

## BLOXHAM PARISH COUNCIL

### DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON WEDNESDAY 17 APRIL 2019 AT 7.30PM

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

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk & Responsible Financial Officer)

**APOLOGIES:** Councillor Joanna Barton submitted her apologies because she was at work, the apologies were accepted and the absence authorised.

Councillor Amanda Baxter submitted her apologies because she was at work, the apologies were accepted and the absence authorised.

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

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

Apologies for absence were also received from District Councillors Christine Heath, Mike Bishop and Andrew McHugh.

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.

**195/18 DECLARATIONS OF INTEREST** – There were no declarations of interest

**196/18 MINUTES** – Prior to the meeting, the minutes of the meeting held on 1 April 2019 had been circulated to the Parish Council, were taken as read and agreed with the following inclusion:

Minute Number 186/18 (iii) Consultation – A361 (Banbury to Chipping Norton)

'but it was agreed to support the 50mph from the exit of Bloxham to South Newington, on the South Newington Road.'

**Resolved** that the minutes of the meeting held on 1 April 2019 be approved and signed by the Chairman, with the inclusion of the above amendment. **Action TG**

**197/18 MATTERS ARISING**

Minute Number 183/18, Chairman's Announcements – The Parish Council had been contacted with regard to a proposed joint meeting of Parish Councils who had produced a Neighbourhood Development Plans. The date of the meeting was Saturday 11 May 2019 at 1030am in Charlgrove.

Minute Number 184/18 – Open Forum – Dogs on Leads – It was reported that a meeting would be arranged to discuss the issue of dogs being kept on their leads on the footpaths around the village.

Minute Number 186/18 19/00326/F, The Brewhouse Bloxham, Grove Farm, Bloxham Grove Road, Bloxham – Councillors felt that the rights of access relating to this application had not been properly considered and an appropriate letter would be sent to Cherwell District Council highlighting this matter. **Action TG**

## 198/18 CHAIRMAN'S ANNOUNCEMENTS

- The Chairman, Councillors Nick Rayner and Steve Craggs had attended a meeting with Mr Watkins and his son with regard to the ownership of the land in Queen Street. It had been a productive meeting and Councillor Leonard Leigh would look into the matter further and report back in due course. **Action LL**
- The Chairman, Councillors Nick Rayner and Steve Craggs had attended a meeting with Robert Aplin with regard to the project at the Ex-Servicemen's Hall. Five contractors had been invited to submit a tender but only one quote had been received so far. The Clerk would contact Tom Darlington at Cherwell District Council for advice on progressing the matter. **Action TG**
- The planning application for a SEND School in Bloxham Grove Road had been received by the Parish Council and it would be discussed at the next meeting on 13 May 2019. The details had already been saved in Drop box and would be available on Cherwell District Council's Planning Portal.
- Drop-in and Chat had been held on 13 April 2019 and the main issues were with regard to dog fouling and traffic issues. The report had been saved in Drop Box.

**199/18 OPEN FORUM** – Councillor David Bunn reported that a resident had received a visit from Cherwell District Council's (CDC) Enforcement Team with regard to the erection of a bin store on Kings Road and they had been requested to remove it. The Clerk and Chairman confirmed that the Parish Council had not reported this matter to CDC.

Councillor Bunn also reported that a sign asking for dogs to be kept on their leads on the Circular Walk had been vandalised.

Councillor Mike Morris reported that at The Knowle, a walnut tree had been removed but it had not been replaced. This would be reported to CDC. **Action TG**

Councillor Mike Morris also asked whether Mr Facon could be requested to finance the cost of the relocation of the kissing gates which had been removed from the Circular Walk. The Clerk had already contacted Mr Facon about this matter and the request had been declined. Councillor Morris advised that Mr Geoff Mollard had offered to speak to Mr Facon and the Parish Council confirmed that it did not have any objection to this approach. However, it was highlighted that Mr Facon was already storing the kissing gates free of charge until they were relocated and he had made a number of improvements to the Circular Walk which passed over his land on Hobb Hill.

*(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)*

**200/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – There were no reports from the County or District Councillors.

