

BLOXHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT JUBILEE HALL, BARLEY CLOSE, BLOXHAM ON MONDAY 7 OCTOBER 2024 AT 7.00PM

PRESENT: Chairman, Councillor David Bunn; Councillors Russell Avens, Joanna Barton, Amanda Baxter, Steve Craggs, Mike Fenner, Alex Harrison, Neil Hegarty and David Morris.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer), District Councillors David Hingley and Rob Pattenden and six members of the public.

80/24 Apologies – Parish Councillor Nick Rayner submitted his apologies because he was on holiday.

County Councillor Kieron Mallon and District Councillor Gordon Blakeway also submitted their apologies.

Resolved that the apologies from Councillor Nick Rayner be approved and the absence authorised.

81/24 Declarations of Interest

Minute Number 87/24 (i) - Defibrillator Training and Maintenance – Councillor Alex Harrison declared an interest because he was running the training and maintenance sessions on a voluntary basis.

82/24 Minutes – Prior to the meeting, the minutes of the meeting held on 2 September 2024 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 2 September 2024 be approved.

83/24 Matters Arising

Minute Number 70/24 – Chairman’s Announcements - Waters Lane Footpath – The Chairman reported that the ramp had been widened and the Chairman would continue to monitor the area as work continued.

84/24 Chairman’s Announcements

- Welcome to Bloxham signs - GallifordTry had been contacted and provided with the three key points for the new ‘Welcome to Bloxham’ signs. They should not obstruct visibility for drivers, nor impede the views of the planters and not conflict with existing speed limits.
- Bloxham School Swimming Pool – The pool was managed by Bloxham Enterprise Ltd and it could be opened to the public, but it was likely that the running costs would be prohibitive. There was a hire cost (concession of 30%) per session plus salaries for two lifeguards and the total cost per session was approximately £80. More details would follow in due course.
- Defibrillators – Two more units were ready to be installed at Bloxham Mill and the Old Piggery on Courtington Lane. A cabinet had already been delivered to Bloxham Mill and would be installed shortly.
- Yellow Lining – The missing yellow lines at the junction of Strawberry Terrace and A361 had been reported to the County Council via Fix My Street and also directly with the Highways Engagement Team. County Councillor Kieron Mallon had also contacted the Engagement Team on the Parish Council’s behalf.
- Blocked Drains – The blocked drains on Courtington Lane had been reported to Fix My Street by a resident and the response from the County Council had been that the drains were not operational, which the resident and Parish Council were already aware of because they were blocked. A further email had been sent to the Highways Engagement Team by the Chairman to follow up on their response.
- Speed Limit Changes – A Traffic Regulation Order had been sent out for consultation by the County Council to reduce the speed limit to 30mph on Ells Lane, starting west of Wyatt’s Nursery and 20mph on Bloxham Grove, starting east of the SEND school. The Parish Council was supportive of these both changes. **Action TG**

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- Information sign for the Windmill – A request had been received for a donation from the Parish Council for an information sign at the Windmill. Bodicote Parish Council had already donated to the project and the Clerk had requested further additional information on the project and was awaiting a reply.
- Mailing List – The Clerk had contacted the Pixel Concepts who assisted with the Parish Council web site with regard to setting up a mailing list and a quote was awaited.
- Bin Survey – Environmental Services at Cherwell District Council would be supplying the Parish Council with a list of all the litter and dog bins in the village by the end of the week. The survey could then be undertaken.
- Traffic Calming outside the Primary School and other School Areas – The Chairman had attended a meeting with the Head Teacher of the Primary School, Sarah Marshall regarding traffic calming in the area. Ms Marshall would be producing some proposals together for further discussion. Initial options which were discussed included staggered yellow lines on approach roads, raised crossing points and priority filters (similar to those in Adderbury on Milton Road).

It was suggested that a 'Walking Bus' could be introduced and Councillor Steve Craggs would feed this back to the Primary School. **Action SC**

- Remembrance Day Parade 10 November 2024 – The Chairman would be laying a poppy wreath on behalf of the Parish Council at the Remembrance Day Parade.

85/24 Open Forum – A resident addressed the Parish Council on behalf of three residents from 3-5 Hartshill Close, Bloxham in respect of the William Davis Homes proposal to build 150 houses on land to the south of Hartshill Close. The resident advised that they had not received any information from Cherwell District Council about the proposal and the site notice was also absent. District Councillor David Hingley agreed to raise this with Nathanael Stock, Cherwell District Council's Planning Officer. **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)

86/24 Reports from County and District Councillors – Councillor Rob Pattenden reported that on Monday 11 November 2024, which was Armistice Day, there would be a short service at Cherwell District Council to mark the occasion.

