted to establish when the High Street was gritted and the areas that they would look after; **Action TG**
- 4) a note be included in the Broadsheet asking residents to dispose of dog and litter waste correctly; and **Action TG**
- 5) Cherwell District Council be contacted with regard to progressing the registration of the Slade as a Local Nature Reserve with Natural England. **Action TG**

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

**Resolved** that the report be noted.

- **Planning & Strategy Committee** – Prior to the meeting, the minutes of the Planning and Strategy Committee meeting held on 12 December 2017 had been circulated to the Parish Council. The next meeting was scheduled for Tuesday 9 January 2018.

**Resolved** that the minutes be noted.

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

**Resolved** that the report be noted.

- xxiv) Drop-In and Chat – Session had been held on 9 December 2017 – The report from the Drop-in and Chat had been circulated and was available on the Parish Council website. All of the requests and issues raised by residents had been actioned.

**Resolved** that the report be noted

### 130/17 FINANCE

- ix) 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 Jan 2018		1271
Theresa Goss – Expenses for Jan 2018		1271
Olivia Williams – Salary for Dec 2017		1272
HMRC Payment for Jan 2018		1273
OCC Pension Fund – Clerks Pension Jan 2018		1274
Nigel Prickett – Works to hedge in Gascoigne Way	£192.00	1276
Cherwell District Council – Planning application at Ex-Serviceman’s Hall	£240.00	1275
OALC – Training Course on General Data Protection Regulations	£144.00	1277
Came and Company – Insurance for play equipment at the Recreation Ground	£25.00	1278
OCC Pension Fund – Back dated payments due to change in employer rate for November 2017 only	£59.82	1279
Bloxham Primary School – Room Hire	£78.00	1280

## BLOXHAM PARISH COUNCIL

Acreman Arboiculture – Works to Trees in Painters Close	£2088.00	1281
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- ii) Bank Reconciliation– Prior to the meeting, the bank reconciliation as at 8 January 2018, had been circulated to the Parish Council.

**Resolved** that the bank reconciliation as at 8 January 2018 be noted.

- iii) Section 106 Funds

- o) The Parish Council received an update on the following issues:

- Jubilee Hall – A report had been received from Glyn Williams, Chairman of the Jubilee Park Management Committee and although progress had been slow, work was on-going with Richard Walker and tenders for the build would be invited shortly. Mr Williams had also provided a plan of the proposed layout.

The Chairman reported that as previously stated, Cherwell District Council had agreed to allocate Section 106 funding of £260,000 plus a contingency of 10%. If tenders indicated that the project would go over this budget, then alternative sources of funding might need to be investigated.

- Bloxham Recreation Ground – The Chairman reported that the Bloxham Recreation Ground Trustees had not yet submitted to the Parish Council, any further ideas for possible projects at the Recreation Ground.
- Ex-Serviceman’s Hall – The Trustees had advised that the Malcolm Timms would be preparing a pre-application document and plans for submission to Cherwell District Council in the New Year. Once these had been approved by the Trustees, the Parish Council would be informed.
- The legal agreements for all of the projects – The Chairman reported that the agreements had been emailed back to the Parish Council for more comments.

**Resolved** that:

- 18) the reports be noted; and
- 19) a response be sent to Glyn Williams advising that additional funding will be considered once tenders have been received. **Action TG**

- p) Update on the progress with the amenity land on the Miller Homes, Milton Road site – The Chairman reported that Miller Homes was now minded to transfer this land to a Management Company. Councillor Chris Heath would be arranging a meeting between the Parish Council and Cherwell District Council Officers and Councillors to discuss this matter and establish why the land was being transferred to the Management Company when there has been an ongoing understanding, confirmed by Cherwell District Council Officers, that it was to be transferred to the Parish Council.

**Resolved** that the report be noted.

- q) Phase two of the play equipment project – The Chairman reported that there was £36,500 of Section 106 funds available from the Miller Homes development, which would be split between Jubilee Park and the Recreation Ground. The Jubilee Park Management Committee and the Recreation Ground Trustees would be asked to reconsider their phase two projects and come up with ways to improve the equipment at both locations.

**Resolved** that:

## **BLOXHAM PARISH COUNCIL**

- 1) the report be noted; and
- 2) the Jubilee Park Management Committee and the Recreation Ground Trustees be asked to reconsider their phase two play equipment projects, which should include dual use equipment for older children and young adults. **Action TG**

### **131/17 VILLAGE MATTERS**

viii) Bloxham Fun Day – As Councillor Mary Groves was not in attendance, there was no report on the Fun Day.

**Resolved** that the report be noted.

ix) Annual Parish Meeting 2018 – The Chairman reported that the Annual Parish Meeting was being held on Thursday 19 April 2018 at 7.30pm at Warriner School and a format needed to be agreed.

**Resolved** that:

- 1) more emphasis be placed on the role of the Committees during the APM presentation; and
- 2) members of the community be invited to attend the meeting. **Action TG**

**132/17 CORRESPONDENCE** – The Chairman reported on an email which had been received with regard to the excessive amount of litter outside of the shops. Councillors asked that the Co-op, Chip Shop and Post Office be asked to monitor this situation, ensuring that the areas were kept tidy and free of litter and Cherwell District Council also be asked for assistance. **Action TG**

### **133/17 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:

- 5 February 2018
- 5 March 2018
- 9 April 2018
- 19 April 2018 (Annual Parish Meeting at Warriner School)
- 14 May 2018

(The meeting ended at 9.10pm)

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Chairman – 5 February 2018

**BLOXHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD AT**  
**ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 5 FEBRUARY 2018 AT**  
**7.30PM**

**PRESENT:** Chairman Councillor Jenny Yates; Councillors Steve Craggs, Mary Groves, Mike Hawtin, Leonard Leigh, Gloria Lester-Stevens, Stephen Phipps and Sue Slater.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk & Responsible Financial Officer), County Councillor Kieron Mallon, District Councillors Christine Heath and Mike Bishop, Charlie Little (Bursar at Bloxham School) and one member of the public.

