

BLOXHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT JUBILEE HALL, BARLEY CLOSE, BLOXHAM ON MONDAY 6 DECEMBER 2021 AT 7.30PM

PRESENT: Chairman, Councillor Leonard Leigh; Councillors Joanna Barton, David Bunn and Mike Fenner, Daniel Goodwin and Stephen Phipps.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), District Councillor Adam Nell and one member of the public.

APOLOGIES: County Councillor Kieron Mallon and District Councillors Mike Bishop and Andrew McHugh.

Parish Councillor Agnes Balassa was not present.

188/21 Declarations of Interest

Minute Number 195/21 (i) – Planning Applications, 21/03861 Side Acre, Queen Street, Bloxham & 21/03278/F Formerly The Bungalow, Cumberford Hill, Bloxham – Councillor Daniel Goodwin declared an interest in these planning applications because he knew the builders working on the sites.

Minute Number 196/21 (iii) Grant Applications, Budget and Precept 2022/2023 – Councillor Stephen Phipps declared an interest because his wife was a member of Bloxham Flower Club.

Minute Number 195/21 (i) – Planning Applications, 21/03861/F Side Acre, Queen Street, Bloxham - Councillor Mike Fenner declared an interest in this application because he knew the applicant's agent.

189/21 Minutes – Prior to the meeting, the minutes of the meeting held on 1 November 2021 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 1 November 2021 be approved and signed by the Chairman.
Action LL/TG

190/21 Matters Arising

Minute Number 173/21 – Chairman's Announcements, Traffic Calming – Councillor Stephen Phipps requested a copy of the minutes of the Traffic Calming Working Group which was held in October 2021. **Action TG**

The Chairman advised that he would contact Oxfordshire County Council with regard to progress on the traffic calming matters agreed at that meeting. **Action LL**

191/21 Chairman's Announcements

- A letter had been sent to Victoria Prentis MP with regard to the unsatisfactory position of Parish Councils being unable to meet on-line, should the Government bring in Covid-19 restrictions again. A reply was awaited.
- Cherwell District Council was undertaking a Community Governance Review due to the need for 850 houses to be built in the Banbury area, mainly in Banbury and Bodicote. The Chairman suggested that the Parish Council made no observations because the review did not affect Bloxham.
- Before Councillors step down in May 2022 for the elections, the Chairman asked Councillors to consider collating a list of priorities for the new Parish Council to ensure that important items did not get overlooked, should there be a number of new Councillors.
- Leaflets supplied by Thames Valley Police, had been placed on the windscreens of vehicles parked either dangerously or blocking the footpath, on A361 outside The Loft. Further leaflets would be distributed around the village, where necessary.

192/21 Open Forum – A resident addressed the Parish Council and expressed his thanks for the leaflets which had been attached to vehicles which were parking inconsiderately or dangerously.

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The resident also asked when the white lining on the A361 would be completed. The Clerk would contact County Councillor Kieron Mallon for an update. **Action TG**

The resident was thanked for addressing the Parish Council.

(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)

193/21 Reports from County and District Councillors – Prior to the meeting, Councillor Andrew McHugh had circulated his report to the Parish Council.

Councillor Adam Nell reported that the Cherwell District Council's budget was currently being consulted on and he encouraged the Parish Council to respond. The Clerk highlighted the tight deadline for Parish Councils to respond as information on the consultation had only been received that day and the deadline was 4 January 2022.

Councillor Nell also reported on the Community Governance Review and confirmed that Bloxham was not affected by any of the proposals.

There were also a number of Holiday Hubs for children over the Christmas holidays and free school meals were available for those who were entitled to them.

The Chairman thanked Councillor Nell for his report.

194/21 Environment/Village Matters

- i) St Mary's Church, Burial Ground – The Parish Council discussed the issue of available grave space St Mary's Church yard.

Resolved that the further information be obtained with regard to the Parish Council owning and managing a Cemetery. **Action TG/LL**

- ii) No Dog Fouling Signs – The Parish Council considered a request for 'No Dog Fouling' signs on the green in Gascoigne Way and also along the footpath which runs across the land next to Bloxham Mill, from Milton Road to Barford Road.

Resolved that the request for no dog fouling signs be approved, with appropriate wording so it is clear that owners should pick up any mess left by their dogs. **Action TG**

195/21 Planning

- i) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees which had been considered by the Parish Council, since the last meeting, had been circulated.

