

# BLOXHAM PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 4 FEBRUARY 2019 AT 7.30PM

**PRESENT:** Chairman, Councillor Jenny Yates; Councillors, Amanda Baxter, Steve Craggs, Sophie Floate, Mary Groves, Gloria Lester-Stevens, Leonard Leigh, Mike Morris and Stephen Phipps.

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

**APOLOGIES:** Parish Councillor Joanna Barton submitted her apologies because she was at work, the apologies were accepted and the absence authorised.

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

Parish Councillor David Bunn submitted his apologies because he was ill, the apologies were accepted and the absence authorised.

County Councillor Kieron Mallon and District Councillor Andrew McHugh also submitted their apologies.

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

The Chairman also welcomed Sophie Floate to her first meeting of the Parish Council.

### 141/18 DECLARATIONS OF INTEREST

Minute Number 147/18 – 18/01113/F, Motor Fuel Ltd, Bloxham Service Station, South Newington Road, Bloxham - Councillor Amanda Baxter declared an interest because she was a neighbour to the site of the application.

**142/18 MINUTES** – Prior to the meeting, the minutes of the meeting held on 16 January 2019 had been circulated to the Parish Council and were taken as read.

**Resolved** that the minutes of the meeting held on 16 January 2019 be approved and signed by the Chairman.

### 143/18 MATTERS ARISING

Minute Number 130/18, Matters Arising – Councillor Stephen Phipps highlighted his concern that the kerb on the new footpath opposite the Primary School on Tadmarton Road was still protruding into the highway and was highly likely that it would be hit by a vehicle or a cyclist. Councillors asked the Clerk to contact the County Council to advise that this was a matter of urgency and for County Councillor Kieron Mallon to be copied into the email.

**Action TG**

Minute Number 135/18 (iv), Environment/Village Matters – Councillor Steve Craggs advised that the tree work in the village had been completed and an update report would be submitted to the next meeting of the Parish Council.

**Action NR/SC**

### 144/18 CHAIRMAN'S ANNOUNCEMENTS

- Community Resilience Meeting – The Chairman reported that information from this meeting would be fed into the Emergency Planning Working Group. However, it had been informative meeting and it was also confirmed that as SSE did not supply power to Bloxham, no funding would be available for the defibrillator. The Clerk

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advised that Councillor David Bunn was aware of this and would be contacting Western Power to establish whether they provided funding for defibrillators. **Action DB**

- Gritting of Footpaths – Councillor Steve Craggs reported that Councillor Nick Rayner would be setting up a Whatsapp Group for the Winter Volunteers, so that they could be contacted quickly if the footpaths needed to be gritted.

**145/18 OPEN FORUM** – A resident addressed the Parish Council with regard to a proposal for a new car park on Ells Lane, which would be available for use by parents/carers/students attending Warriner School.

A resident addressed the Parish Council with regard to issues relating to the Circular Walk, including dogs being let off leads, the removal of the kissing gates and additional signage.

The Chairman thanked both of the residents for addressing the meeting.

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

**146/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – There was no report from County Councillor Kieron Mallon.

District Councillor Christine Heath reported that the application by MFL Ltd at Bloxham Service Station was being considered by the District Council's Planning Committee on 14 February 2019.

The Clerk was asked to contact County Councillor Kieron Mallon for an update on the highway issues in Queen Street and the proposed SEN School in Bloxham Grove Road. **Action TG**

**Resolved** that the report be noted.

### 147/18 PLANNING

#### i) Planning Applications

- 19/00060/F, 95 Courtington Lane Bloxham – The Parish Council considered an application for a single storey rear extension and garage conversion, new windows and timber cladding and a new front canopy and roof over garage.

**Resolved** that the Parish Council has no objections to application 19/00060/F. **Action TG**

- 18/01113/F, Motor Fuel Ltd, Bloxham Service Station, South Newington Road, Bloxham – The Parish Council considered a retrospective application for a new recessed forecourt canopy lights.

**Resolved** that the Parish Council still strongly objects to 18/01113/F and makes the following additional comments:

The lighting plan provided following recent communication between the applicant and CDC is derisive and shows a complete lack of sincerity for the application process.

The independent Lighting Report by Designs for Lighting Ltd, commissioned by Cherwell District Council highlighted the following: -

6.3.1 There are a number of luminaires installed on the application site that are not included in the application. These are as follows:

- Decorative branded signage suspended from the canopy between fuel pumps (Synergy signage);

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- Retail unit signage lighting (wall mounted above Londis signs); and
- Kiosk and rear storage area flood luminaires (wall mounted).