**APOLOGIES:** Councillor Nick Rayner submitted his apologies because he was on holiday, these were accepted and the absence authorised.

Councillor Gillian Roberts submitted her apologies because she was at work, these were accepted and the absence authorised.

District Councillor Andrew McHugh also submitted his apologies.

The Chairman welcomed everyone to the meeting and 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.

**134/17 DECLARATIONS OF INTEREST** – There were no declarations of interest.

**135/17 MINUTES** - The minutes of the meeting held on 8 January 2018 were taken as read and duly adopted and signed by the Chairman.

**Resolved** that the minutes of the meeting held on 8 January 2018 be approved.

**136/17 MATTERS ARISING**

Minute Number 124/17 - The Chairman reported that a meeting had been held with Thames Water, which Councillor Gloria Lester-Stevens had also attended and the work which they had agreed to undertake, had been completed.

Minute Number 129/17 - The Chairman report that the process for registering The Slade as a Local Nature reserve was progressing quickly.

Minute Number 129/17 - The Chairman also reported that the gritting areas had been confirmed by Bloxham School, to ensure that there was no overlap with the Parish Council routes.

Minute Number 126/17 - With regard to the Library Access Point, Councillor Steve Craggs reported that the Parish Council had hoped to use the Baptist Church, however, the Church did not have the space to accommodate it. Other options were now being investigated by Councillor Steve Craggs and would be reported in due course.

**137/17 BLOXHAM SCHOOL – PROPOSED NEW FLOOD LIGHTS** – Charlie Little, Bursar at Bloxham School attended the meeting to discuss with the Parish Council, the proposal for new flood lights on the astro-turf hockey pitches at Bloxham School.

Mr Little reported that he had joined the School about 18 months ago and immediately recognised the importance of the interaction with the Parish Council and the community.

Mr Little highlighted the importance to the School of new floodlights for the hockey pitches and the added community benefits, because the pitches would be available in the evenings for local groups to use.

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Mr Little put forward that the provision of floodlights would be a significant factor in the future of Bloxham School. The school had engaged with England Hockey and the lighting company recommended by England Hockey was the Schools' preferred supplier and all measures would be taken to avoid light pollution, as well as any disturbance to local residents, from noise and traffic.

Councillors asked Mr Little a number of questions relating to the height of the lights as well as the times in the evening, when the lights would be switched off and he advised that the proposal was for the columns to be 15m high and switched off at 10pm. He also emphasised that the School was a Charity and had a good relationship with the Parish Council and the Jubilee Park Management Committee and he wished this to continue.

Mr Little advised that the intention was that the access from Brickle Lane would remain and they would only use The Ridgeway for big events. The carpark facilities at the Dewey could also be extended on a temporary basis, if this was required.

Mr Little also reminded the Parish Council that all Councillors had been invited to attend a site visit at North Oxfordshire Academy on Tuesday 6 February 2018 to view their floodlights. There was also a public consultation exercise with residents who lived close to the site, on Tuesday 13 February 2018.

Mr Little was thanked for attending the meeting and left at this point.

**Resolved** that the report be noted.

### **138/17 CHAIRMAN'S ANNOUNCEMENTS** – The Chairman reported on the following:

- Old Bridge Road – The works to the road were due to be completed by 9 February 2018. County Councillor Kieron Mallon had suggested that there should be an opening ceremony. Councillor Mallon also advised that traffic use would be monitored before any changes were made to the direction of the traffic flow.
- Play Equipment - Oxfordshire Playing Fields Association (OPFA) had asked the Parish Council to provide a case study following the installation of the new play equipment installation. The Chairman and Glyn Williams, Chairman of the Jubilee Park Management Committee, had submitted a report to OPFA.
- Police Parking Patrols - The Parish Council had received a report from Cherwell District Council about Police activity in the village, but the Chairman felt that a meeting would be beneficial to set the expectations of the patrols. **Action TG**
- First World War – Emails had been received from the Royal British Legion with regard to a number of initiatives to commemorate the end of World War 1. The Clerk was asked to contact Robert Aplin about this matter. **Action TG**

### **139/17 RESIDENTS' ISSUES** – Mr David Gibbard asked the Parish Council about the replacement signage at either end of the bridleway on Water Lane, which he had requested some time ago. The Chairman reported that Sarah Aldous and other officers at the County Council had moved posts which had caused the delay, however the Parish Council would follow this up. **Action TG**

### **140/17 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – Prior to the meeting, County Councillor Kieron Mallon had circulated his report. Councillor Mallon also reported that the papers had been signed to enable to Parish Council to make the application to Natural England for The Slade to become a Local Nature Reserve.

District Councillor Christine Heath had no new matters to report, as the issue regarding Miller Homes Amenity land was still being dealt with.

**Resolved** that the report be noted.

### **141/17 PLANNING**

## BLOXHAM PARISH COUNCIL

- iv) Planning Items (not covered within the minutes of the Planning & Strategy Committee meeting held on 9 January 2018) – The Chairman reported that Planning Prospects were keen to meet with the Parish Council with regard to their development on Tadmarton Road in the village. However, it had been agreed to defer meeting with them, until the S106 and CIL list had been finalised. This would take place at the Planning Committee meeting on the 12th February, Councillors were requested to submit any further comments to this Committee.

**Resolved** that the report be noted.

### 142/17 PARISH COUNCIL MATTERS

- xxv) Committee Minutes and Recommendations.

- **Environment Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for Thursday 15 February 2018 at 7.30pm.

The Vice-Chairman of the Committee, Councillor Steve Craggs, reported that a quote had been received for a Tree Survey, which included a Tree Management Plan. Councillors were requested to consider the inclusion of the Tree Management Plan.

**Resolved** that:

- 6) the report be noted; and
- 7) the quote for the Tree Survey, including a Tree Management Plan, for £2088 from Conservation Consultancy Ltd be accepted. **Action TG/SC**

- **Resources Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for Wednesday 21 February 2018 at 1.00pm at Bloxham Mill.

**Resolved** that the report be noted.

- **Planning & Strategy Committee** – Prior to the meeting, the minutes of the Planning and Strategy Committee meeting held on 9 January 2018 had been circulated to the Parish Council. The next meeting was scheduled for Monday 12 February 2018 at 7.30pm.

