

# BLOXHAM PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT JUBILEE HALL, BARLEY CLOSE, BLOXHAM ON MONDAY 13 MAY 2024 AT 7.00PM

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

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

**1/24 Apologies** – Parish Councillor Nick Rayner submitted his apologies because he was on holiday.

District Councillor Gordon Blakeway also submitted his apologies.

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

**2/24 Appointment of Chairman for 2024/2025** – The Chairman asked for nominations for the position of Chairman for 2024/2025.

**Resolved** that Councillor David Bunn be appointed as Chairman of the Parish Council for 2024/2025.

The Chairman then signed the Declaration of Acceptance of Office.

**3/24 Appointment of Vice-Chairman for 2024/2025** – The Chairman asked for nominations for the position of Vice-Chairman for 2024/2025.

**Resolved** that Councillor Joanna Barton be appointed as Vice-Chairman of the Parish Council for 2024/2025.

**4/24 Declarations of Interest** – There were no declarations of interest.

**5/24 Minutes** – Prior to the meeting, the minutes of the meeting held on 8 April 2024 had been circulated to the Parish Council and were taken as read.

**Resolved** that the minutes of the meeting held on 8 April 2024 be approved.

**6/24 Matters Arising** – There were no matters arising.

**7/24 Chairman's Announcements**

- Jubilee Hall – There had been discussions between Bloxham School and the Jubilee Park Management Committee regarding the proposed changes to the Dewey Hall access from the Jubilee Park car park. It had been agreed that there would not be two-way traffic on the access road across the Parish Council's land. The two-way would start once the traffic had moved onto the Bloxham School land.

Wifi was being installed by Gigaclear at the Hall on 22 May 2024, on a one-year trial.

Children had been observed climbing onto the roof of Jubilee Hall in the evenings and on occasions, when the Hall had been in use. Thames Valley Neighbourhood Policing Team had attended and two of the children had been escorted home by their officers.

- Oxfordshire County Council's Highways Engagement Team – A meeting had been scheduled with the Engagement Team on 29 May 2024, time to be confirmed. The proposed discussion points were Courtington Lane footpath, the locations of the white & yellow lining, the road edging on Ells Lane and the Queen Street pothole.
- Portable SID (Speed Indication Device) – The SID had been located for two weeks on Courtington Lane and the data which had been gathered, showed that 60% of vehicles were travelling more than 20mph and the highest speed recorded was 50mph. The SID was now located outside St Mary's Church.

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- Manhole Covers in High Street - Thames Water had denied ownership and so too had the County Council. However, the County Council had been advised that the word "Highway" was cast into the manhole covers and the Parish Council awaited their response regarding the repairs.
- Wheelie Bins - There were locations in the village where residents were continuing to leave their bins outside their neighbours' property, not their own property. Therefore, residents were kindly requested to ensure that their wheelie bins were always located on their own property, unless an agreement had been reached with their neighbour.
- Bloxham School Carpark - Work continued and was expected to be completed later in July 2024. The delay was due to the installation of an underground SUDs to deal with surface water. At some stage, work would also be carried out to connect the drainage to the main drain network in the A361.
- Bloxham School Founders Day/Ball – This event was being held on 22 June 2024 and letters would be sent by Bloxham School to residents who might be impacted by the event. There would be additional marshals to manage the parking.
- Bloxham School Swimming Pool – Bloxham School had confirmed there was no community agreement in place, linked to any planning applications, which granted residents permission to use their swimming pool. However, if there was a demand from residents to use the facility, this could be accommodated with a specific time slot, but the booking system would need to be managed and paid for, by a third party. The School was happy to have discussions how this could be progressed.
- Defibrillators – Councillor Alex Harrison had met with Tim Seton from Bloxham School and the School had agreed to site a defibrillator on Courtington Lane in the Piggery. It was hoped the cost of the unit would be covered by a grant, however the School would contribute to the costs if it did not.

**8/24 Open Forum** – A resident addressed the Parish Council with regard to the volume of HS2 traffic, which was driving through the village along the A361. The large vehicles were visiting the Enstone and Rollright quarries and he felt that the negative impact on the village should be mitigated by the opportunity for the community to apply for grants to support projects in the village, such as those at Ellen Hinde Hall.