## 201/18 PLANNING

- i) Planning Applications
  - 19/00465/F - The Parish Council considered a retrospective application for new recessed forecourt canopy lights (re-submission of 18/01113/F) from Motor Fuel Group, Bloxham Service Station South Newington Road Bloxham

**Resolved** that the Parish Council objects to application 19/00465/F on the following grounds:

- the Applicant has been asked to comply with Cherwell District Councils Lighting requirements, the Parish Council does not have the expertise to make the relevant assessment but in reading the application the Parish Council notes that;
- The applicant has ticked "NO" for hours of opening being relevant to the application.
- The Parish Council view is that the hours of opening **are** relevant to this application in this location.
- The lights should only be allowed between 6.30 am and 11.00pm.
- This would put this application in line with other garages operated by this company in similar edge of village locations. Such as Porthmadog, Prestbury, Lower slaughter, Bideford
- The application in its current form for 24hour lighting is Contrary to the following policies in the Bloxham Neighbourhood Development Plan.

Policy on Regard for the Amenity of Existing Residents - BL9

- All development shall where appropriate:
  - a. Ensure that the living conditions of neighbouring residents are not materially harmed

Policy on the Conservation Area - BL10

- Development shall be permitted within the Conservation Area (shown on Map 2) where it can demonstrate that it:
  - a. Preserves or enhances the character or appearance of the area;
  - b. Takes account of the Conservation Area Appraisal (2007) or any successor documents

Policy on the Conservation Area - BL11

- All development shall be encouraged to respect the local character and the historic and natural assets of the area. The design and materials chosen should preserve or enhance our rural heritage, landscape and sense of place.
  - Notably: -
    - b. Be in keeping with local distinctiveness and characteristics of the historic form of the village;
    - c. Make a positive contribution to the character of Bloxham and its rural feel;
    - g. Use smart, energy efficient lighting of public areas that accords with the recommendations of the Institute of Lighting Engineers recommendations on reduction of obtrusive light (or its successors) so as to convey a rural feel and avoid light pollution wherever possible;

Policy to Encourage Start-Up and Small Business Expansion - BL14 notably: -

- ii. does not adversely affect the living conditions of neighbouring occupiers;
- iii. does not unacceptably affect the local road network through the amount or type of vehicles associated with the proposed use and has sufficient parking provision.

**Action TG/JY**

- 19/00573/F – The Parish Council considered an application for a front bay single storey extension at 8 Salmon Close, Bloxham.

**Resolved** that the Parish Council has no objection to application 19/00573/F. **Action TG**

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting Monday 13 May 2019

- 19/00580/F & 19/00504/LB – The Parish Council considered an application which was a redesign of 18/00018/F to incorporate two rear dormer windows to bedroom at Wheatlands Cottage, Kings Road, Bloxham.

**Resolved** that the Parish Council has no objection to application 19/00580/F & 19/00504/LB, subject to comments from the Conservation Officer.

**Action TG**

- ii) Bloxham Service Station, Motor Fuel Group (MFG) – The Parish Council discussed whether an application for a review of 24 hour licence to sell alcohol at Bloxham Service Station should be submitted to Cherwell District Council.

**Resolved** that the request for a review of the 24 hour licence to sell alcohol not be progressed at this time, but the situation will continue to be monitored and reviewed, as and when required.

- iii) SEND Academy, Site Options Appraisal – The Parish Council discussed the Site Options Appraisal for the proposed SEND Academy in Bloxham Grove Road, Bloxham.

Following a discussion, whereby a number of concerns were raised, the Chairman agreed to collate the comments and submit them to the next meeting for approval.

**Resolved** that:

- a) the Site Options Appraisal be noted; and
- b) the comments from the Parish Council be collated and submitted to the next meeting of the Parish Council, for approval. **Action JY**

## 202/18 ENVIRONMENT/VILLAGE MATTERS

- i) Walsingham Close Amenity Area – Prior to the meeting, Councillor Nick Rayner had circulated a report with regard to ideas for re-developing the Walsingham Close Amenity area.

**Resolved** that:

- a) the report be noted;
- b) Councillors Nick Rayner and Steve Craggs be authorised to continue to progress the project;
- c) residents in Walsingham Close be consulted on the ideas for re-developing the area; and
- d) further details and costings be submitted to the Parish Council in due course.