6.3.7 The kiosk and rear storage area both have a single LED flood light mounted to the façade with a high angle of tilt. The luminaires are facing residential receptors and give rise to light spill on the windows of one of the adjacent properties. Whilst these luminaires are purposeful, they should be re-oriented so that their angle of tilt is reduced to ensure they are facing down towards the horizontal plane, rather than outwards.

This report also made the following recommendations: -

### 7.2 Recommendations

7.2.1 It is recommended that the light levels on the forecourt are reduced to an average of 150 lux which is in line with industry standards detailed in BS EN 12464-2 as the proposed under-canopy lighting provides excessive light levels on the fuel filling station forecourt.

7.2.2 Further lighting design information submitted by the applicant should take into consideration all sources of exterior lighting affecting the site and should explicitly calculate vertical light spill levels on the windows of Killowen House.

7.2.3 Synergy signs are removed or replaced with non-illuminated signs.

7.2.4 Rear storage area and kiosk flood lighting is tilted to 0°.

7.2.5 Fuel delivery lighting tilted to 0° and not switched on unless a fuel delivery tanker is parked such as to prevent light spill towards Killowen House.

Bloxham Parish Council strongly seek support from Cherwell District Officers in recommending a refusal to this application and to District Councillors on the Planning Committee endorsing this refusal.

Bloxham Parish Council seeks the support of District Councillors in ensuring that until a suitable lighting provision application is submitted that follows accepted guidelines, is in line with the recommendations of the Independent Lighting Report and includes all the lights on the site, has been provided and approved by Cherwell District Council, that the Applicant pauses operation within curfew times acceptable to the Parish Council and adjacent residents.

Bloxham Parish Council would draw the District Councillors attention to the fact that the village, adjacent residents, and the garage have happily co-existed for several years. In fact, until April 2018 when the 24hour licence was granted. Since then there has been no respite for residents.

Bloxham Parish Council seeks the support of the District Councillors in finding a long-term solution to this problem of the 24 hour licence, for an edge of village business.

### **Action TG**

- 19/00110/F, Village Hall, Jubilee Park, Barley Close, Bloxham – The Parish Council considered an application for the relocation of storage container and removal of second storage container.

**Resolved** that the Parish Council has no objection to application 19/00110/F. **Action TG**

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- 19/00013/DISC, Former The Bungalow, Queen Street, Bloxham – The Parish Council considered an application for the discharge of condition 9 (parking and maneuvering areas) of planning application 16/02173/F.

**Resolved** that the Parish Council objects to application 19/00013/DISC on the following grounds:

- Bloxham Neighbourhood Development Plan (BNDP)  
There is extensive data upon levels of car ownership in Bloxham within this Plan and all point to the proportion of households with multiple vehicles being around twice the Cherwell and UK average.3+ cars 10.5% compared with 7.4% Oxfordshire.  
As such this application is contra to the BNDP.
- BL4 - *In the case of new residential development, a minimum of one parking space will be required for dwellings with one or two bedrooms and a minimum of two spaces will be required for dwellings with three or more bedrooms to be provided on the plot.*

*In addition to this on-site provision, shared and visitor parking is expected to be provided in a location convenient to the dwellings it serves. It is expected that this will usually be provided at a rate of at least 0.5 space per dwelling served.*

Although this application complies with parts of this Policy, the change to Tandem Parking for plot 2 reduces the turning head and the location of the visitor parking appears to be located within the boundary of Plot so depriving Plot 1 from any on site visitor space. In this location this may increase the need for on street parking. This reduction of the Turning Head may require vehicles to exit backward onto a narrow highway.

- It is not clear from the diagram of the tandem parking if the minimum standard of 2.4m x4.8m can be achieved.  
As such this application is contrary to the BNDP.
- BL5  
*Insofar as planning permission is required any proposal to alter or extend an existing dwelling that would reduce the existing level of off-street parking provision will be resisted unless it can be satisfactorily demonstrated that the amount of overall parking provision retained is satisfactory.*
- BL9 *All development shall where appropriate:*
  - a. *Ensure that the living conditions of neighbouring residents are not materially harmed*
  - c. *Ensure that the impact of any additional traffic likely to be generated by the development has been satisfactorily mitigated and will not adversely affect the highway network.*
- The reduction of the number of onsite spaces 6 to 5 and only allocating 1 visitor space this could cause adversely affect Queen Street which already experiences serious parking problems.  
This is contrary to BNDP.