At the current time, HS2's policy stated that villages impacted by the HS2 works and were located within a five mile radius of their Greatworth site, could access grant funding and Chacombe Village Hall had recently received a grant of £10,000. However, although Chacombe Village Hall was located within a five mile radius of the site, it was not impacted at all by the HS project. Bloxham on the other hand, was heavily impacted by the project and grant applications had been refused. Therefore, the resident felt that HS2 needed to review their community grants policy and the criteria they applied to applications.

The resident advised that there had been reports of up to 30 lorries travelling through Bloxham each way, over a three hour period and they all had an HS2 identification card displayed in the windscreen. The lorries usually travelled in sets of three, but sometimes there were backlogs and there could be six in a convoy. The lorries had also been witnessed driving on the footpaths, as well as disrupting a funeral at St Mary's Church.

The Chairman reported that the Parish Council had been discussing the HS2 traffic for some time and Simon Davies from EKFB, an HS2 contractor, had attended a recent Parish Council meeting. Mr Davies had advised that the lorries travelling to the quarries did not have an approved route because the quarries were too far away from the Greatworth site. However, he did acknowledge the inconsistencies in the policy.

The Chairman advised residents to record the details of the vehicles, and these would be passed onto Heritage Quarries. The owners of the quarries had also been invited to attend the next Parish Council meeting on 3 June 2024 to discuss the matter further.

Another resident, from Bloxham Biodiversity, addressed the Parish Council with regard to the planters at the entrances to the village and advised that they were not currently being maintained by Biodiversity Bloxham. The Group also made a request that 'No Mow May' was extended into June for 2025.

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A resident reported that she had seen rats outside the Post Office on the High Street. The Post Office would be contacted by the Clerk. **Action TG**

The resident also reported that a hedge was overhanging the footpath along Old Bridge Road. The Chairman agreed to check the location and report it to Fix My Street. **Action DB**

A resident raised the issue of the Community Speed Watch Scheme and the Chairman and Councillor Alex Harrison would be progressing this initiative.

A resident reported that they wished to extend a Warriner School project, engaging teenagers by encouraging them to grow and cultivate their own produce. She had been liaising with the Cherwell District Council Officer who was responsible for Well-Being and additional community growing spaces were required.

The Chairman thanked residents 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)*

### 9/24 Reports from County and District Councillors – There were no reports from County Councillor Kieron Mallon.

District Councillors Rob Pattenden and David Hingley reported that Heritage Quarries had been invited to the next Parish Council meeting. The new District Councillor for the village, Gordon Blakeway, had a prior engagement but would attend the next meeting.

The Liberal Democrats were now the largest party at Cherwell District Council and an administration would be agreed on 22 May 2024 at the first meeting of the District Council.

The Councillors were thanked for their reports.

### 10/24 Environment/Village Matters

- i) Dog Fouling – Councillor David Morris reported that dog fouling was increasing in the village and he felt that more signage was required, as well as adopting the 'Paint Means Poo' initiative.

**Resolved** that Councillor David Morris to progress the 'Paint Means Poo' initiative and additional signage be investigated. **Action DM/TG**

- ii) Fence by Exchange on Milton Road – The Parish Council discussed the County Council's proposal to remove the fence by the exchange on Milton Road.

**Resolved** that Parish Council supports the removal of the fence and the County Council also be requested to cut back the vegetation along that stretch. **Action TG**

- iii) Litter Pick – The Parish Council discussed the village litter pick, being organised by Councillor Neil Hegarty. It would be launched on 8 June 2024 at Bloxham Fun Day and the litter picks could be held anytime between 8 & 15 June 2024.

**Resolved** that report be noted.

- iv) Memorial Bench – The Parish Council discussed the installation costs for the proposed memorial bench in Jubilee Park for Matty Cowley and whether it should be funded by the Parish Council.

