

# BLOXHAM PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 6 JANUARY 2020 AT 7.30PM

**PRESENT:** Chairman, Councillor Steve Craggs; Councillors David Bunn, Mary Groves, Gloria Lester-Stevens, Leonard Leigh, Mike Morris and Stephen Phipps.

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

**APOLOGIES:** Councillor Joanna Barton submitted her apologies because there had been a bereavement in her family, the apologies were accepted and the absence authorised.

Councillor Amanda Baxter submitted her apologies because she had another appointment, the apologies were accepted and the absence authorised.

Councillor Sophie Floate submitted her apologies because she had a personal matter which had to be dealt with, the apologies were accepted and the absence authorised.

Councillor Nick Rayner submitted his apologies because he had a family issue, the apologies were accepted and the absence authorised.

Councillor Kirsty Rose submitted her apologies because she had another appointment, the apologies were accepted and the absence authorised.

County Councillor Kieron Mallon and District Councillor Mike Bishop 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, he asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

**207/19 Declarations of Interest** – There were no declarations of interest.

**208/19 Minutes** – Prior to the meeting, the minutes of the meeting held on 2 December 2019 had been circulated to the Parish Council and were taken as read.

**Resolved** that the minutes of the meeting held on 2 December 2019 be approved and signed by the Chairman.

### **209/19 Matters Arising**

Minute Number 195/19 – Matter Arising – Bloxham School – Councillor Stephen Phipps reported that the street lamp in the middle of the access road to Dewey Hall/Jubilee Hall had not been lit for a number of weeks. The Clerk was asked to contact Bloxham School about the issue. **Action TG**

Minute Number 197/19 – Open Forum – Councillor Stephen Phipps reported that some of the old paving stones along the footpath outside The Loft were broken and needed to be repaired. It was also reported that the vehicles parked on the footpaths in that area, mainly outside The Loft and opposite The Loft, belonged to residents and not customers of The Loft. A list of all of the issues on the A361 in Bloxham would be sent to Oxfordshire County Council and County Councillor Kieron Mallon and a meeting be arranged in due course. **Action TG**

Minute Number 200/19, Oxfordshire County Council, Highways Meeting – Councillor Gloria Lester-Stevens reported that the ditches on Tadmarton Road had been cleared, except for the Miller Homes ditch. Also the issues at the balancing pond not been rectified and the gate was still locked. There should also be fencing between 1 and 2 Quarry Close which was not in place.

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The Chairman asked the Clerk to thank the OCC highways officer for attending their meeting prior to Christmas and for arranging for the drains and ditches to be cleared, but further contact needed to be made with Miller Homes to ensure they addressed their responsibilities. **Action TG**

The Clerk would also contact Tim Screen at Cherwell District Council and request another meeting with Miller Homes. **Action TG**

### 210/19 Chairman's Announcements

- Christmas Tree and Lights - Joe Gray and Kirsty Carpenter were thanked for supplying the power for the village Christmas tree lights. It had been suggested by a member of the public that next year, there could be some baubles on the Christmas tree too, so it looked more decorative during the daytime when the lights were not switched on.
- Traffic Survey – The survey had been completed by the County Council, however some measurements would be undertaken again at no extra charge. It had been acknowledged by the County Council that because the survey had been completed during the major road works to the A361, this would have an impact on the accuracy of the results.
- Community Benefits List – Councillors were reminded to pass to the Clerk, their comments on the list.  
**Action ALL**
- Parish Council meeting 14 April 2020 – As the Bloxham Annual Parish Meeting was being held on 16 April 2020, the Parish Council meeting scheduled for 14 April 2020 was cancelled. **Action TG**

**211/19 Open Forum** – Councillor David Bunn reported that the new grit bin had not been installed on the Ridgeway. Councillor Gloria Lester-Stevens also reported that the other grit bins in the village had not been topped up this winter. The Clerk would contact Oxfordshire County Council about both of these issues. **Action TG**

*(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)*

**212/19 Reports from County and District Councillors** – Councillor Christine Heath reported that with regard to the Motor Fuel Ltd garage on the A361, the work to the recessed lighting should have been completed on Christmas Eve. A CDC officer would be checking this work on Tuesday 7 January 2020. If there were no issues with the work, the planning application would be submitted to CDC's Planning Committee in February 2020.

