

# BLOXHAM PARISH COUNCIL

MONDAY 2 SEPTEMBER 2019

Clerk & Responsible Financial Officer  
Theresa Goss  
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27 August 2019

Dear Councillor,

A meeting of the Parish Council will be held on **Monday 2 September 2019 at 7.30pm** in **St Mary's Parish Rooms, Bloxham**, to transact the business set out in the Agenda below, and you are summoned to attend.

The District Councillors Christine Heath, Mike Bishop and Andrew McHugh and County Councillor Kieron Mallon are also invited to attend.

T.Goss  
Clerk to the Parish Council

## A G E N D A

1. **Welcome/Recording of Meetings** – To welcome Councillors and the public to the meeting and advise on the procedure for the recording of meetings.  
**7:30pm**

2. **Apologies for absence** - To receive any apologies for absence from the meeting.

*Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting as, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.*

**7:30pm**

3. **Declarations of Interest**

*(a) To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.*

*(b) To consider any Dispensation Requests received by the Parish Clerk and not previously considered.*

**Advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice cannot be given to Councillors at Parish Council meetings.**

**7:30pm – 7:35pm**

4. **Minutes** - To confirm the minutes of the meetings held on 5 August 2019. **(Attached)**  
**7:35pm – 7:40pm**

5. **Matters Arising** - To discuss any issues arising from the minutes of 5 August 2019. **7:40pm – 7:50pm**

6. **Chairman's Announcements**

- Invitation to the Deddington Depot Open Day on 5 October 2019
  - Traffic Survey
  - Bloxham Bowling Club - Directional Sign on A361 – This request is now being processed by Oxfordshire County Council
  - Installation of the Defibrillator
  - Proposed bench at the top of Hobb Hill
  - National Highway and Transport Public Satisfaction Survey for Councillors to complete
- 7:50pm – 8:00pm**

7. **Open Forum** - Residents of the village are invited to raise any items which concern the Parish.  
**8:00pm – 8:10pm**

8. **Reports from County and District Councillors** - To receive reports from the Bloxham County Councillor and District Councillors.  
**8:10pm – 8:20pm**

9. **Planning**

i) Planning Applications - To consider the following planning applications:

- 19/01430/CLUE, 5 Merrivales Lane, Bloxham - Certificate of Lawful Use for existing for extension to rear of property.
- 19/00465/F, Motor Fuel Group, Bloxham Service Station, South Newington Road, Bloxham - Retrospective application for 10 Recessed LED lights within soffit of forecourt canopy
- 19/00617/F - New School, Bloxham Grove Road – Amended plans relating to works on the highway.
- 19/01270/L - The Old Manor, Little Bridge Road, Bloxham - Relocate the WC, removing a partition and blocking up an existing door, Remove paint from beams, Relocate the central heating boiler, Install a log burning stove, Replace the floor covering in the kitchen, utility room and WC and block up a window on the North elevation and removing a waste pipe from the East elevation

ii) 13/00496/OUT - Land to the Rear and North of 29 and 33 Quarry Close Bloxham (Country Park) – To note the meeting which was held with Cherwell District Council and Miller Homes on 15 August 2019. **(Information previously circulated)**

Plans can be viewed at <https://www.cherwell.gov.uk/info/115/planning/443/see-or-comment-on-a-planning-application23as>

**8:20pm – 8:40pm**

10. **Environment/Village Matters**

- i) Drop-in and Chat – To note the issues brought to the attention of the Parish Council at the Drop-in and Chat held on 10 August 2019. **(Report to follow)**
- ii) Highway Issues – To agree the issues for discussion with Rashid Bbosa, Senior Transport Planner at Oxfordshire County Council, when he attends the Parish Council meeting on 17 September 2019.

**8:40pm – 9:00pm**

11. **Parish Council Matters**

- i) Parish Council Vacancy – To consider any applications for co-option onto the Parish Council

- ii) Parish Council Representatives - To receive reports from the Parish Council's Representatives on other bodies.
- iii) Councillors Training Courses – The following training courses are available to Councillors:

date	subject	Half/full day	trainer	location
Wednesday September 18 <sup>th</sup>	13. Roles and Responsibilities for new councillors and clerks	Full day	Elizabeth Howlett	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday October 2 <sup>nd</sup>	14. Budgeting and financial management for councillors  15. VAT for clerks (and councillors!)	Half/ morning  Half/ afternoon	Steve Parkinson	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF
Thursday 21 <sup>st</sup> November	16. Planning – How local councils fit into the planning system and effective responses to planning applications	Half/ morning	Phil Shaw	West Oxfordshire District Council, Witney, OX28 1NB

**9:00pm – 9:05pm**

**12. Financial Matters**

- i) Accounts for Payment and Bank Reconciliation - To approve the accounts for payment and note the bank reconciliation. **(Report to follow)**
- ii) Jubilee Hall, Section 106 Project
- To receive an update on the project;
  - Accept the quotes for the canopies, cooker, water boiler and electric fly catcher; and
  - Discuss any necessary changes to the lease between the Parish Council and the Official Custodian/Jubilee Park Management Committee.
- (Reports to follow)**
- iii) Appointment of Internal Auditor 2019/2020 – To appoint Arrow Accounting as the Internal Auditor for 2019/2020. **(Report previously circulated)**

**9:05pm – 9:25pm**

**13. Correspondence** – Items of correspondence will be circulated to members. **9:25pm**

**14. Meeting Dates** – Future meeting dates for Bloxham Parish Council are stated below. They will commence at 7.30pm in St Mary's Parish Rooms, Bloxham, unless stated otherwise:

- 17 Sept 2019
- 7 Oct 2019
- 16 Oct 2019
- 4 Nov 2019
- 19 Nov 2019
- 2 Dec 2019 (Only one meeting in December 2019)

**9:25pm**

**15. Items for the Next Agenda/Items of Information**

1. Rashid Bbosa, Senior Transport Planner, Transport Development Control at Oxfordshire County Council
  2. Draft Budget for 2020/2021
- 9:25pm**

Councillors are asked to note that in the exercise of their functions, they must take note of the following: Equal Opportunities (race, gender, sexual orientation, marital status and any disability); Crime & Disorder, Health & safety and Human Rights.

**Parish Council 'Drop-in and Chat' Sessions are usually held on second Saturday of the month, at the Ex-Serviceman's Hall from 10.30am to 11.30am. Residents are invited along to meet their Parish Councillors and discuss any items affecting the village.**

**Next Session:** Saturday 14 September 2019 (Councillors Leonard Leigh and Stephen Phipps)  
All reports and minutes are available on the Parish Council website [www.bloxhamparishcouncil.co.uk](http://www.bloxhamparishcouncil.co.uk)