It should also be noted that in the Decision Notice 22 December 2016, the following condition was imposed:

*9 Prior to the commencement of the development hereby approved, full specification details (including construction, layout, surfacing and drainage) of the parking and maneuvering areas shall be submitted to and approved in writing by the Local Planning Authority. Thereafter, and prior to the first occupation of the development, the parking and maneuvering areas shall be provided on the site in accordance*

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*with the approved details and shall be retained unobstructed except for the parking and maneuvering of vehicles at all times thereafter.*

*Reason - In the interests of highway safety and to comply with Government guidance contained within the National Planning Policy Framework*

As the first occupation has taken place, the Parish Council has concerns that this condition has not been complied with.

The PC has requested that this application is called-in by the Ward Member and is considered by CDC's Planning Committee.

- ii) Bloxham Neighbourhood Development Plan (BNDP) Working Group – The Chairman gave a brief update on the meeting held on 30 January 2019 and the elements which were now being reviewed. The next meeting was being held on 13 March 2019. Councillor Mike Morris would be chairing the meeting and Councillor David Bun would be taking the minutes.

The Parish Council also considered appointing John Groves to the Working Group, as he had lead on the original Bloxham Neighbourhood Development Plan.

**Resolved** that:

- 1) the report be noted;
- 2) minutes of the meeting held on 30 January 2019 be circulated to the Parish Council via email; and **Action DB**
- 3) Mr John Groves be appointed to the Bloxham Neighbourhood Development Plan (BNDP) Working Group. **Action TG/JY**

### **148/18 ENVIRONMENT/VILLAGE MATTERS**

- i) Defibrillator for the Village – Prior to the meeting, a report had been circulated to the Parish Council with regard to the funding and possible locations for a new village defibrillator. Councillor Steve Craggs reported that the Ex-Servicemen's Hall Trustees were meeting on 18 March 2019 and they required further information on the defibrillator to decide whether or not it could be located on their land, outside the Hall. It was also reported that as SSE would not provide the funding for the defibrillator, Councillor David Bunn would contact Western Power to establish whether they could provide funding.

**Resolved** that:

- 1) the report be noted;
  - 2) Councillor David Bunn be requested to finalise the information on the requirements for the defibrillator and attend the Trustees meeting on 18 March 2019; and. **Action TG/DB**
  - 3) Councillor David Bunn to contact Western Power to seek funding advice for the defibrillator. **Action DB**
- ii) Grit Bin at Bloxham Primary School - Prior to the meeting, a report had been circulated to the Parish Council with regard to a request for a grit bin in the area of Bloxham Primary School.

**Resolved** that the request for a grit bin be approved and, in the first instance, Miller Homes be contacted to establish whether it would be possible for them to fund the grit bin. **Action TG**

- iii) Walsingham Close Amenity Area – Prior to the meeting, a report had been circulated to the Parish Council with regard to possible options for the amenity area in Walsingham Close.

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**Resolved** that:

- 1) the report be noted;
  - 2) Councillor Nick Rayner be requested to contact a local landscape business to discuss possible ideas for improving the amenity area; **Action SC/NR**
  - 3) once the work is completed, it be included in an annual maintenance schedule; and **Action NR/SC/TG**
  - 4) a progress report be submitted to the next meeting of the Parish Council. **Action NR/SC**
- iv) Circular Walk – Prior to the meeting, a report had been circulated to the Parish Council with regard to the removal of the kissing gates from the Circular Walk by Mr B Facon and to agree where they could be relocated to.

As highlighted during the open forum, there was also the issue of dogs being let off their leads on the Circular Walk and that cattle and sheep were being frightened and on occasion, attacked by the dogs.

It was also suggested that because the kissing gates had been installed on Mr Facon's land without any cost to him, that he should be asked for a contribution towards the cost of their relocation.

**Resolved** that:

- 1) the two land owners whose land is crossed by the permissive footpath, Tom Smith and Eton College, be contacted for permission to install new signs on the Circular Walk asking dog owners to keep their dogs on a lead; **Action TG**
  - 2) Mr Facon be asked for a financial contribution towards the re-installation of the kissing gates which were installed on his land free of charge by the Parish Council and are now being removed from his land, at his request; and **Action TG**
  - 3) now the kissing gates have been removed, the Footpath Warden be consulted about suitable locations for them to be installed. **Action TG**
- v) Emergency Planning Working Group – Prior to the meeting, the minutes of the meeting held on 1 February 2019 had been circulated to the Parish Council.