**Resolved** that as the memorial bench for Matty Cowley is being installed in Jubilee Park, which is owned by the Parish Council, it will meet the costs for the installation. **Action TG**

- v) Footpath from Queen Street and Greenhills Park – The Parish Council discussed the steps on the footpath from Queen Street to Greenhills Park and the safety issues around their current condition.

**Resolved** that a quote be obtained from Nigel Prickett to make the steps safer for pedestrians. **Action TG**

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- vi) 20mph Speed Restrictions – The Parish Council discussed the response from Paul Fermer at Oxfordshire County Council regarding the review of the 20mph speed restrictions in Bloxham.

The County Council's criteria for the 20mph speed restrictions was also circulated and it was clear, there were parts of the criteria which had not been adhered to by OCC, when the project was rolled out in Bloxham.

In addition, information had been downloaded from the SID from when it was located on Courtington Lane and the data had been circulated to the Parish Council, prior to the meeting.

**Resolved** that:

- 1) the report be noted;
- 2) the Clerk, Chairman and Councillor Alex Harrison be authorised to meet with representatives from the County Council's 20mph speed restrictions project team; and
- 3) questions and issues to be raised at that meeting, be forwarded to the Clerk. **Action ALL**

### 11/24 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:

TPO 9/2024	Lydstep, 1 Old Bridge Road, Bloxham, Banbury One Norway Spruce and Two Scot Pine
R3.0031	Bloxham Church of England Primary School, Tadmarton Road, Bloxham, Condition 10 (Ecological monitoring and management plan)
R3.0028/24	Bloxham Church of England Primary School, Tadmarton Road, Bloxham, Condition 3 (Archaeology)
R3.0029/24	Bloxham Church of England Primary School, Tadmarton Road, Bloxham, Condition 6 (Bird Boxes)
R3.0030/24	Bloxham Church Of England Primary School, Tadmarton Road, Bloxham Condition 8 (Tree Protection)
R3.0031/24	Bloxham Church of England Primary School, Tadmarton Road, Bloxham, Condition 10 ((Ecological monitoring and management plan)
R3.0032/24	Bloxham Church of England Primary School, Tadmarton Road, Bloxham Condition 11 (Car Parking layout)
R3.0033/24	Bloxham Church of England Primary School, Tadmarton Road, Bloxham Condition 12 (Construction management plan)
24/00527/F	Firs Hill, Tadmarton Road, Bloxham Construction of synthetic turf tennis court including fencing, on existing natural turf lawn
24/00766/CDISC	Bloxham Church of England Primary School, Tadmarton Road, Bloxham,

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Details pursuant to Condition 8 (Tree Protection) of planning permission no. (R3.0004/23)  
23/00128/OCC - R3.0030/24

- 24/00964/F 9 Colegrave Road, Bloxham  
Single storey front porch extension; single storey side and rear extensions
- TPO.14/2024 Land at Bloxham Grove Farm, adjacent to Lower Grove Mill House, Lower Grove, Bodicote  
Various species of trees
- 24/00937/F 6 Havill Crescent, Bloxham  
Single storey rear extension

**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 that the Parish Council is considering the following planning applications/works to trees:

- 24/01199/TCA Hill Cottage, Workhouse Lane, Bloxham  
T1 x Ash - Fell. Mature Ash which has been heavily reduced previously. showing signs of dieback.

- 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 Councillor Joanna Barton had mapped the Bloxham settlement line and included the green areas, which enabled the Parish Council to discuss with Cherwell District Council, the allocation of land as part of the BNDP.

Councillor Craggs had also purchased a measuring wheel to measure the distance from proposed development sites, to the center of the village and local amenities.

Councillors Craggs would also be contacting the residents who had volunteered to support the review of the BNDP.

**Resolved** that the report be noted.

### 12/24 Parish Council Matters

- i) Vacancies – There was one application for co-option onto the Parish Council.

**Resolved** that Amanda Baxter be co-opted onto the Parish Council and the two remaining vacancies continue to the advertised. **Action TG**

- ii) Drop-In and Chat – The Chairman reported on the issues which had been discussed at the last session held on 11 May 2024.

**Resolved** that the report be noted.

- iii) Parish Council Insurance – The Parish Council reviewed the Parish Council's insurance policy for 2024/2025.