Resolved that, it be noted and approved that, no objections had been made by the Parish Council in respect of the following planning applications/works to trees:

20/03351/F Land Adjacent Ells Lane Ells Lane Bloxham
Erection of two agricultural buildings

Resolved that, it be noted and approved that, observations had been made by the Parish Council in respect of the following planning applications/works to trees: None

Resolved that, it be noted and approved that, objections had been made by the Parish Council in respect of the following planning applications/works to trees:

21/03278/F Formerly The Bungalow, Cumberford Hill, Bloxham
Erection of building to form one bedroom apartment, additional to previously approved application ref. 15/01090/F

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21/03395/F Seymour Cottage, Queens Street, Bloxham
Single storey rear extension - re-submission of 21/00734/F

Resolved that, it be noted that the Parish Council is considering the following planning applications/works to trees:

- 21/03861/F Side Acre, Queen Street, Bloxham,
Design changes following approval 21/01265/F - Renovation and change of appearance of the existing dwelling, creation of front gable extension, new entrance porch rear extensions and extension to existing outbuilding to form a proposed garage. Replacement of existing roof covering with natural slates. Creation of external stone walls and integrated gates.
- 21/03664/F 29 Schofields Way, Bloxham
To install a new front door and side window to the existing porch and to replace part of the existing flat roof that spans the front of the house and garage with an angled roof
- 21/03773/F Lynton, Banbury Road, Bloxham
Single storey rear extension to form kitchen, diner and snug; first floor to be extended to enlarge bedroom and create dressing area and en-suite - re-submission of 21/02209/F
- 21/03919/TCA High House, High Street, Bloxham
Tree works
- 21/03865/LB Cumberford Cottage, Cumberford, Bloxham
Single storey rear extension
- 21/03990/NMA Bloxham Plant Nursery, Chequer Tree Farm, Ells Lane, Bloxham
Amendment to the internal layout to one section of the Tea Room (proposed as nonmaterial amendment to 20/03653/F)
- 21/03960/NMA The Stables at Bloxham Nursery, Ells Lane, Bloxham
Minor amendment to the internal layout (proposed as non-material amendment to 20/03653/F)

- ii) Results of Planning Applications – The Parish Council noted decisions made by Cherwell District Council since the last meeting of the Parish Council.

Resolved that the report be noted.

- iii) 21/02994/F & 21/02995/LB, Bloxham School, Banbury Road, Bloxham – The Parish Council discussed the applications and review the Parish Council’s response regarding alterations to main access and associated alterations to pavement, removal of a section of boundary wall, provision of new car parking and drop off/pick up area, alterations to existing car park, landscaping and associated works.

Resolved that the Parish Council has no further comments on these planning applications and formed its opinion as a statutory consultee, based on the information which had been presented to it and it is now a matter for the Local Planning Authority to determine. **Action TG**

196/21 Finance

- i) Accounts for Payment and Income - The Clerk submitted to the Parish Council, the accounts for payment and the income since that last meeting.

Resolved that the income since the last meeting be noted and the following accounts for payments be approved:

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Theresa Goss – Salary and Expenses for December 2021	
HMRC – Payment for December 2021	
Oxfordshire County Council – Pension for December 2021	
N Prickett – Grass Cutting	£822.00
Pixel Concepts – Web Site Hosting	£178.80
Ian Harban Consulting – Jubilee Hall Works	£2700.00
Glasdon UK – Dog Waste Bin	£270.80
Green Scythe Ltd – Grass Cutting Jubilee Park	£338.19
Cotefield Treecare – Trees Works at The Gogs	£2701.80
Ellen Hinde Hall – Annual Rent for Storage	£125.00
Alan Griffin – Annual Grant for Church Clock Maintenance	£150.00

- ii) Bank Reconciliation – The Parish Council considered the bank reconciliation for the Unity Trust Bank accounts as at 6 December 2021

Resolved that the bank reconciliation as at 6 December 2021 be noted.

- iii) Grant Applications, Budget and Precept 2022/2023 – The Parish Council considered the grant applications for 2022/2023 and the Budget and Precept for 2022/2023.

Resolved that:

- 1) the following applications for grants and community donations for 2022/2023 be approved:

Bloxham Biodiversity Group	£335.00
Bloxham Boys Brigade	£1,000.00
Friends of Bloxham Primary School	£700.00 (Subject to the receipt of the financial information)
Ellen Hinde Hall	£2,000.00 (To be drawn down when the project starts and spent by 31 March 2023)
Bloxham Pre School	£1,800.00
Table Tennis Club	£1,500.00
Flower Club	£300.00
Cherry Tree Centre	£6000
St Mary's Thursday Club	£5000
Alan Griffin (Maintenance of the Church Clock)	£150.00
Royal British Legion	£400.00
Bloxham Christmas Lunch	£370.00
Bloxham Funday	£2000.00
Bloxham Recreation Ground	£2500.00

- 2) the budget for 2022/2023 be approved; and
 3) the Precept for 2022/2023 be agreed at £99,092.90.

