

BLOXHAM PARISH COUNCIL

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

PRESENT: Chairman, Councillor Jenny Yates; Councillors Joanna Barton, David Bunn, Steve Craggs, Mary Groves, Gloria Lester-Stevens, Leonard Leigh, Stephen Phipps and Nick Rayner.

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

APOLOGIES: Parish Councillor Amanda Baxter submitted her apologies because she had another appointment, the apology was accepted and the absence authorised.

Apologies were also received from District Councillors Mike Bishop and Christine Heath.

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.

88/18 DECLARATIONS OF INTEREST - There were no declarations of interest.

89/18 MINUTES - The minutes of the meeting held on 1 October 2018 had been circulated to the Parish Council prior to the meeting and were taken as read.

Minute Number 79/18 – Open Forum - It was proposed and seconded that the last sentence of the first paragraph be removed and replaced with:

The resident expressed their concern about statements which had been made by representatives from Bloxham School at the Planning & Strategy Committee meeting on 10 September 2018.

Resolved that the minutes of the meeting held on 1 October 2018 be approved and signed by the Chairman, with the above amendment.

90/18 MATTERS ARISING

Minute Number 77/18, Matters Arising – The Chairman reported that District Councillor Andrew McHugh would have an update when he arrived at the meeting.

Minute Number 77/18, Matters Arising – The Chairman reported that Bloxham School did not want the container, therefore it had been offered to Tom Smith and he would be taking a look at it shortly.

Minute Number 77/18, Matters Arising - Councillor Gloria Lester-Stevens reported that the street light/bus stop on Tadmarton Road had now been installed but it did not have any power to it yet. Councillor Steve Craggs agreed to follow this up with Western Power. **Action TG/SC**

Minute Number 77/18, Matters Arising – Councillor Stephen Phipps reminded Councillors that the Actions List would be discussed at the next Strategic Plan meeting.

91/18 APPOINTMENT OF VICE-CHAIRMAN – The Chairman asked for nominations for a Vice-Chairman of the Parish Council. Councillor Nick Rayner was proposed and seconded.

Resolved that Councillor Nick Rayner be appointed as Vice-Chairman for 2018/2019.

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92/18 CHAIRMAN'S ANNOUNCEMENTS

- Projects for Boys Brigade – The Boys Brigade had asked the Parish Council if it had any suggestions of projects that the boys could undertake in the village. It was suggested by the Chairman that the following projects be put forward for their consideration:
they could assist with bulb planting next year, distribution of the emergency bags, carry out a survey on the provision of a village library, design a survey for obtaining information from young people about provisions they would like in the village, spring clean in the village including the public rights of way, research on Queen Street and provide suggestions for its layout in the future. Councillor Nick Rayner suggested the maintenance of the planters. **Action JY**
- Bloxham School would like an initial meeting between representatives from the Parish Council, Cherwell District Councillors, Oxfordshire County Councillors and representatives from Cherwell District Council Planning Department to share its future plans for the School. **Action TG**
- Following their resignations, a vote of thanks would be passed to former Parish Councillors Mike Hawtin and Sue Slater for all their hard work during their time on the Parish Council. **Action TG**

93/18 **OPEN FORUM** – No residents were in attendance.

94/18 **REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – Prior to the meeting, County Councillor Kieron Mallon had circulated his report. Councillor Mallon gave a brief update on the A361 improvements programme. This programme was on-going and the Parish Council would be consulted in due course. Councillor Mallon also asked to be advised of any outstanding issues relating to Oxfordshire County Council.

District Councillor Andrew McHugh had no further information on Bloxham Service Station or enforcement action relating to businesses operating from residential properties. However, he highlighted Cherwell District Council's new document relating to open spaces, Sport and Recreation. With regard to the lighting survey at Bloxham Service Station, the Chairman asked if the Parish Council could have a copy prior to the Planning & Strategy Committee on 13 November 2018. **Action AMc/TG**

Resolved that the report be noted.

95/18 **PLANNING** – The Chairman had no further planning matters to bring to the attention of the Parish Council.

Resolved that the report be noted.

96/18 VILLAGE MATTERS

- i) Warriner School Defibrillator/Additional Defibrillator – The Parish Council considered a report from Councillor David Bunn with regard to a village defibrillator, its location and grant funding.

Resolved that:

- 1) it be noted that Warriner School did not require assistance from the Parish Council to purchase a cabinet for their defibrillator;
- 2) the Community First Responders be asked for their recommendations on the type of defibrillator which the Parish Council should purchase; **Action TG**
- 3) the Ex-Servicemen's Hall be asked if the defibrillator can be located on their site; **Action NR/SC**
- 4) grant funding for the defibrillator be investigated; **Action DB**
- 5) this matter be discussed again at the next meeting of the Parish Council. **Action TG**

97/18 PARISH COUNCIL MATTERS

- i) Parish Council Matters – Prior to the meeting, the Parish Council had received a report on the proposed restructuring of Parish Council Meetings and the Committees, style/format/content of Minutes and a proposed review the Parish Council's Code of Conduct. There was general agreement in principle with the proposal, but Councillors felt it appropriate to study the documents more fully.

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Resolved that:

- 1) Councillors consider the information with regard to the restructuring of Parish Council/Committee meetings prior to the next meeting of the Parish Council;
- 2) the restructuring of the Parish Council/Committee meetings be discussed again at the Parish Council meeting on 3 December 2018, with a view to a trial starting in January 2019;
- 3) Minutes of Parish Council and Committee meetings be written in accordance with the Standing Orders; and
- 4) advice be sought from Cherwell District Council's Monitoring Officer on proposed amendments to the Parish Council's Code of Conduct and this be discussed again at the next meeting. **Action TG**

ii) Co-option – The Clerk reported that there were no applications for the vacancies.