**Resolved** that the minutes be noted.

- **Staffing Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for Thursday 1 March 2018 at 7.30pm.

**Resolved** that the report be noted.

- xxvi) Drop-In and Chat – Session had been held on 13 January 2018 – The report from the Drop-in and Chat had been circulated and was available on the Parish Council website. All of the requests and issues raised by residents had been actioned. The next session was being held on Saturday 10 February 2018.

**Resolved** that the report be noted.

- xxvii) Bloxham Neighbourhood Development Plan (BNDP) Web Site – The Chairman reported that there was a web site for the BNDP for which the Parish Council paid a nominal fee and asked if Councillors could consider whether the web site should continue.

The Councillors felt that the web site was a useful source of information for residents and should remain for the present time.

## BLOXHAM PARISH COUNCIL

**Resolved** that the Bloxham Neighbourhood Development Plan (BNDP) web site be retained.

### 143/17 FINANCE

- x) 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 Feb 2018		
Theresa Goss – Expenses for Feb 2018		
Olivia Williams – Salary for Jan 2017		
HMRC Payment for Feb 2018		
OCC Pension Fund – Clerks Pension Feb 2018		
Ellen Hinde Hall – Planning application at Ellen Hinde Hall	£195.00	1289
Haymarket Media Group Ltd - Planning Resource Annual Subscription	£250.00	1294
Viking – Stationery Order for Flip Chart and Pens	£25.06	1291
Glasdon UK – Replacement Dog Bin for The Recreation Ground	£202.54	1292
Viking – Stationery Order for Ink and Paper	£88.66	1293
John Hick Ltd – Playground Inspection training	£240.00	1295
Mr D Chandler – Works relating to bench maintenance, replacement dog waste bin and Christmas tree preparation	£280.00	1296

#### Payments made since the last meeting:

Payments	Amount	Cheque No.
Wicksteed Leisure – Play equipment at Jubilee Park	£40,078.44	1283
Aplins – Application for Adverse possession for Land at Queens Street	£40.00	1284

- ii) Bank Reconciliation– Prior to the meeting, the bank reconciliation as at 5 February 2018, had been circulated to the Parish Council.

**Resolved** that the bank reconciliation as at 5 February 2018 be noted.

- iii) Section 106 Funds

- r) The revised proposal for Section 106 and CIL funds from future developments in Bloxham – The Chairman circulated to the Parish Council, a draft list for the allocation of Section 106 funds and CIL contributions for community benefits from future developments in the village.

This would be discussed further at the Planning Committee on 12 February 2018.

**Resolved** that the report be noted.

- s) The Parish Council received an update on the following issues:

- Jubilee Hall – The specifications were waiting to be signed off by the JPMC and then tenders for the work would be invited.



## **BLOXHAM PARISH COUNCIL**

- Bloxham Recreation Ground – The Chairman reported that the Bloxham Recreation Ground Trustees had not yet come forward with any further ideas for possible projects at the Recreation Ground
- Ex-Serviceman’s Hall – This project was now at the planning application stage.
- Phase 1 of Play Equipment Projects – The legal agreements with Cherwell District Council were ready to sign, however, Aplin’s were still waiting to hear back from the solicitor acting for the Recreation Ground Trustees. The improvements to both play areas had been well received by residents.

**Resolved** that the reports be noted.

- t) Update on the progress with the amenity land on the Miller Homes, Milton Road site – The Chairman reported this matter was now being dealt with by the Portfolio Holder for Planning, Councillor Colin Clarke and he was progressing it with Cherwell District Council Officers.

**Resolved** that the report be noted.

- u) Phase Two of the Play Equipment project – The Chairman reported that the Parish Council had not yet heard from the Recreation Ground Trustees or the Jubilee Park Management Committee about any revised proposals for phase two of the play equipment projects.

**Resolved** that the report be noted.

### **144/17 VILLAGE MATTERS**

- x) New ‘Free School’ – The Parish Council discussed the proposal for a new ‘Free School’ in Bloxham Grove Road. A representative from the Education Skills Funding Agency (ESFA) would be attending the next Parish Council meeting on 5 March 2018 to discuss this further.

**Resolved** that the report be noted.

- xi) Bloxham Fun Day – Saturday 9 June 2018 – Councillor Mary Groves reported that the organisation of the event was going well and the finances were healthy. The Committee was making investigations to enable it to become a Community Interest Company. There had been a good response from village groups and other organisations who wished to be involved in the event. ‘The Meanies’ would be performing at the Fun Day too. The event would run from 1.00 pm until 7.00 pm

**Resolved** that the report be noted.

**145/17 CORRESPONDENCE** – The Chairman reported that an email had been received with regard to the silver birch trees on an area of land in Gascoigne Way. This resident had been advised that the trees would be looked at as part of the Tree Survey/Tree Management Plan.

There had also been correspondence referring to the air quality in the village. The recent Air Quality Report for Bloxham and further actions would be considered by the Parish Council’s Planning & Strategy Committee at its meeting on 12 February 2018.

The Chairman reported that there was a Parish Representative Transport meeting on 19 February 2018 in Oxford.

### **146/17 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:

## **BLOXHAM PARISH COUNCIL**

- 5 March 2018
- 9 April 2018
- 19 April 2018 (Annual Parish Meeting at Warriner School)
- 14 May 2018

(The meeting ended at 9.20pm)

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Chairman – 5 March 2018

**BLOXHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD AT**  
**ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 5 MARCH 2018 AT 7.30PM**

**PRESENT:** Chairman Councillor Jenny Yates; Councillors Mary Groves, Leonard Leigh, Gloria Lester-Stevens, Stephen Phipps, Nick Rayner and Sue Slater.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk & Responsible Financial Officer) and eighteen member of the public.

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

Councillor Mike Hawtin submitted his apologies because he was on holiday, these were accepted and the absence authorised.

County Councillor Kieron Mallon and District Councillors Christine Heath, Mike Bishop and Andrew McHugh also submitted their apologies.