**Action NR/SC**

- ii) Traffic Calming Working Group – Prior to the meeting a report from the Working Group had been circulated to the Parish Council.

**Resolved** that:

- a) the report be noted;
- b) the list of potential and existing traffic concerns be approved; and
- c) a meeting be arranged with Oxfordshire County Council and County Councillor Kieron Mallon to discuss the measures further. **Action NR/SC**

- iii) Emergency Planning Working Group - Prior to the meeting a report from the Working Group had been circulated to the Parish Council.

**Resolved** that the report be noted.

- iv) Christmas Lights – Prior to the meeting, a report on the Christmas lights for Christmas 2019 and the proposal for a ‘switch-on’ event had been circulated to the Parish Council.

**Resolved** that

- a) the report be noted; and  
b) Councillors Nick Rayner and Steve Craggs be authorised to continue to liaise with FOSM with regard to the project.

**Action NR/SC**

- v) Parish On-Line Subscription – The Parish Council considered subscribing to Parish On-Line mapping for £200.00 per year.

**Resolved** that the annual subscription of £200.00 be approved. **Action TG**

- vi) Good Neighbour Scheme – Councillor David Bunn reported that the Good Neighbour Scheme and further details would be provided once a meeting held with the co-ordinator.

Councillor Nick Rayner also suggested that the Baptist Church could assist with this scheme.

**Resolved** that the report be noted and a more detailed report be submitted to the Parish Council, following the meeting with the Co-ordinator. **Action DB**

## 203/18 PARISH COUNCIL MATTERS

- i) Reports from Parish Council Representatives – There were no reports from Parish Council representatives.  
ii) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated.

**Resolved** that the report be noted.

## 204/18 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.
Cherwell District Council – Emptying of Dog Waste Bins for Winter period (correction to previous invoice which was an underpayment)	£240.24	1504
OCC Pension Fund – Clerk contribution to underpayment for pension during 2018/2019	£27.37	1505
Viking – Stationery order	£151.80	1506
SCM Construction – Works at Jubilee Hall	£61,130.70	1507

- ii) Jubilee Hall, Section 106 Projects - Councillor David Bunn reported that the project was on track and there were no issues to raise.

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting Monday 13 May 2019

The Chairman raised an issue with regard to scaffolding blocking a doorway in the Hall, however Councillor Stephen Phipps confirmed this issue was already being addressed.

**Resolved** that:

- a) the report be noted; and
  - b) Richard Walker be asked to produce a report demonstrating how the project is progressing, against the progress timeline. **Action SP**
- iii) Accounts 2018/2019 – The Parish Council considered the Annual Governance and Accountability Return 2018/2019 and the Receipts and Payments as at 31 March 2019.

**Resolved** that:

- i) the Receipts & Payments Account as at 31 March 2019 be approved; and
- ii) the Annual Governance Statement 2018/2019 (Section 1) and the Accounting Statement for 2018/2019 (Section 2) be approved. **Action TG**

**205/18 CORRESPONDENCE** – There was no further correspondence.

#### **206/18 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 207/18 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**207/18 BLOXHAM RECREATION GROUND** – Prior to the meeting, a report and quotes had been circulated with regard to a new project at Bloxham Recreation Ground pavilion.

**Resolved** that:

- a) the report be noted;
- b) the Trustees be asked for a Business Plan for integrating the facilities into the village; and **Action JY**
- c) this matter be discussed further at a future meeting. **Action TG**

#### **208/18 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:

- 25 April 2019 (Annual Parish Meeting) at Jubilee Hall at 7pm
- 13 May 2019
- 21 May 2019
- 3 June 2019
- 19 June 2019
- 1 Jul 2019
- 16 July 2019
- 5 August 2019
- 21 August 2019
- 2 Sept 2019
- 17 Sept 2019

#### **209/18 ITEMS FOR THE FUTURE AGENDAS**

- Additional Christmas lights

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting Monday 13 May 2019

- Good Neighbour Scheme
- Bloxham Recreation Ground, Section 106 Project

(The meeting ended at 9.30pm)

---

Chairman – 13 May 2019

DRAFT