Resolved that the vacancies continue to be advertised. **Action TG**

iii) Committee Minutes and Recommendations.

- **Environment Committee** – Prior to the meeting, the draft minutes of the Environment Committee meeting held on 18 October had been circulated to the Parish Council. The next meeting was scheduled for Tuesday 20 November 2018, however this meeting might be cancelled if the Environment budget could be determined at the Resources Committee on 15 November 2018.

Resolved that:

- 1) the minutes be noted and the recommendations be approved; and
- 2) the appointment of additional Councillors to the Committee be deferred to the next meeting. **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 Thursday 15 November 2018 at 7.30pm at Bloxham Primary School.

Resolved that:

- 1) the report be noted; and
- 2) the appointment of additional Councillors to the Committee be deferred to the next meeting. **Action TG**

- **Planning & Strategy Committee** – Prior to the meeting, the draft minutes of the Planning & Strategy Committee meeting held on Thursday 11 October 2018 had been circulated to the Parish Council. The next meeting was scheduled for Tuesday 13 November 2018 at 7.30pm at Bloxham Primary School.

Resolved that:

- 1) the minutes be noted and the recommendations be approved; and
- 2) Councillor Steve Craggs be appointed to the Planning & Strategy Committee. **Action TG**

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

Resolved that:

- 1) the report be noted; and
- 2) Councillor Joanna Barton be appointed to the Staffing Committee. **Action TG**

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- iv) Jubilee Park Management Committee – Following the resignation of Sue Slater, the Parish Council discussed appointing a new representative to the Jubilee Park Management Committee.

Resolved that Councillor David Bunn be appointed as the new Parish Council representative on the Jubilee Park Management Committee. **Action TG**

- v) Parish Council Reports

- Drop-In and Chat – The last session had been held on Saturday 13 October 2018 and a report was in Drop Box. The next session was on Saturday 10 November 2018 at the Ex-Servicemen's Hall.
- Oxfordshire County Council Depot Day – Saturday 13 October 2018 - Report in Drop Box.
- Joint Meeting of Oxfordshire County Council and Town and Parish Councils – Thursday 4 October 2018 - Report in Drop Box.

Resolved that the reports be noted.

(Councillor Gloria Lester-Steven left the meeting during this item)

98/18 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 November 2018		
Theresa Goss – Expenses for November 2018		
HMRC – Payment for November 2018		
OCC Pension Fund – November 2018 payment		
John Hicks & Associates – Post Installation Inspection at Jubilee Park	£300.00	1424
John Hicks & Associates – Post Installation Inspection at Bloxham Rec	£300.00	1424
Wicksteed Leisure Ltd – Play Equipment at Bloxham Rec	£26352.00	1426
NR Prickett – Grass Cutting in Sept 2018	£1548.00	1427
Andrew Baxter – Support for Building Regs Approval	£324.00	1428
Prysebros Ltd – Weed Control in the village	£564.00	1429
Green Scythe Ltd – Grass cutting at Jubilee Park for September 2018	£291.60	1430
Theresa Goss – Two signs for remembrance Sunday	£71.09	1431
David Harris – Bedding plants and bulbs for village planters	£73.60	1432

Resolved that the signatories on the Parish Council's on the Bank of Ireland bank accounts be confirmed as Councillors Jenny Yates, Nick Rayner, Mary Groves and Leonard Leigh. **Action TG**

Resolved that the quote from 4th Corner Limited for £532.00 plus VAT be approved for planting of the bulbs on the triangle of grass at the end of Courtington Lane/A361 junction and the triangle of grass at the end of Tadmarton Road/A361 junction.

Payments made since the last meeting:

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Payments	Amount	Cheque No.
T Goss – Signs for the Circular Walk	£60.33	1418
Cherwell District Council – Building Regs for Jubilee Hall Project	£2248.00	1420
J Parker Dutch Bulbs Ltd – Bulbs for village	£468.10	1419

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

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

- iii) Section 106 Funds – The Parish Council received an update on the progress with the project at Jubilee Hall. The Councillors considered the quote from SCM and requests from the Jubilee Park Management Committee for additional funding for a Cost Consultant and a concrete base for a storage container.

Resolved that:

- 1) the reports be noted;
- 2) the quote from SCM of £306,998.00 for the Jubilee Hall project be acknowledged;
- 3) Cherwell District Council be asked if Section 106 funds of £2000 for a Cost Consultant and £1300 for the concrete base, could be made available to the Jubilee Hall project; **Action TG**
- 4) a meeting be arranged with Richard Walker, the Chairman of the Jubilee Park Management Committee and the Parish Council, including Councillor Joanna Barton to discuss the project; and **Action TG**
- 5) a contingency fund of £5000 be allocated to the Jubilee Hall project from the Parish Council's contingency budget. **Action TG**

99/18 CORRESPONDENCE – There was no further correspondence.

100/18 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:

- 3 December 2018
- 7 January 2019
- 4 February 2019
- 4 March 2019

101/18 ITEMS FOR THE NEXT AGENDA

- Community Speed Watch – Contact TVP about Speed Watch in Bloxham
- Defibrillator for the village
- Parish Council/Committees - Restructuring of Parish Council meetings
- Code of Conduct

(The meeting ended at 9.40pm)

Chairman – 3 December 2018