With regard to The Mill, the building was now open again after the closure following the recent floods.

With regard to the planning application in Quarry Close, the latest planning application submitted by Gladman had been refused by Cherwell District Council, with a unanimous decision.

Councillor David Hingley reported that the regulation 19 consultation would start in December 2024 and would run for 8 weeks rather 6 weeks because it was covering the Christmas period.

Cherwell District Council was funding the CAB for another year and the deadline for applying for Pension Credit was 31 October 2024.

The Councillors were thanked for their reports.

87/24 Environment/Village Matters

- i) Defibrillator Training and Maintenance – The Parish Council discussed purchasing new pads for the defibrillators at the Primary School and Jubilee Hall and a cabinet for the Bowls Club Unit. It was also noted that two community Basic Life Support and AED awareness training events would be held on 14 November 2024 at a cost of £10 per person.

Resolved that:

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- 1) the report be noted;
- 2) three new sets of pads be purchased for the defibrillators;
- 3) a cabinet be purchased for the defibrillator at the Bowls Club; and
- 4) a list be collated of all the defibrillators in the village, including who owns the units and who takes responsibility for checking the battery and pads.

ii) Public Rights of Way – The Parish Council discussed the following:

- Gogs Footpath - Upper area where the footpath joins Unicorn Street, the tarmac does not reach the junction and had been reported to the County Council previously.
- Greenhills Park Footpath - Condition and lack of adequate steps from Greenhills Park onto the Public Right of Way, which had been reported to the County Council previously.
- Water Lane Bridleway – A request for hand posts and additional signage.

The Chairman reported that a request had been made for a meeting with the Footpaths Officer at Oxfordshire County Council to discuss all of these matters.

Resolved that the report be noted.

iii) Goal Posts at Jubilee Park – The Parish Council discussed the refurbishment of the goalpost at Jubilee Park, however the goalpost had been donated to the Jubilee Park Management Committee by Bloxham Football Club and was not the responsibility of the Parish Council.

Resolved that the report be noted.

iv) Air Quality – The Parish Council had been due to discuss measurements of air quality outside the shops on High Street, however a response from Cherwell District Council with updated data had not yet been received.

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

v) Emergency Planning – The Chairman reported that Parish Council's Emergency Plan was available on the Parish Council web site, along with emergency planning advice from the County Council.

In addition, the Chairman also advised that blocked drains should be report to the County Council via Fix My Street.

Resolved that the report be noted.

vi) Shops on High Street – The Parish Council discussed vehicles crossing the footpaths on High Street to access the parking area at the front of the shops.

Resolved that if there are issues arising from vehicles crossing the footpaths to park outside the shops, these should be raised with the County Council as the Highways Authority and/or with the shop owners because they owned the land at the front of the shops where vehicles were parked.

88/24 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:

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24/02341/F 3 Colegrave Road, Bloxham
Ground floor extension to rear of property and internal works

24/02375/TCA Barn Cottage 3, The Ridgeway, Bloxham
Tree works

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:

24/01906/F Dewey Sports Centre, Barley Close, Bloxham
Front and rear extensions and alterations to the Dewey sports centre, installation of 12no sports lighting columns, 5no netball/tennis courts, 1no artificial cricket wicket, 1no replacement long jump pit, 1no storage container, improvements to existing access and car parking, provision of additional car parking, associated drainage, renewable energy and sustainability measures, hard and soft landscaping and biodiversity enhancements.

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

R3.0098/24 Bloxham Primary School, Bloxham
Installation and use of modular school hall extension, including electrical supply and associated hard landscaping, for a temporary eight month period (September 2024 to April 2025)

24/02416/F 49 The Avenue, Bloxham
Single storey side extension

24/02378/TPO Willow Nook, Steeple Close, Bloxham
T1 (sycamore) - Sycamore removal along the east boundary of the rear garden

24/02411/F Oak View, Bloxham Road, Milcombe
Erection of replacement building and Change of Use of 3no existing agricultural barns to commercial use.

- 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) Bloxham Neighbourhood Development Plan (BNDP) – Councillor Steve Craggs reported that there would have to be a referendum for the BNDP review and due to the volume of work which was required, assistance from other Councillors and a consultant would be required.

Resolved that the report be noted and a quote be obtained from Toy Planning for further support reviewing the BNDP. **Action SC**

- iv) Planning Application 23/01265/OUT, OS Parcel 0078 North West of Quarry Close, Quarry Close, Bloxham – The Parish Council discussed the Planning Inquiry relating to the refusal of outline planning permission by Cherwell District Council for the erection of up to 60 dwellings with public open space, landscaping, sustainable drainage system (SuDS) and vehicular access point. All matters reserved except for means of access. The Inquiry was due to start on 8 October 2024 and would last four days.

