DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 2 SEPTEMBER 2019 AT 7.30PM

PRESENT: Chairman, Councillor Steve Craggs; Councillors Joanna Barton, David Bunn, Sophie Floate, Mary Groves, Leonard Leigh and Stephen Phipps.

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

APOLOGIES: Councillor Amanda Baxter, submitted her apologies because a family member was unwell, the apologies were accepted and the absence authorised.

Councillor Gloria Lester-Stevens submitted her apologies because she was unwell, the apologies were accepted and the absence authorised.

Councillor Mike Morris submitted his apologies because he was at work, the apologies were accepted and the absence authorised.

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

An apology for absence was also received from District Councillor Mike Bishop.

The Chairman welcomed everyone to the meeting and also reminded the Councillors and the public that recording of the meeting was permitted. However, he asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

107/19 Declarations of Interest

<u>Minute Number 113/19, Planning</u> - Councillor Joanna Barton declared an interested in planning application 19/00465/F, Motor Fuel Group, Bloxham Service Station, South Newington Road, Bloxham because she was a neighbour to the site.

Resolved that the interest be noted.

108/19 Minutes – Prior to the meeting, the minutes of the meeting held on 5 August 2019 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 5 August 2019 be approved and signed by the Chairman.

109/19 Matters Arising

<u>Minute Number 97/19, Chairman's Announcements, Circular Walk</u> – The Chairman reported that Councillor Nick Rayner had completed the Circular Walk with Geoff Mollard and the hedges which had been reported as being overgrown, were not part of the Walk.

<u>Minute Number 99/19, Reports from County and District Councillors</u> – The Chairman confirmed that Rashid Bbosa, Senior Transport Planner at Oxfordshire County Council would be attending the Parish Council meeting on 17 September 2019.

Minute Number 100/19, Planning, Gladman Developments Limited, Proposed Planning Application on South Newington Road, Bloxham – The Chairman updated the Parish Council on the current status of the proposal.

<u>Resolved</u> that the reports be noted.

110/19 Chairman's Announcements

- Invitation to the Deddington Depot Open Day on 5 October 2019 Councillor Mary Groves would be attending.
- Traffic Survey The County Council would be carrying out the Survey in the next few weeks.
- Bloxham Bowling Club Directional Sign on A361 This request was now being processed by Oxfordshire County Council.
- Installation of the Defibrillator Councillor David Bunn was storing the defibrillator and would be arranging the installation at the Ex-Servicemen's Hall.
- Proposed bench at the top of Hobb Hill The land owner would be approached about this request from a
 resident, however the Parish Council had concerns it could become a meeting point for young people and
 security could become an issue.
- National Highway and Transport Public Satisfaction Survey was available for Councillors to complete.
- Alan Griffin was thanked for his work on the Church Clock and the recent repairs which he had carried out.
- **111/19 Open Forum** There were no residents in attendance, however, it had been reported by a resident that the ditch by Bloxham Recreation Ground was blocked and the County Council would be clearing it. County Councillor Kieron Mallon reported that a large fallen tree had blocked a drain and he would arrange for it to be cleared.

There had also been a request from a resident for a 'What's On' guide to be displayed on the Parish Council noticeboards. It was highlighted that there was a lot of information on the back page of the Broadsheet and Cherwell District Council also had its own 'activities map'. It was agreed that investigations would be made into providing a link from the Broadsheet web site to the CDC 'activities map'. Action TG/SC

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents within its minutes, unless they were speaking in an official capacity)

112/19 Reports from County and District Councillors - District Councillor Christine Heath highlighted that there had been an appeal hearing at Bodicote House, with regard to the refusal of a planning application which had been submitted by Gladman Developments Ltd. It was a similar situation to the proposed application in Bloxham and the Inspector's report would be circulated when it was available. Councillor Heath also stated that there was another appeal hearing currently ongoing and the Chairman agreed to attend. Action SC

Resolved that the report be noted.

113/19 Planning

- i) Planning Applications
 - 19/01430/CLUE, 5 Merrivales Lane, Bloxham Certificate of Lawful Use for existing for extension to rear of property.

Resolved that no comments be made on this application.

 19/00465/F, Motor Fuel Group, Bloxham Service Station, South Newington Road, Bloxham – The Parish Council considered a retrospective application for ten Recessed LED lights within soffit of forecourt canopy.