197/21 Parish Council Matters

- i) Vacancies – The Chairman reported that there were no applications for co-option onto the Parish Council.

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

- ii) Delegated Powers to the Clerk and Responsible Financial Officer – The Parish Council discussed delegating its authority to the Clerk and Responsible Financial Officer should physical Parish Council meetings not be permitted, due to the Covid-19 pandemic and further Government restrictions.

Resolved that:

- 1) in response to the Covid-19 situation, if the Government restrictions prevent physical meeting being held, the Parish Council agrees to grant the Clerk and Responsible Financial Officer, in consultation with the Chairman and Vice-Chairman, delegated authority to make decisions on behalf of the Parish Council, preferably following a Parish Council meeting held on-line;
- 2) the delegation does not extend to matters expressly reserved to the Parish Council in legislation or in its Standing Orders or Financial Regulations;
- 3) any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first physical meeting of the Parish Council, or upon changes to Government legislation, whichever is the soonest; and
- 4) Standing Orders be amended to include the above as a permanent delegation in circumstances where Parish Council meetings cannot be held for any reason. **Action TG**

- iii) Co-option Procedure/Procedure for Election 2022 – The Parish Council considered a Co-option Policy and a procedure for raising awareness in the village, of the Parish Council Elections in May 2022.

Resolved that:

- 1) the Co-option Policy be adopted and approved, with minor amendments; and
- 2) procedure for raising awareness in the village, of the Parish Council Elections in May 2022 be adopted and approved.

Action TG

- iv) Staffing Committee – The Parish Council reviewed the membership of the Staffing Committee.

Resolved that the members of the Staffing Committee be confirmed as the Chairman, Vice-Chairman and Councillors Joanna Barton and Daniel Goodwin.

- v) Civility and Respect Project – Prior to the meeting, the Parish Council had received information on the new national Civility and Respect Project.

Resolved that:

- 1) the Parish Council supports the Civility and Respect Project; and
- 2) consideration of the anti-bullying and harassment statement be deferred to the next meeting. **Action TG**

198/21 Correspondence – The Clerk reported on a quote which had been received from Paul Lester to paint four bus stop posts on High Street. The quote was accepted and as it could be a difficult job, it would be suggested to Mr Lester that he paints the two posts outside and opposite Bloxham Museum first and if the work was successful, then this would be followed by the posts outside and opposite, the Ex-Servicemen's Hall. **Action TG**

199/21 Exclusion of the Public and Press

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Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 200/21, 201/21 and 202/21 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

200/21 Jubilee Park, Play Equipment – Councillor Stephen Phipps reported that he had not yet received the quote from Kompan to repair to the rope swing.

Resolved that this item be deferred to the next meeting of the Parish Council. **Action TG**

201/21 Bloxham Recreation Ground Pavilion – The Parish Council considered quotes for works to Bloxham Recreation Ground Pavilion with regard to plumbing and tiling in the changing rooms and toilets and also works to the roof.

Resolved that:

- 1) the report be noted;
- 2) a decision on appropriate works to the pavilion roof and the appointment of a contractor be deferred to Jan 2022;
- 3) the plumbing and tiling works to the changing rooms and toilets be approved;
- 4) the quotes from Brian Curran (plumbing) and A Luker (tiling and plastering) be accepted; and
- 5) the works be funded by Section 106 funds from the Oak Farm development in Milcombe (as per the S106 agreement).

202/21 Jubilee Hall Project – The Chairman gave an update on the Jubilee Hall project. Phase 1 of the project was complete as per the works specified in the tender. However there were some snagging issues and additional works which were required. Quotes for this work were awaited.

Phase 2 of the project was due to start on Monday 10 January 2022.

Resolved that:

- 1) the report be noted;
- 2) the Clerk and Responsible Financial Officer, in consultation with the Chairman, Vice-Chairman and Councillor Stephen Phipps be given delegated authority to accept the quotes for the additional work to enable phase 1 of the project to be completed; and
- 3) an update on the funding of the project be submitted to the next meeting of the Parish Council.

(The public and press were invited back into the meeting at the conclusion of this item)

203/21 Meeting Dates – The Chairman reported that the next Parish Council meetings would be held in St Mary's Parish Rooms, Bloxham. The meeting would commence at 7.30pm.

Resolved that it be noted that, future meeting dates for Bloxham Parish Council are as stated below.

- Monday 10 January 2022
- Monday 7 February 2022
- Monday 7 March 2022

204/21 Items for Future Agendas

- Parish Council Responsibilities/Appointments to Other Bodies
- Bench in Gascoigne Way
- Condition of the footpath next to Warriner School
- 'Good Neighbour' Leaflet
- Rope Swing in Jubilee Park
- Respect and Civility Project

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(The meeting ended at 9.50pm)

Chairman – 10 January 2022