The Chairman welcomed everyone to the meeting and 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.

**147/17 DECLARATIONS OF INTEREST** – There were no declarations of interest.

**148/17 MINUTES** - The minutes of the meeting held on 5 February 2018 were taken as read and duly adopted and signed by the Chairman.

Minute Number 137/17 – Proposed New Floodlights at Bloxham School – Councillor Stephen Phipps proposed that the following sentence (in italics) be included:

Councillors asked Mr Little a number of questions relating to the height of the lights as well as the times in the evening, when the lights would be switched off *and he advised that the proposal was for the columns to be 15m high and switched off at 10pm*. He also emphasised that the School was a Charity and had a good relationship with the Parish Council and the Jubilee Park Management Committee and he wished this to continue.

**Resolved** that the minutes of the meeting held on 5 February 2018 be approved with the above amendment.

**149/17 MATTERS ARISING**

Minute Number 139/17 – Residents Issues – The Chairman confirmed that the Parish Council was still in dialogue with the County Council about the bridleway signs on Water Lane.

Councillor Stephen Phipps asked for the Play Equipment Case Study to be made available in Drop Box. The Chairman agreed to do so. **Action JY**

**150/17 NEW 'FREE SCHOOL'** – The Parish Council heard a presentation on the proposal for a new Free School in Bloxham Grove Road from Jonathan Dewsbury, Project Director, North West London South Central (NWLSC) Region, Education Skills Funding Agency (ESFA). He was also accompanied by Sally Hudson, Kay Willett and Tom Proctor-Legg.

Mr Dewsbury reported on the background to the application which had been submitted to the Department for Education and the application for a site in North Oxfordshire had been approved in April 2017, along with the necessary funding. It had also been supported by the County Council to address the shortage of SEN places in north/west Oxfordshire. The school would cater for children from 7 years old to 18 years old.

## **BLOXHAM PARISH COUNCIL**

Once that approval had been given, sites around Banbury had been investigated and the site on Bloxham Grove Road appeared to be the most suitable. The process for acquiring the land from the Warriner Farm Trust and the Warriner Academy had also started and the next stage was the submission of a planning application.

The school would be operated by the Gallery Trust (Iffley Academy) and would replicate the existing model at Iffley School in Oxford.

Kay Willett reported that she was the Chief Executive of the Gallery Trust and Head Teacher of Iffley Academy in Oxford. Her school catered for Special Educational Needs (SEN) students who could not access mainstream provision. The children mainly had autism and cognitive needs.

The problem for many of these children was that there was a lack of provision for children with these needs in their local area of west and north Oxfordshire. A number of children who attended the Iffley Academy came from Banbury and it took them an hour in the morning to get to school and an hour in the afternoon to get home. This was not conducive to their learning and that was the rationale behind the submission to the DfE. It was felt that there should be SEN provision for these children within half an hour of where they lived.

If the new free school was built next to Warriner School, the Warriner SEN children would benefit from the support and in-reach provision and there would also be CPD for staff to help them meet the needs of the children.

The site of the proposed school was a nice area for the children to be taught as a number of them lived in areas of high deprivation and the outdoor space would also be beneficial to the children.

Jonathan Dewsbury confirmed that the project was at the feasibility stage and he would forward to the Clerk, the plans of the proposals. There were three building options which had been suggested by the architects and it was hoped that the planning application would be submitted in the summer. It was probable that it would be a two storey building. If the application was successful, the build would start in 2019 and the school would open in 2020. This would help to ease pressure on County Council SEN spaces as the school could cater for 100 students.

With regard to traffic, there would be a drop-off area and many children would arrive by taxi and mini bus so there would not be the congestion associated with other schools in the area. The new school would avoid clashes with the Warriner School with regard to start and finish times.

The Parish Councillors asked a number of questions relating to why this site had been the preferred option and whether other sites in Banbury would be more appropriate.

It was confirmed that pupils and staff at Warriner School would benefit from the new school but, at the moment, it could not be confirmed how many children would benefit as numbers would be fluid. Teachers at both schools would benefit from the SEN training and support which would be on offer.

It was asked why these pupils could not attend Frank Wise School and Kay Willett confirmed that Frank Wise School had a completely different cohort and catered for children with severe needs.

Tom Proctor-Legg highlighted that it was crucial to get the access and egress right and transport plans had been looked at already. There would also be a highways impact assessment and they were working closely with the County Council to minimise the impact on traffic.

The Councillors had concerns that the farm land, which was owned by Warriner Farm Trust and was a big village asset, was being sold. Clarification was required regarding ownership of the land. Jonathan advised that the land

## **BLOXHAM PARISH COUNCIL**

was not designated as high value farm land but did have archeological merit. The Chairman highlighted that it was a ridge and furrow field

The Councillors were unsure where this type of application would sit with regard to the Neighbourhood Plan and this would be looked at further. Mr Dewsbury was recommended by the Parish Council to look at the Neighbourhood Plan too, prior to submitting a planning application.

The Chairman reported that any proposal would need to comply with both Cherwell District Councils Local Plan Part 1 and Bloxham's Neighbourhood Development Plan.

Jonathan reported that a highways impact assessment had been undertaken and there would be a public consultation exercise when the plans had been finalised. He was also happy to attend a future Parish Council meeting when the highways officers had responded with their comments and the feasibility study had been completed.

He also advised that there were thresholds for the different stages of the project to ensure that it was viable to progress with it.

Jonathan asked the Parish Council which was the best way to consult with the village. It was suggested that an open consultation with residents on two dates would be helpful. Plans could also be displayed at the Parish Council's Drop-in and Chat session. The Chairman advised that the Parish Council would be keen for dialogue on this project, but this did not indicate support or otherwise for the proposal.

Councillors also asked if they would be able to attend a site visit prior to the planning application being submitted to Cherwell District Council. The Clerk agreed to contact Warriner School to arrange this. **Action TG**

Jonathan Dewsbury, Sally Hudson, Kay Willett and Tom Proctor-Legg were thanked for attending and they left the meeting at this point.