The planning application relating to the Dewey Hall car park lights had been submitted to Cherwell District Council and would be discussed at the next meeting of the Parish Council.

Councillor Heath had received a report with regard to two loose manhole covers on the A361. The Chairman reported that he was already dealing with this matter and it had been reported to the County Council highways officers and County Councillor Kieron Mallon. The Chairman would contact Councillor Mallon about this matter again. **Action SC**

Councillor Heath also read out an email which she had received thanking her and the Parish Council for all their work.

### 213/19 Planning

i) Planning Applications:

- 19/02283/F, Framar, Barford Road, Bloxham – The Parish Council considered a retrospective application for an extension to an existing rear balcony.

**Resolved** that the Parish Council has no objections to application 19/02283/F, subject to comments from the Conservation Area. **Action TG**

- 19/02773/F, Naylands Farm, Ells Lane, Bloxham – The Parish Council considered an application for a detached oak framed garage.

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**Resolved** that the Parish Council has no objections to application 19/02773/F. **Action TG**

- ii) Bloxham Conservation Area Re-Appraisal Consultation – The Chairman reported that he had met with Jennifer Ballinger, Senior Conservation Officer at Cherwell District Council and they had a good discussion about the Conservation Area Re-Appraisal. A report for Councillors had been stored in Drop Box.

**Resolved** that:

- 1) the report be noted;
- 2) the Conservation Area be discussed at the Annual Parish Meeting on 16 April 2020;
- 3) Jennifer Ballinger be invited to a future Parish Council meeting to discuss issues surrounding the Conservation Area; and **Action TG/SC**
- 4) comments on the Conservation Area Re-Appraisal be forwarded to the Clerk by Friday 10 January 2020. **Action ALL**

## 214/19 Environment/Village Matters

- i) Dog Waste Bin at Tadmarton Road Country Park – The Parish Council discussed whether or not it should install a new dog waste bin outside the County Park on Tadmarton Road. There was a discussion about the ownership of the land in that area and where would be a suitable location.

**Resolved** that a dog waste bin be purchased for installation in a suitable location which is in the vicinity of the County Park on Tadmarton Road. **Action TG**

- ii) Circular Walk – The Parish Council discussed the issues land owners were having with users of the public rights of way and permissive paths, some of which included the village Circular Walk. There had been reports that gates had been left open which had resulted in cattle escaping and subsequently getting injured. To prevent this happening again, the Smith family had put locks on the gates, however they had been vandalised and superglued together. If issues kept arising on the permissive paths, it was possible that the land owners would withdraw their support and close them.

Councillor David Bunn suggested that a meeting was arranged with Tom Smith to discuss the issues and discuss how the Parish Council could help to resolve them.

**Resolved** that:

- 1) a meeting be arranged between Councillor David Bunn and Tom Smith to discuss how the Parish Council can help to resolve the issues on the public rights of way and permissive paths; and **Action DB**
  - 2) a note be included in the Broadsheet asking users of the public rights of way and permissive pathways to respect the land owners and use the footpaths properly. **Action TG**
- iii) Traffic Calming Working Party – In the absence of Councillor Nick Rayner, the discussion with regard to traffic calming and the future work of the Working Party, would be covered at a future meeting.

**Resolved** that this item be deferred to a future meeting. **Action TG**

## 215/19 Parish Council Matters

- i) Reports from Parish Council Representatives – There were no reports.
- ii) Gascoigne Way Land – The Chairman reported that the transfer of land in Gascoigne Way had been agreed with Kibswell and the transfer documents were ready to sign.

**Resolved** that:

- 1) the report be noted;

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- 2) the Chairman, Vice-Chairman be authorised to sign the necessary documents to complete the transfer; and **Action SC/NR/TG**
  - 3) the Clerk be authorised to witness the necessary documents to complete the transfer. **Action TG**
- ii) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated.

**Resolved** that the report be noted.

### 216/19 Finance

- i) Accounts for Payment & Bank Reconciliation - The Clerk submitted to the Parish Council, the accounts for payment and the bank reconciliation as at 6 January 2020.