**Resolved** that the minutes be noted and members of the community, with relevant experience and knowledge of emergency planning, be invited to join the Working Group if they wish. **Action TG**

### 149/18 PARISH COUNCIL MATTERS

- i) Staffing Committee – Prior to the meeting, the minutes of the meeting held on 30 January 2019 had been circulated to the Parish Council.

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

- ii) Reports from Parish Council Representatives – Prior to the meeting, a report on the works to the Jubilee Park Hall had been circulated to the Parish Council.

Councillor Mary Groves gave a verbal update on Bloxham Fun Day and reported how grateful the Committee was for the Parish Council's support. A more detailed report would be submitted to the next meeting of the Parish Council.

**Resolved** that the reports be noted.

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- iii) Annual Parish Council Meeting (APM) – The Parish Council discussed the format of the APM being held on 25 April 2019.

**Resolved** that the Clerk and Responsible Financial Officer and Councillors Amanda Baxter, Nick Rayner and Jenny Yates to meet and recommend a format for the Annual Parish Meeting. **Action TG**

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

**Resolved** that:

- 1) the report be noted;
- 2) it be noted that Councillors Sophie Floate, Leonard Leigh and Mike Morris will be attending the Roles and Responsibilities training course on 19 June 2019; and
- 3) Councillor David Bunn also be invited to attend the Roles and Responsibilities training course on 19 June 2019, or other alternative date if he is unavailable on this date. **Action TG**

### 150/18 FINANCE

- i) 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 February 2019	£881.20	1460
Theresa Goss – Expenses for February 2019	£37.64	1460
HMRC – Payment for February 2019	£361.65	1461
OCC Pension Fund – for February 2019	£336.48	1462
OALC – Roles and Responsibilities Training; Sophie Floate, Mike Morris and Leonard Leigh	£306.00	1463
Mr D Chandler – Inspection of litter bins	£50.00	1464
Walker Graham Architects – Site meetings and planning application	£518.00	1465
Mr J Groves – BNDP Web site hosting and domain renewal	£26.98	1466
Cotefield Treecare - Tree works from tree survey works required within 1 year	£6480.00	1467
Ellen Hinde Hall – Annual Rent for storage	£125.00	1468
Theresa Goss – Voucher for Christmas tree lights	£25.00	1469
Bloxham Mill Ltd – Room hire	£27.00	1470
Arrow Accounting – Internal Audit 2018/2019	£345.00	1471
St Mary's Parish Rooms – Room Hire	£180.00	1472

**Resolved** that the payments be approved.

- ii) Budget Monitoring/Financial Report – Prior to the meeting, the budget monitoring and financial report, up to February 2019, had been circulated to the Parish Council.

**Resolved** that:

- 1) the reports be noted; and
- 2) the funds which are available in the budget for Christmas lights, be confirmed. **Action TG**

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- iii) Section 106 Funds – This item had been covered earlier in the meeting, however it was confirmed that the former youth club container had been removed from the Jubilee Park site by Smiths of Bloxham. The Chairman would contact Tom Smith with regard to whether this container or another container, could be utilised for storage on their site.

**Resolved** that the report be noted.

**151/18 CORRESPONDENCE** – The Chairman reported on the following correspondence which had been received:

1. Ellen Hinde Hall requested the Parish Council to support its application to Cherwell District Council for Community Infrastructure Funding for repair to the roof at the Hall. The Parish Council agreed to support the application. **Action TG**
2. An email from Warriner School had been received with regard to a proposal by a local land owner to provide land for a car park on Ells Lane, for use by Warriner School. This had also been raised during the open forum earlier in the meeting. The Parish Council felt that there was not enough detail on the proposal for it to be able to comment fully, however concerns were expressed about the safety of children crossing the A361 and there was also no detail about alternative plans which the school might have in place as part of their sixth form expansion and the proposal for an SEN School in Bloxham Grove Road. It was agreed that a meeting would be arranged with Warriner School. **Action TG/JY**
3. A member of the public had contacted the Parish Council about the ownership of the land in Queen Street and had made a request to meet the Parish Council to discuss the matter further. **Action JY**

### 152/18 MEETING DATES

**Resolved** that it be noted that, future meeting dates for Bloxham Parish Council are as stated below. They would all commence at 7.30pm (unless stated otherwise) in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

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

### 153/18 ITEMS FOR THE NEXT AGENDA

1. Bloxham Recreation Ground Project – S106 funds
2. Report from the Parish Transport Representatives Meeting
3. Queen Street Land
4. Update on the tree work which had been completed in the village.

(The meeting ended at 9.20pm)

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Chairman – 20 February 2019