### **151/17 CHAIRMAN'S ANNOUNCEMENTS** – The Chairman reported on the following:

- Old Bridge Road – This road was now open again.
- Air Pollution – The Parish Council's concerns about the November 2017 report had been submitted to Cherwell District Council's Overview and Scrutiny Committee
- Meeting with Bloxham School about the proposed floodlights – There had been a meeting on 23 February 2018 and a report was in Drop Box. The essence of the meeting was to confirm the proposals and advise that when the planning application was submitted, the Parish Council's comments would be made on material planning grounds, referencing the Local Plan and the Bloxham Neighbourhood Development Plan.
- Annual Parish Meeting Arrangements and Agenda – This was currently being worked on and all Councillors who were present, confirmed they were able to attend the meeting on 19 April 2018 at 7.30pm at Warriner School.
- Cherwell District Council (CDC) Meeting on 26 February 2018 – It had been agreed by District Councillors to support both the Oxfordshire Housing and Growth Deal and the Partial review of the Local Plan Part 1. The Partial Review of the Local Plan Part one Oxford's unmet Need would now go forward to be examined independently. CDC had also adopted a CIL Developer Contributions Policy and it was incumbent on the Parish Council to ensure that its community benefits list reflected that policy.

## **BLOXHAM PARISH COUNCIL**

**152/17 RESIDENTS' ISSUES** – A number of residents addressed the Parish Council about proposed floodlights on the hockey pitches at Bloxham School. .

In summary, the main issues which residents had were:

- the height and number of lighting columns which would increase lighting pollution for residents on the edge of the village;
- increased noise from the ball being hit into the back of the net;
- increased noise from the number of players and spectators;
- the close proximity of the pitches and floodlights to the neighbouring properties;
- parking issues on the surrounding roads; and
- traffic management, especially around Strawberry Terrace.

The residents recognised that there would be a community use of the facility, but they felt that Bloxham School should take into account the views of the community who lived close-by.

It was also highlighted that the Bloxham Neighbourhood Development Plan aimed to protect and enhance the rural character of the village and avoid light pollution

The Chairman advised that the Planning & Strategy Committee had monthly meetings and this application would be considered at the meeting, following the submission of the application to Cherwell District Council. So this might be on 21 March 2018 or it could be the meeting in April 2018. The Parish Council was a statutory consultee and would make comments on planning grounds only, referring to planning policy, such as the Local Plan and the Bloxham Neighbourhood Development Plan. The Parish Council comments on the application would not be based on personal opinions as was the case when all planning applications were considered.

A resident also confirmed that the site meeting which was postponed due to the adverse weather last week, would be rescheduled shortly.

There was a discussion about the hours which the proposed floodlights would be switched on and it was felt that the application would probably mirror the application at the Warriner School, which was 9pm on weekdays, 4pm on Saturdays and no usage on a Sunday.

The Chairman thanked the members of the public for addressing the meeting and invited them to attend the Planning & Strategy Committee when the application was considered.

**153/17 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – Prior to the meeting, District Councillor Andrew McHugh and County Councillor Kieron Mallon had circulated their reports.

The Parish Council raised concerns about the comments within District Councillor McHugh's report about Bloxham School's proposed floodlights and it was felt that he should have obtained more background information before making his comments public.

**Resolved** that the report be noted.

### **154/17 PLANNING**

- v) Planning Items (not covered within the minutes of the Planning & Strategy Committee meeting held on 12 February 2018) – The Chairman of the Committee, Councillor Sue Slater, reported that the registration of the land in Queen Street was being progressed by the Land Registry and a site visit had been carried out too.

## BLOXHAM PARISH COUNCIL

However, there was Japanese Knotweed on the land and the Planning & Strategy Committee would like to commission a survey of the land and also clear away the vegetation. The original plan had been to unearth the foundations of the cottages which used to be located in this area.

**Resolved** that:

- 1) the report be noted; and
  - 2) advice be sought on a suitable contractor to undertake this clearance work and a quote be requested.
- Action TG**

### 155/17 PARISH COUNCIL MATTERS

xxviii) Committee Minutes and Recommendations.

- **Environment Committee** – Prior to the meeting, the minutes of the Environment Committee meeting held on Thursday 15 February 2018 had been circulated to the Parish Council.

**Resolved** that:

- 1) the minutes be noted and the recommendations be approved;
- 2) a vote of thanks be passed to Marie Jones and her team for all their work at The Slade;
- 3) a request be made to the residents for more volunteers to assist with the manual spreading of the grit on the footpaths during poor weather; and **Action TG**
- 4) a vote of thanks be passed to the litter pickers in the village for all their work keeping the village tidy.

- **Resources Committee** – Prior to the meeting, the minutes of the Resources Committee meeting held on Wednesday 21 February 2018 had been circulated to the Parish Council.

**Resolved** that the minutes be noted and the recommendations be approved.

- **Planning & Strategy Committee** – Prior to the meeting, the minutes of the Planning & Strategy Committee meeting held on 12 February 2018 had been circulated to the Parish Council. The next meeting was scheduled for Wednesday 21 March 2018 at 7.30pm.

**Resolved** that the minutes be noted.

- **Staffing Committee** – The meeting scheduled for 1 March 2018 had been postponed due to the adverse weather. The meeting would now be had on Thursday 28 March 2018 at 1.30pm at Bloxham Mill.

**Resolved** that the report be noted.

xxix) Drop-In and Chat – Session had been held on 10 February 2018 – The report from the Drop-in and Chat had been circulated and was available on the Parish Council website. All of the requests and issues raised by residents had been actioned. The next session was being held on Saturday 10 March 2018.

**Resolved** that the report be noted.

xxx) Local Council Award Scheme – Prior to the meeting, information on the Local Council Award Scheme had been circulated to the Parish Council and the Chairman reported that it was the intention to work towards achieving the foundation award, in the first instance.

