DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON TUESDAY 18 JUNE 2019 AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer) and District Councillors Mike Bishop and Christine Heath.

APOLOGIES: 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 Stephen Phipps submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

Councillor Nick Rayner submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

Apologies for absence were also received from District Councilor 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, he asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

- **45/19** Declarations of Interest There were no declarations of interest.
- **46/19 Minutes** Prior to the meeting, the minutes of the meeting held on 3 June 2019 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 3 June 2019 be approved and signed by the Chairman.

47/19 Matters Arising

Minute Number 32/19 - Dog Waste Bin - The dog waste bin at Bloxham Recreation Ground had started going rusty on the hinges. The Chairman would supply some photographs and then the supplier would be contacted for a replacement. **Action SC/TG**

<u>Minute Number 34/18 - Reports from County and District Councillors</u> – Bloxham School's planning application at Dewey Hall for the car park lights had been withdrawn from the June meeting of Cherwell District Council's (CDC) Planning Committee.

48/19 Chairman's Announcements

- The Chairman reminded to all Councillors to regularly check their Parish Council emails and respond in good time.
- 49/19 Open Forum Councillor Gloria Lester-Stevens reported that the St Mary's Thursday Club AGM would be held shortly and she would be happy to continue in her role as a Trustee. As part of the Club's Constitution, a Parish Council representative on the Committee was required. The request to be a Trustee would be circulated to the Parish Council and if no other Councillors wished to undertake the role, Councillor Lester-Stevens would continue.
 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)

50/19 Reports from County and District Councillors – There was no report from County Councillor Kieron Mallon.

District Councillor Christine Heath reported that the planning application from Bloxham School for car park lights at Dewey Hall been withdrawn from the Cherwell District Council's Planning Committee meeting on 20 June 2019. Amended lighting plans which showed lower level lighting, were due to be submitted shortly.

Bloxham School had also installed an Eco Waste Digester at the front of the school. This had been reported to the Enforcement Team at Cherwell District Council (CDC). The Chairman highlighted that a meeting had been arranged with Charlie Little, Bursar at Bloxham School on Monday 24 June 2019 and this matter would be raised.

With regard to the planning application for the SEN School, the County Council highways officers were not happy with the application and the Education Department would be submitting an amended plan to show a right hand turn, with a right hand turning lane, going out of the village in the direction of Banbury. It was hoped that this application would be considered at the July Meeting of the Planning Committee, however this would only be possible if the Planning Officer had all the necessary information by 4 July 2019, otherwise it would be deferred again.

The veterinary practice, which was located next to Bloxham Service Station, had erected an illuminated sign and Councillor Heath was looking into the planning application.

Councillor Heath also highlighted the planning applications at Compton Cottage and Oriel Cottage and that comments from the Conservation Officer were awaited.

An amended application relating to Brickhouse Farm had also been submitted and the Parish Council would be reconsulted on it.

Councillor Heath was thanked for her report.

51/19 Planning

- i) Planning Applications
 - 19/01001/F The Parish council considered an application at Compton Cottage, High Street, Bloxham for a single storey front extension.

Resolved that the Parish Council has no objections to application 19/01001/F, subject to comments from the Conservation Officer. **Action TG**

 19/00921/F – The Parish Council considered an application at 20 Colegrave Road, Bloxham, for a single storey rear extension.

Resolved that the Parish Council has no objections to application 19/00921/F. Action TG

• 19/00943/F & 19/00944/LB – The Parish Council considered a planning application and listed building consent at Oriel Cottage Workhouse Lane, Bloxham for rear extensions at ground and first floor level, two additional rooflights to the main roof and windows to southern gable plus internal alterations.

Resolved that the Parish Council has no objections to application 19/00943/F & 19/00944/LB, subject to comments from the Conservation Officer, in particular as to whether or not the roof lighting is appropriate for a Conservation Area. **Action TG**

• 19/00953/F – The Parish Council considered an application at Merryfields, Steeple Close, Bloxham for a single storey rear extension, new roof to existing side porch, gable to north elevation, extension of the existing box dormer to loft, render to north, east and south elevations, a part garage conversion and a new window to the west elevation.

Resolved that the Parish Council has no objections to application 19/00953/F, subject to BNDP Policy BL5 being met which ensures that sufficient car parking remains at the property. **Action TG**

52/19 Environment/Village Matters

 The Slade – The Chairman advised that the report on The Slade had been deferred to the next meeting of the Parish Council.