**Resolved** that the quote for the Parish Council insurance for 2024/2025 be accepted. **Action TG**

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- iv) Membership of Staffing Committee, Working Groups and Outside Bodies for 2024/2025 – The Parish Council discussed the memberships of the Staffing Committee, Working Groups and outside bodies.

**Resolved** that the appointments be approved, as detailed in appendix 2 to the Minutes. **Action TG**

- iv) Parish Council Documents & Policies 2024/2025 – The Parish Council reviewed a number of documents which had been available to view on the Parish Council web site.

**Resolved** that the following documents and policies be approved for 2024/2025:

- Asset Register
- Risk Management Log and Risk Schedule
- Financial Regulations
- Standing Orders
- Complaints Policy
- Vexatious Complaints Procedure
- Freedom of Information Policy
- Dispute Resolution Process
- Dignity at Work Policy
- Grievance Procedure
- Data Breach Policy
- Data Protection Policy
- Records Retention Policy
- Subject Access Request Procedure
- Press and Media Policy
- Safeguarding Policy
- Training Policy

### **13/24 Finance**

- i) Internal Auditor's Report 2023/2024 – The Parish Council reviewed both the 2023/2024 Internal Auditor's Report and the Annual Internal Auditor's Report 2023/2024 within the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2024.

**Resolved** that:

- 1) the Internal Auditor's report and recommendations for 2023/2024 be noted and approved; and
- 2) the Internal Auditor's report within the Annual Governance and Accountability Return for the year ended 31 March 2024 be noted and submitted to the External Auditor, Moore. **Action TG**

- ii) Accounts 2023/2024 – The Parish Council considered the Receipts & Payments Account as at 31 March 2024.

**Resolved** that the account be approved and signed by the Chairman.

- iii) Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2024 – The Parish Council considered Section 1 of the AGAR, the Annual Governance Statement 2023/2024.

**Resolved** that Section 1 of the AGAR, the Annual Governance Statement 2023/2024 be approved and submitted to the External Auditor, Moore. **Action TG**

- iv) Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2024 – The Parish Council considered Section 2 of the AGAR, the Accounting Statements 2023/2024.

**Resolved** that Section 2 of the AGAR, the Accounting Statements 2023/2024 be approved and submitted to the External Auditor, Moore. **Action TG**

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- v) Notice of Public Rights – The Parish Council considered the public rights to inspect the Parish Council's accounting records for 2023/2024 for 30 days starting from 10 June 2024 until 19 July 2024.

**Resolved** that the public has the right to inspect the Parish Council's accounting records from 10 June 2024 to 19 July 2024 and the External Auditor, Moore, be advised of these dates. **Action TG**

- vi) Appointment of Internal Auditor for 2024/2025 – The Parish Council considered appointing Auditing Solutions Ltd as the Internal Auditor for 2024/2025.

**Resolved** that Accounting Solutions Ltd be appointed as the Parish Council's Internal Auditor for 2024/2025.  
**Action TG**

- vii) 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 13 May 2024 for the bank accounts at Unity Trust Bank be noted; and
- 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 13 May 2024 and the Unity Trust bank statements for April 2024.

- viii) Budget Monitoring 2023/2024 – Prior to the meeting, the Parish Council received budget monitoring report for 2023/2024.

**Resolved** that the report be noted.

- ix) 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.

**14/24 Correspondence** – There was no further correspondence.

**15/24 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 16/24 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**16/24 Staffing Matters** – The Parish Council discussed the home working allowance, which the Parish Council was entitled to pay to the Clerk, in lieu of providing an office.

**Resolved** that the Clerk & Responsible Financial Officer be paid the monthly home working allowance. **Action TG**

**17/24 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 3 June 2024
- Monday 1 July 2024

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- Monday 5 August 2024
- Monday 2 September 2024
- Monday 2 October 2024

### **18/24 Items for Future Agendas/Items of Information**

- Traffic Calming Working Group
- EV Charging Points
- 'No Mow May' 2025 extending into June 2025

(The meeting ended at 9.05pm)

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Chairman – 3 June 2024