**Resolved** that the Parish Council registers with the National Association of Local Councils (NALC) for the Parish Council to work towards the Foundation Award of the Local Council Award Scheme. **Action TG**

### 156/17 FINANCE

## BLOXHAM PARISH COUNCIL

- xi) 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 March 2018		
Theresa Goss – Expenses for March 2018		
Olivia Williams – Salary for Feb 2018		
HMRC Payment for March 2018		
OCC Pension Fund – Clerks Pension March 2018		
Royal British Legion – Grant for 2017/2018	£400.40	1302
Ellen Hinde Hall – Rent for storage space	£125.00	1303
Mr D Jones – Postage for Circular Walk Leaflets	£3.80	1304
Theresa Goss – Dropbox Annual fee	£79.00	1305
Mr J Groves – Domain renewal for Bloxham NDP web site	£6.99	1306
M D Casey – Work at Walsingham Close amenity area	£240.00	1307
M Timms – Ex-Serviceman’s Hall Planning Application	£528.90	1308
Jubilee Park Management Cttee – Room Hire	£35.00	1309
OPFA – Annual Subs for 2018/2019	£53.00	1310
Walker Graham Architects – Jubilee Hall S106 project	£1926.00	1311
OALC – 2018/2019 Annual Subscription	£636.25	1312
Bloxham Mill Ltd	£45.00	1313

**Payments made since the last meeting:**

Payments	Amount	Cheque No.
M Timms – Ellen Hinde Hall Planning Application	£276.80	1297

- ii) Bank Reconciliation– Prior to the meeting, the bank reconciliation as at 5 March 2018, had been circulated to the Parish Council.

**Resolved** that the bank reconciliation as at 5 March 2018 be noted.

- iii) Section 106 Funds

- v) The Parish Council received an update on the following issues:

- Jubilee Hall – Invitations for tenders had been sent out and replies were awaited.
- Ex-Serviceman’s Hall – This planning application had been submitted to Cherwell District Council.
- Phase 2 of Play Equipment Projects – The Parish Council was waiting to hear from the Recreation Ground Trustees and the Jubilee Park Management Committee with their ideas for phase two.



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- Legal agreements for all of the projects – The agreements between the Parish Council and Cherwell District Council had been finalised, however, the sub-agreements between the Parish Council and the Jubilee Park Management Committee, Recreation Ground Trustees and Ellen Hinde Hall were still being worked on.

**Resolved** that the reports be noted.

- w) Update on the progress with the amenity land on the Miller Homes, Milton Road site – The Chairman reported that Bob Duxbury had been scheduled to call her that afternoon to discuss this matter, but she had not heard from him.

**Resolved** that Cherwell District Council again be contacted to arrange a meeting to ensure that the amenity land is transferred to the Parish Council for the benefit of the village and not to a Management Company. **Action TG**

- x) Community Infrastructure Levy/Section 106 Community Benefits – Prior to the meeting, a draft list of the suggested Community Infrastructure Levy/Section 106 Community benefits had been circulated to the Parish Council.

Following a discussion, it was felt that Councillors should be given more time to review the list and that it should be delegated to the Planning & Strategy Committee to finalise and then submit to Cherwell District Council.

**Resolved** that the list of community benefits be deferred to the Planning & Strategy Committee and the Committee be given the authority to approve and submit the list to Cherwell District Council.  
**Action SS/TG**

### 157/17 VILLAGE MATTERS

- xii) Bloxham Fun Day – Saturday 9 June 2018 – Councillor Mary Groves reported that there would be a meeting on 29 April 2018 at 7pm at Jubilee Hall, for all groups wishing to take part in the Fun Day.

The Chairman also asked the Councillors for volunteers to run the Parish Council stall. Councillors Jenny Yates, Leonard Leigh, Gloria Lester-Stevens and Nick Rayner all volunteered.

**Resolved** that the report be noted.

- xiii) Silent Soldier - The Parish Council discussed the request from the Royal British Legion for suggested locations of the 'Silent Soldier' which they intended to purchase and display in the village.

**Resolved** that this item be deferred to enable residents to be asked where they would like to see the 'Silent Soldier' displayed. **Action TG**

### 158/17 CORRESPONDENCE – The Chairman reported that:

- there had been a number of emails sent to the Parish Council about the proposed floodlights at Bloxham School.
- an email had been received from a Town Councillor with regard to the Dispute Resolution Process which had been recommended by the Oxfordshire Association of Local Councils and how this fitted with the role of the Monitoring Officer at the District Councils.
- emails had been received from a resident expressing their concern about the Air Quality report. However, this matter would be discussed further at the Planning & Strategy Committee.

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- a report had been submitted to the County Council's Footpaths Officer about the condition of bridleway on the Circular Walk.

### **159/17 EXCLUSION OF THE PUBLIC AND PRESS**

**Resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 160/17 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**160/17 CLERK AND RESPONSIBLE FINANCIAL OFFICER** – The meeting of the Staffing Committee had been postponed therefore, this item was 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**

### **161/17 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:

- 9 April 2018
- 19 April 2018 (Annual Parish Meeting at Warriner School)
- 14 May 2018

(The meeting ended at 9.50pm)

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Chairman – 9 April 2018

**BLOXHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD AT**  
**ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 9 APRIL 2018 AT 7.30PM**

**PRESENT:** Chairman Councillor Jenny Yates; Councillors Steve Craggs, Mary Groves, Mike Hawtin, Leonard Leigh, Gloria Lester-Stevens, Stephen Phipps, Nick Rayner and Sue Slater.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk & Responsible Financial Officer), County Councillor Kieron Mallon, District Councillors Christine Heath, Mike Bishop and Andrew McHugh and one member of the public.

**APOLOGIES:** None.

The Chairman welcomed everyone to the meeting and 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.

**162/17 DECLARATIONS OF INTEREST** – There were no declarations of interest.

**163/17 MINUTES** - The minutes of the meeting held on 5 March 2018 were taken as read and duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 5 March 2018 be approved.

**164/17 MATTERS ARISING**

Minute Number 148/17 - Matters Arising - The Chairman reported that the Parish Council had been in dialogue with the County Council's Footpaths Officer, Beth Rutterford and she had put a directional disc on Water Lane Bridleway by the houses, but there was nowhere to put a disc at the school end or to way mark it. However Beth would look again at whether a disc could be located at the school end.