The Chairman advised that he would be attending the Inquiry and highlighting some of the points in the Parish Council's submission.

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Resolved that the report be noted.

- v) 24/02541/OUT - William Davis Homes, Land South of 3 to 5, Hartshill Close, Bloxham – The Parish Council considered an outline planning application (with all matters reserved except for primary means of vehicular access from the A361) for the residential development of up to 150 dwellings, alongside associated access, green and blue infrastructure (including public open space, a play area, and drainage), required ground remodeling and supporting infrastructure.

The Chairman updated the meeting regarding the distribution of the leaflets which would be delivered to every property in the village to encourage residents to submit their comments on the application to Cherwell District Council.

A resident suggested that the Parish Council could instruct a Planning Consultant to assist with the Parish Council's objection, however it was felt that a consultant did not have access to any further information than the Parish Council and there would be no benefit to this course of action.

Resolved that the Parish Council objects to application 24/02541/OUT. **Action DB/TG**

89/24 Parish Council Matters

- i) Vacancies – There were no applications for co-option onto the Parish Council.

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

- ii) Drop-In and Chat – Councillors Neil Hegarty and Steve Craggs reported that at the last session, a resident had reported that a male was sleeping rough around the Ex-Servicemen's Hall. This had been reported to Thames Valley Police by the Clerk.

Councillor Steve Craggs also reported that drug use and drug dealing was taking place in the porches outside St Mary's Church and he would be contacting Thames Valley Police for advice on how to address this.

A number of trees along Sor Brook in Donkey Field needed to be cut back and the Clerk would seek advice from the Environment Agency about the responsibilities for clearing the Brook.

At White Cottage on Banbury Road (A361), the hedge and trees were overhanging the boundary onto the footpath along the A361 and there was also a dead tree overhanging onto Strawberry Terrace. The Clerk would report these issues to Fix My Street. **Action TG**

Resolved that the report be noted and session in December be specifically about proposed sites for development in the village.

- iii) EV Charging Points – Councillor Russell Avens provided an update on the project and would be meeting with a contractor to obtain a quote for the work. He would also be liaising with the Jubilee Park Management Committee regarding the locations of the charging bays.

The Chairman thanked Councillor Avens for his work on the project.

Resolved that the report be noted.

- iv) Sexual and General Harassment Policy & Procedure – The Parish Council discussed a policy relating to Sexual and General Harassment.

Resolved that that the Sexual and General Harassment Policy and Procedure be approved. **Action TG**

- v) Document Storage – The Parish Council discussed the storage of its documents, including how and where information was stored in hard and electronic copy.

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Resolved that the Clerk to progress the project and report back in due course. **Action TG**

89/24 Finance

- i) Financial Matters – Prior to the meeting, a number of financial documents were circulated to the Parish Council.

Resolved that:

- 1) the accounts for payment be approved, as detailed in appendix 1 to the minutes;
 - 2) the receipts since the last meeting, the uncashed payments & uncashed receipts and the bank reconciliation, as at 7 October 2024 for the bank accounts at Unity Trust Bank be noted;
 - 3) it be noted that Councillor Joanna Barton, as Councillor for monitoring the Parish Council's internal controls, has signed the uncashed payments list, the uncashed receipts list, the bank reconciliation as at 7 October 2024 and the Unity Trust bank statements for September 2024;
- ii) Budget Monitoring 2023/2024 – Prior to the meeting, the Parish Council received budget monitoring report for 2023/2024.

Resolved that the report be noted.

- iii) General and Ear-Marked Reserves – Prior to the meeting, the general and ear-marked reserves had been circulated to the Parish Council.

Resolved that the report be noted and the reserves be approved.

89/24 Correspondence – There was no further correspondence.

90/24 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 91/24 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

91/24 Right of Access – The Parish Council discussed its agreement with Bloxham School regarding the right of access across Jubilee Park to Dewey Sports Centre.

Resolved that the report be noted.

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

92/24 Meeting Dates – The Chairman reported that the next Parish Council meetings would be held at Jubilee Hall, Barley Close, Bloxham, commencing at 7.00pm.

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

- Monday 4 November 2024
- Monday 2 December 2024
- Monday 6 January 2025
- Monday 3 February 2025

93/24 Items for Future Agendas/Items of Information

- Traffic Calming Working Group
- Parish Council Bank Accounts/Investments

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- Air Quality
- Mailing list
- Right of Access

(The meeting ended at 9.30pm)

Chairman – 4 November 2024

DRAFT