**Resolved** that the bank reconciliation be noted and following accounts for payment and those payments made since the last meeting, be approved:

| Payments                                                               | Amount  | Cheque No. |
|------------------------------------------------------------------------|---------|------------|
| T Goss – Salary for January 2020                                       | £940.78 | 1653       |
| T Goss – Expenses for January 2019                                     | £57.70  | 1653       |
| HMRC – Monthly Payment                                                 | £345.14 | 1654       |
| OCC Pension Fund – Clerks Pension for January 2020                     | £355.21 | 1655       |
| T Goss – Photographs and frames for Book of Condolence                 | £45.52  | 1656       |
| Aplins Solicitors – Application for Adverse Possession in Queen Street | £508.40 | 1657       |
| Aplins Solicitors – Land registry documents                            | £66.00  | 1657       |
| Green Scythe Ltd – Stump grinding and grass cutting                    | £392.40 | 1658       |
| David J Andrews (Electrical) – Power for Christmas tree lights         | £193.20 | 1659       |
| Walker Graham Architects – Jubilee Hall Project                        | £300.00 | 1660       |
| Came and Company – Insurance for Jubilee Hall project                  | £157.56 | 1661       |

| Payments made since the last meeting       | Amount  | Cheque No. |
|--------------------------------------------|---------|------------|
| Mrs J Myson – Bloxham Christmas Lunch 2019 | £300.00 | 1651       |

- ii) Section 106 Project, Jubilee Hall – Councillor Stephen Phipps gave an update on the project at Jubilee Hall. Councillor Phipps covered a number of issues and problems with the project and how it was hoped they would be resolved.

**Resolved** that:

- 1) the report be noted; and
  - 2) the Chairman and Councillor Stephen Phipps to arrange a meeting with Richard Walker to discuss the matter further. **Action SP/SC**
- iii) Section 106 Funds – The Parish Council discussed the allocation of Section 106 funds, currently held by the County Council, which could be spent in the village. The Chairman had circulated to the Parish Council, information provided by Oxfordshire County Council officers.

**Resolved** that:

- 1) the report be noted;

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- 2) a Working Party be set up to review the Section 106 funds held at the County Council and how they can be spent; and
- 3) clarification be sought from the County Council with regard to whether or not their officers had started projects using the allocated funds. **Action TG**

**217/19 Correspondence** – There was no further correspondence.

### **218/19 Exclusion of the Public and Press**

**Resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 219/19 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**219/19 Queen Street Land** – The Chairman reported that the Parish Council had received a letter from a resident suggesting that the land in Queen Street, could be sold for a small sympathetic development. The Chairman advised that the Parish Council did not own the land and the main proportion was owned by Oxfordshire County Council.

**Resolved** that the report be noted.

### **220/19 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:

- Wednesday 15 January 2020 (At Bloxham Primary School)
- Monday 3 February 2020
- Tuesday 18 February 2020
- Monday 2 March 2020
- Tuesday 17 March 2020
- Monday 6 April 2020 (Only one meeting in April 2020)
- Thursday 16 April 2020 (Annual Parish Meeting at Warriner School Hall)
- Monday 4 May 2020
- Wednesday 20 May 2020 (At Bloxham Primary School)
- Monday 1 June 2020
- Tuesday 16 June 2020
- Monday 6 July 2020
- Tuesday 14 July 2020
- Monday 3 August 2020 (Only one meeting in August 2020)
- Monday 7 September 2020
- Wednesday 16 September 2020 (At Bloxham Primary School)
- Monday 5 October 2020
- Tuesday 20 October 2020
- Monday 2 November 2020
- Tuesday 17 November 2020
- Monday 7 December 2020 (Only one meeting in December 2020)

### **221/19 Items for Future Agendas**

- Highway Officer to attend the future meeting
- Dog Friendly Stiles
- Queen Street legal advice
- Kissing gates

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- Marie Jones, Warden at The Slade
- Jennifer Ballinger, Senior Conservation Officer

(The meeting ended at 8.55pm)

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Chairman – 15 January 2020