Minute Number 148/17 - Matters Arising – The Chairman reported that the play equipment case study was now in Drop Box for Councillors to read.

Minute Number 157/17 - Silent Soldier – The Chairman reported that this initiative was on hold until the Parish Council had received further information from the Royal British Legion.

**165/17 CHAIRMAN'S ANNOUNCEMENTS** – The Chairman reported on the following:

- Nominations for the Parish Council elections on 3 May 2018 had closed on 6 April 2018 and a Notice of Poll would be issued shortly by Cherwell District Council. There had been 10 nominations which meant there was an uncontested election and the Parish Council could fill the two remaining vacancies by co-option.
- Chairman would be attending a finance training course on 18 April 2018.
- A meeting with Complete Weed Control would be held to discuss the treatment of the Japanese Knotweed on the Queen Street land. The adverse possession application had been refused by the Land Registry because it felt that there was unsubstantial fencing and that the land had not been properly maintained. This matter would now be considered by the Planning & Strategy Committee and a meeting would be held with Aplins Solicitors in due course.
- The registration of The Slade as a Local Nature Reserve (LNR) would be advertised around the village and also in the Banbury Guardian column.
- The replacement bench on Courtington Lane had been delivered and once it had been engraved, it would be re-sited.

**166/17 RESIDENTS' ISSUES** – None.

**167/17 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – Councillor Kieron Mallon had no matters to report, however he was asked about poor condition of the roads and the number of potholes across the County.

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Councillor Kieron Mallon advised that the County Council had recently purchased a 'Dragon Patcher' to repair the potholes as quickly as possible.

Councillor Stephen Phipps advised that he had reported a number of potholes to the County Council, but only one had been repaired. He felt that the Parish Council should write to the County Council and raise this as a serious issue in the village.

Councillor Mallon explained how the assessment criteria for the repairs to potholes was applied and suggested that the Parish Council could email County Councillor Yvonne Constance about this matter, copying in Councillor Mallon so it could also be raised with Bev Hindle, a Director at the County Council. The Councillors highlighted that the A361 was a major trunk road and required a number of repairs and it was now becoming apparent that drivers were swerving to miss the potholes which could cause accidents involving pedestrians and cyclists.

Councillor Christine Heath had circulated a report with regard to the ESSO garage on the A361 and advised that the application for an extension to the licence for the sale of alcohol, 24 hours a day had been granted by CDC. Some signage had been removed and the lighting had been switched off, however Councillor Heath was still following up on a number of issues relating to the application.

Councillor Sue Slater reported that the Parish Council's Planning & Strategy Committee had raised the issue of the signage a number of times with the County Council. County Council Officers had looked at this in the past, but any changes to the position and amount of signs had been short lived.

The Parish Council felt that Cherwell District Council should have advised the Parish Council when this licensing application was submitted and the Parish Council would like a copy of the decision notice stating the legal reasons for approving this application.

Councillor Heath also reported that her neighbour was now a Community First Responder and was compiling a list of defibrillators in the village which had public access, 24 hours a day. The Chairman advised that there were two at Bloxham School and contact should be made with the Bursar.

Councillor Andrew McHugh highlighted that he had shown his support for the application for floodlights at Bloxham School, but he would be guided by the Parish Council when it considered the application.

Councillor McHugh also reported that the A&E department and pediatrics at the Horton Hospital had a guaranteed future and there would be a recruitment process for obstetricians.

Councillor McHugh also highlighted that the air quality figures for Bloxham were currently below the national air quality objective for nitrogen dioxide of 40 µg/m<sup>3</sup> in some places, but this would continue to be monitored. There was a discussion about air quality in the village and the steps already taken by the Council and the Planning & Strategy Committee and it was agreed to bring this item forward on the agenda.

**Resolved** that the report be noted.

**168/17 Air Quality Monitoring** – The Parish Council discussed whether a request should be submitted to Cherwell District Council for two additional air quality monitoring tubes to be placed on street lamps adjacent to the mini roundabout at the Barford Road/A361 junction. The monitoring would be undertaken over 12 months.

**Resolved** that two additional air quality monitoring tubes be placed on street lamps adjacent to the mini roundabout at the Barford Road/A361 junction. **Action TG**

### **169/17 PLANNING**

vi) Planning Items (not covered within the minutes of the Planning & Strategy Committee meeting held on 13 March 2018) – The Chairman of the Committee, Sue Slater, reported there were no further issues to raise.

**Resolved** that the report be noted.

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### 170/17 PARISH COUNCIL MATTERS

xxxi) Parish Council Elections – This item had been covered earlier in the meeting.

xxxii) Committee Minutes and Recommendations.

- **Environment Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council.
- **Resources Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council.
- **Planning & Strategy Committee** – Prior to the meeting, the minutes of the Planning & Strategy Committee meeting held on 13 March 2018 had been circulated to the Parish Council. The next meeting was scheduled for Monday 23 April 2018 at 7.30pm.

**Resolved** that the minutes be noted.

- **Staffing Committee** – Prior to the meeting, the minutes of the Staffing Committee meeting held on 28 March 2018 had been circulated to the Parish Council. The minutes would be discussed later in the meeting, once the public and press had been excluded.

**Resolved** that the minutes be noted.

xxxiii) Drop-In and Chat – Session had been held on 10 March 2018 – The report from the Drop-in and Chat had been circulated and was available on the Parish Council website.

**Resolved** that the report be noted.

xxxiv) General Data Protection Regulations (GDPR) – The Clerk reported that she had completed all of the necessary work to ensure that the Parish Council would be compliant with GDPR by 25 May 2018. The Data Map, Policies and appointment of the Data Protection Officer would be considered at the May meeting of the Parish Council.

