

# BLOXHAM PARISH COUNCIL

MONDAY 4 MAY 2020

Clerk & Responsible Financial Officer  
Theresa Goss  
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28 April 2020

Dear Councillor,

The Annual Meeting of the Parish Council will be held virtually on **Monday 4 May 2020 at 7.30pm** 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.

To enable you to attend the meeting, a link to Zoom will be sent to you in due course.

Members of the public are advised to contact the Clerk to the Parish Council if they wish to attend the meeting. Please note that this will be for the purposes of viewing the meeting only and public participation will only be permitted during the open forum. The 3 minute public speaking rule, as per the Parish Council's Standing Orders, will apply.

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. **Appointment of Chairman for 2020/2021** – To appoint a Chairman for 2020/2021.
4. **Appointment of Vice-Chairman for 2020/2021** – To appoint a Vice-Chairman for 2020/2021.

5. **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**

6. **Minutes** - To confirm the minutes of the meetings held on 9 April 2020. **(Attached)**

**7:35pm – 7:40pm**

7. **Matters Arising** - To discuss any issues arising from the minutes of 9 April 2020

**7:40pm – 7:50pm**

8. **Chairman's Announcements**

**7:50pm – 8:00pm**

9. **Open Forum** - Residents of the village are invited to raise any items which concern the Parish.

**8:00pm – 8:10pm**

10. **Reports from County and District Councillors** - To receive reports from the Bloxham County Councillor and District Councillors.

**8:10pm – 8:20pm**

11. **Planning**

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

- 20/00958/ADV, Exham House Bloxham School, High Street, Bloxham - Hanging non illuminated cafe sign.
- 20/00990/F, Clinton House, Humber Street, Bloxham - Demolition of existing single storey outbuilding, replaced with a single storey rear extension, Part garage conversion, alterations to upper floor, replacement windows and doors, part re-render of rear elevation and installation of solar panels.
- 20/01010/F, Land Adj To Warriner Game Court, The Warriner School, Banbury Road, Bloxham - Variation of Condition 2 (plans) and 19 (waste water network) of 19/00617/F to allow for an on site treatment plant for wastewater and associated connections rather than connections to mains drainage.
- 20/01025/F, 24 Gascoigne Way, Bloxham, - Infill extension to connect the garage to the main house at ground floor level. The double garage is to be partially converted to create habitable accommodation at ground floor level and within the roof space.
- 20/01042/LB, 1 Unicorn Street, Bloxham - Provisional 2 no. roof lights in rear slope of roof.

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

ii) Millers Homes Site, Tadmarton Road, Bloxham - To discuss the issues on the Miller Homes site.  
**8:20pm – 8:50pm**

## 12. Environment/Village Matters

- i) Footpaths – To discuss:
  - the request for a new dog waste bin and signage on the footpath on land next to Bloxham Mill;
  - the issues relating to the closure of the permissive footpath on the Circular Walk near to the Ridgeway and the closure of the footpath from The Ridgeway to the water tower; and
  - the footpath which runs up Hobb Hill and the possible need for additional signage on the electric fence.
- ii) Barford Road Street Lighting – To discuss the street lighting on Barford Road. **(Report to follow)**  
**8:50pm – 9:00pm**

## 13. Parish Council Matters

- i) Parish Council Vacancy – To consider any applications for the vacancy on the Parish Council.
  - ii) Parish Council Documents – To review the following Parish Council documents, which are available to view on the Parish Council web site <https://www.bloxhamparishcouncil.co.uk/documents.php>:
    - Asset Register
    - Risk Management Log and Risk Schedule
    - Financial Regulations
    - Standing Orders
    - Code of Conduct
    - Complaints Policy
    - Vexatious Complaints Procedure
    - Freedom of Information Policy
    - Dispute Resolution Process
    - Dignity at Work Policy
    - Grievance Procedure
    - Data Breach Policy
    - Data Protection Policy
    - Records Retention Policy
    - Subject Access Request Procedure
    - Press and Media Policy
  - iii) Staffing Committee – To:
    - note the minutes and approve the recommendations of the meeting held on 12 March 2020. **(Minutes to follow)**; and
    - confirm the membership of the Committee for 2020/2021.
  - iv) Drop-In and Chat – To receive a report on the Drop-In and Chat session held on 14 March 2020. **(Report to follow)**
  - v) Parish Council Representatives – To:
    - receive reports from the Parish Council's Representatives on other bodies. **(Reports to follow)**; and
    - confirm the appointments of Parish Council Representatives on other bodies for 2020/2021.
- 9:00pm – 9:10pm**

## 14. Financial Matters

- i) Accounts for Payment and Bank Reconciliation - To approve the accounts for payment and note the bank reconciliation. **(Report to follow)**

ii) Bus Stop Infrastructure Improvements – To consider how the Section 106 funds can be spent in Bloxham on bus stop infrastructure. **(Information previously circulated)**

iii) Accounts 2019/2020

- Annual Governance and Accountability Return for the year ended 31 March 2020 **(To follow)**

a) To approve the Annual Governance Statement 2019/2020 - Section 1

b) To approve the Accounting Statements for 2019/2020 - Section 2

- To receive and approve the Receipts & Payments Account as at 31 March 2020.

**9:10pm – 9:20pm**

15. **Correspondence** – Items of correspondence will be circulated to members. **9:20pm**

16. **Public and Press** – To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for item numbered 17 on the grounds that it could involve the likely disclosure of private and confidential information. **9:20pm**

17. **Jubilee Hall, Section 106 Project** - To receive an update on the project.  
**9:20pm - 9:30pm**

18. **Meeting Dates** – Future meeting dates for Bloxham Parish Council are stated below. They will commence at 7.30pm and will be held on Zoom until further notice. Please contact the Clerk for the joining details.

- 20 May 2020
- 1 June 2020
- 16 June 2020
- 6 July 2020

**9:30pm**

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

- Dog Friendly Stiles
- Play equipment at Bloxham Recreation Ground
- Oxfordshire County Council's Fix My Street Super Users – To discuss the County Council's Fix My Street Super User initiative.

**9:30pm**

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: CANCELLED UNTIL FURTHER NOTICE**

All reports and minutes are available on the Parish Council website [www.bloxhamparishcouncil.co.uk](http://www.bloxhamparishcouncil.co.uk)