<u>Resolved</u> that the Parish Council objects to application 19/00465/F on the same grounds as previously stated, however should CDC be minded to approve the application, then lighting levels be regularly monitored by an independent source. **Action TG**

- 19/00617/F New SEND School, Bloxham Grove Road The Parish Council was asked to comment on proposed amendments to the works on the highway. The main points were agreed as follows:
 - Providing an island with no other assistance for pedestrians was considered to be dangerous

- The preferred solution was felt to be moving the Toucan crossing to the location of the island shown in option 1
- If this was not possible, railings could be used to prevent children crossing at the junction
- Highways might consider making the island-based crossing a zebra crossing if no other solution is possible
- It was felt that double yellow lines on Bloxham Grove Road and Ells Line might prevent dangerous parking right on the corners
- The moving of the 30 mph limit close to Banbury was seen as positive

<u>**Resolved</u>** that these comments on application 19/00617/F be submitted to Cherwell District Council. **Action TG**</u>

• 19/01270/LB - The Old Manor, Little Bridge Road, Bloxham – The Parish Council considered an application to 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.

<u>Resolved</u> that the Parish Council has no objection to application 19/01270/LB, subject to approval from the Conservation Officer. **Action TG**

 ii) 13/00496/OUT - Land to the Rear and North of 29 and 33 Quarry Close Bloxham (Country Park) – Prior to the meeting, the Parish Council had received the notes of the meeting which was held with Cherwell District Council and Miller Homes on 15 August 2019.

Resolved that the report be noted.

114/19 Environment/Village Matters

i) Drop-in and Chat – Prior to the meeting, a report of the Drop-In and Chat session held on 10 August 2019 had been circulated to the Parish Council.

Resolved that the report be noted.

ii) Highway Issues – The Parish Council discussed the issues which would be forwarded to Rashid Bbosa, Senior Transport Planner at Oxfordshire County Council, prior to his attendance at the Parish Council meeting on 17 September 2019.

<u>Resolved</u> that the following issues be raised with Mr Bbosa prior to him attending the Parish Council meeting on 17 September 2019:

- Difficulty crossing the road from Godswell Park to Tony Baldry's house
- Parking in front of the shops
- Parking over white lines (eg Humber Street, opposite The Loft)
- Capacity issues with mini roundabout
- Large vehicles turning right out of Milton Road down Barford Road (where the road is narrow) Action TG

In addition, Mr Bbosa will be invited to a site visit prior to the meeting, coordinated by Councillor Mary Groves. Action MG/TG

115/19 Parish Council Matters

i) Parish Council Vacancy – There had been one application for co-option onto the Parish Council.

<u>Resolved</u> that the applicant be invited to attend the Parish Council meeting on 17 September 2019, prior to the application for co-option being considered. **Action TG**

ii) Reports from Parish Council Representatives – Councillor Mary Groves reported that she would be attending the Rural Community Forum on 3 September 2019.

<u>Resolved</u> that the report be noted.

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

Resolved that the report be noted.

116/19 Finance

i) Accounts for Payment and Bank Reconciliation - The Clerk submitted to the Parish Council, the accounts for payment and the bank reconciliation as at 2 September 2019.

<u>Resolved</u> that the bank reconciliation be noted and the following accounts for payment be approved;

Payments	Amount	Cheque No.
T Goss – Salary for Sept 2019	£933.30	1583
T Goss – Expenses for Sept 2019	£19.60	1583
HMRC – Payment for Sept 2019	£327.54	1584
OCC Pension Fund – Clerks' Salary for Sept 2019	£380.29	1585
Glasdon UK Ltd – Dog Waste and Litter Bins for Bloxham Rec	£1511.65	1587
Wicksteed Leisure Ltd – Play equipment for Bloxham Rec	£325.75	1588
Malcolm Timms – Ex-Servicemen's Hall Project	£250.00	1589
W Page – Ex-Servicemen's Hall Project	£10,453.80	1590
Green Scythe Itd – Grass cutting at Jubilee Park July 2019	£573.60	1591
T Goss – Book of Condolence	£48.66	1592

The following payment, made since the last meeting, be approved:

Payments	Amount	Cheque No.
SCM – Jubilee Hall Project	£88,042.31	1582

ii) Section 106 Project, Jubilee Hall – The Chairman reported on the possible changes to the lease between the Parish Council and the Official Custodian/Jubilee Park Management Committee with regard to the rent for the hall and field.

Quotes for other items at the Hall as part of the refurbishment project, such as the canopies, were yet to be obtained.

<u>**Resolved</u>** that advice on the possible changes to the lease, be obtained from Aplins Solicitors. **Action TG/SC**</u>

iii) Appointment of Internal Auditor 2019/2020 – Prior to the meeting, the Parish Council had received the Letter of Engagement from Arrow Accounting with regard to the completion of the internal audit for 2019/2020.

Resolved that Arrow Accounting be appointed as the Internal Auditor for 2019/2020. Action TG

117/19 Correspondence – There was no further correspondence.

118/19 Meeting Dates

<u>Resolved</u> 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:

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

119/19 Items for Future Agendas

- Scarecrow Festival
- Rashid Bbosa, Senior Transport Planner, Transport Development Control at Oxfordshire County Council
- Draft Budget for 2020/2021

(The meeting ended at pm)

Chairman - 2 September 2019