**Resolved** that the report be noted.

### 171/17 FINANCE

xii) 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 April 2018		
Theresa Goss – Expenses for April 2018		
Olivia William – Salary for March 2018		
HMRC – Payment for April 2018		
OCC Pension Fund – April 2018 payment		
Broxap Limited – Bench on Courtington Lane	£1398.60	1319
Bloxham Mill Ltd – Room Hire	£90.00	1321
TaxAssist Accountants – Payroll services for 2018/2019	£252.00	1322
Conservation Consultancy Ltd – Tree Survey and Management Plan	£2088.00	1323
Cherwell District Council – Emptying Dog Waste Bins for Winter Period	£960.96	1324

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CPRE – Annual subscription	£36.00	1325
Community First Oxfordshire – Annual subscription	£70.00	1326
Arrow Accounting – Advice on VAT matters relating to S106 projects	£68.36	1327

### Payments made since the last meeting:

Payments	Amount	Cheque No.
Bloxham Nursery – Christmas Tree	£110	1315

- ii) Bank Reconciliation– Prior to the meeting, the bank reconciliation as at 9 March 2018, had been circulated to the Parish Council.

**Resolved** that the bank reconciliation as at 9 March 2018 be noted.

- iii) Section 106 Funds

- y) The Parish Council received an update on the following issues:

- Jubilee Hall – Invitations to tender had been sent out and they would be returned shortly.
- Ex-Serviceman’s Hall – The planning application had been submitted to Cherwell District Council and it was hoped that the ground works would start shortly.
- Phase 2 of Play Equipment Projects – The Parish Council had received details from the Recreation Ground Trustees, but was still waiting for the Jubilee Park Management Committee to advise on its proposed plans.
- Legal agreements for all of the projects – The legal agreements for the play equipment projects should be signed soon.

**Resolved** that the reports be noted.

- z) Update on the progress with the amenity land on the Miller Homes, Milton Road site – The Chairman reported that there would be meeting with Bob Duxbury on Tuesday 17 April 2018 at 12.30pm at Bodicote House. Councillor Christine Heath would also be attending the meeting, along with other officers from CDC.

**Resolved** that the report be noted.

- iv) Members’ Allowances 2018/2019 – Prior to the meeting, Cherwell District Council’s Members’ Allowances Scheme for 2018/2019 for Parish Councils had been circulated to the Parish Council.

**Resolved** that:

- 1) no allowances be paid to the Chairman or Councillors;
- 2) expenses for travel, subsistence and stationery be paid on production of a receipt;
- 3) the Parish Council’s support of a Carers’ Allowance be fed back to Cherwell District Council; and
- 4) other Parish Councils be asked for their thoughts on the introduction of a Carers’ Allowance. **Action TG**

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- xxxv) New Homes Bonus 2017/108 – The Chairman reported that for 2017/2018, Cherwell District Council (CDC) had allocated £5276.05 to Bloxham and CDC required a spending plan from the Parish Council before it released the funds.

Councillor Steve Craggs suggested that the New Homes Bonus could be allocated to the proposed works at the Walsingham Close amenity area, once the consultation with the residents had been completed.

Councillor Sue Slater suggested that the funds could also be used for new fitness/recreation equipment in Jubilee Park or at Bloxham Recreation Ground.

**Resolved** that the funds be split between two projects, (1) fitness/recreation equipment at Jubilee Park or at Bloxham Recreation Ground and (2) the Walsingham Close amenity area. **Action TG**

- xxxvi) Wooden Posts in Kings Road – The Parish Council considered a request from a resident to install at their expense, three short posts in the grassed area on the corner of Kings Road, behind the rubbish bin and road sign to address the problem of inconsiderate parking which was blocking the residents' driveways. The County Council, as the land owner, had already given its permission for this installation.

**Resolved** that the request be approved.

### **172/17 VILLAGE MATTERS**

- xiv) Bloxham Fun Day – Saturday 9 June 2018 – Councillor Mary Groves reported that there would be a meeting on 29 April 2018 at 7pm at Jubilee Hall, for all groups wishing to take part in the Fun Day.

Councillor Groves also had two banners advertising the Fun Day, which would be displayed around the village, once the necessary permissions had been obtained.

**Resolved** that the report be noted.

- xv) Annual Parish Meeting 2018 – The Chairman reminded the Parish Council that the APM was being held on Thursday 19 April 2018 at Warriner School at 7.30pm. There was a discussion about the format of the meeting and the appropriate changes would be made to the presentation, which was saved in Drop Box.

Councillor Sue Slater also reported that the Jubilee Park Management Committee AGM was being held on 23 May 2018 at 7.30pm at Jubilee Hall.

**Resolved** that the reports be noted.

**173/17 CORRESPONDENCE** – The Clerk circulated a copy of the CPRE's Countryside Voice magazine.

### **174/17 EXCLUSION OF THE PUBLIC AND PRESS**

**Resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 175/17 & 176/17 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**175/17 PARISH COUNCIL WEB SITE** – Prior to the meeting, the Clerk had circulated to the Parish Council, quotes for a new Parish Council web site.

Following a discussion, the Parish Council accepted the quote from Pixel Concepts subject to the queries raised by Councillor Steve Craggs, being resolved satisfactorily.

**Resolved** that Pixel Concepts be accepted, subject to the resolution of the queries raised by Councillor Steve Craggs. **Action TG**

## BLOXHAM PARISH COUNCIL

**176/17 CLERK AND RESPONSIBLE FINANCIAL OFFICER/STAFFING MATTERS** – The Parish Council considered the minutes from the Staffing Committee held on 28 March 2018 with regard to staffing matters affecting the Clerk & Responsible Financial Officer and the Administration Assistant.

**Resolved** that:

- 1) the recommendations be approved;
- 2) the Administration Assistant post be made redundant from 31 July 2018; **Action TG**
- 3) the current post holder to receive payment for her annual leave entitlement, pro-rata from 1 April 2018 to 31 July 2018; **Action TG**
- 4) the Clerk & Responsible Financial Officer be moved onto spinal point 30 from 1 April 2018 and the salary be increased in accordance with the approved NJC Pay Scales; and **Action TG**
- 5) the Clerk & Responsible Financial Officer to carry forward 20 hours of holiday from 2017/2018 to 2018/2019.  
**Action TG**

### **177/17 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:

- 19 April 2018 (Annual Parish Meeting at Warriner School)
- 14 May 2018
- 4 June 2018
- 2 July 2018
- 6 August 2018

(The meeting ended at 9.35pm)

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Chairman – 14 May 2018