Resolved that this item be deferred to the next meeting of the Parish Council on 1 July 2019. Action TG

ii) Good Neighbour Scheme – Councillor David Bunn reported that should the Good Neighbour Scheme be introduced in Bloxham, due to the number of residents in the village, it would be too big and involved for the Parish Council to manage. However, he had contacted the Baptist Church and asked whether they could introduce the Scheme and he was awaiting their feedback.

Resolved that this item be deferred to a future meeting of the Parish Council. Action DB

iii) Bloxham Fun Day 2019 – Councilor Mary Groves reported that a Committee meeting was being held the following week and she would submit a report to the Parish Council on 1 July 2019.

Resolved that this item be deferred to the next meeting of the Parish Council on 1 July 2019. **Action MG/TG**

53/19 Parish Council Matters

i) Parish Council Vacancy – The Clerk reported that no election had been called, therefore the Parish Council could now co-opt to the vacancy.

Resolved that the report be noted and the vacancy be advertised in the village. Action TG

ii) Strategic Plan – Prior to the meeting, the Chairman had circulated a report on the Parish Council's Strategic Plan. The report was currently a high level structure and areas to focus on would be identified.

<u>Resolved</u> that the high level Strategic Plan be approved and further work on the Plan, be undertaken. **Action SC**

iii) Drop-In and Chat – The Chairman reported that there had been a number of issues raised at the Drop-In and Chat at Bloxham Fun Day on Saturday 8 June 2019 and where appropriate, they had been actioned by the Clerk.

The hedge overhanging the footpath at The White House would be reported to the County Council.

The request from a resident for a bench at the top of Hobb Hill was discussed and when a village bench was replaced, Mr Facon would be approached about it being relocated to Hobb Hill.

The Parish Council also sought clarification with regard to the law relating to parking cars on a grass verge and also residents parking schemes.

Resolved that:

- 1) the report and actions be noted; and
- 2) the outstanding actions be progressed by the Clerk. Action TG

- iv) Reports from Parish Council Representatives The Parish Council received reports on the following:
 - Rural Community Forum Councillor Mary Groves circulated a report to the Parish Council, on the meeting held on 5 June 2019 at Deddington Fire Station.
 - Parish Liaison Meeting Councillor Mary Groves had attended the Parish Liaison Meeting held on 12
 June 2019 and the information from that meeting was available on Cherwell District Council's web site.
 Councillor Christine Heath highlighted the Cherwell Industrial Strategy and the Chairman reported that
 he had already been in correspondence with CDC about the matter.
 - Parish Transport Representative Meeting Prior to the meeting, Councillor Nick Rayner had requested items for the agenda for the Parish Transport Representative Meeting being held on 3 July 2019.

Resolved that:

- 1) the reports be noted;
- Alex Keene at Cherwell District Council be requested to include Parish Councils in the early stages of the Section 106 agreement negotiations between Cherwell District Council and developers; and Action SC/TG
- advise the local famers be advised of the Whatsapp Group and Facebook pages which are available to them. Action SC/TG
- v) Councillors Training Courses Prior to the meeting, training courses which were available to Councillors had been circulated.

Resolved that the report be noted.

54/19 Finance

i) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment.

Resolved that:

1) the following accounts for payment be approved; and

Payments	Amount	Cheque No.
W Page – Works at the Ex-Servicemen's Hall	£9120.00	1550
Information Commission – Annual Registration Fee for Data	£40.00	1551
Protection		
Prysebros Ltd – Weed control in the village	£564.00	1552

- 2) the Clerk & Responsible Financial Officer be authorised to sign the three above cheques, on this occasion only, because Councillors Steve Craggs and Leonard Leigh were not yet on the bank account as signatories and the only available signatory is Councillor Mary Groves. **Action TG**
- ii) Section 106 Projects, Jubilee Hall The Chairman reported on the progress with the project and a few issues which needed to be addressed, including the heating and the fire alarm.

Resolved that:

1) the report be noted;

- 2) the additional expenditure of £617.50 for the heating be funded from the Section 106 contingency fund be approved; and **Action TG**
- 3) the additional expenditure for the fire alarm be authorised and authority be delegated to the Chairman, Councillor David Bunn and the Clerk & Responsible Financial Officer to determine the type of fire alarm system for Jubilee Hall, subject to consultation with Glyn Williams and to also agree the necessary expenditure. Action TG
- iii) Warriner School Swimming Pool The Chairman reported that Warriner School had requested a Parish Council grant of £5000 for their swimming pool project.

Resolved that this item be deferred to the next meeting of the Parish Council on 1 July 2019. Action TG

55/19 Correspondence – There were no further items of correspondence.

56/19 Exclusion of the Public and Press

<u>Resolved</u> 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 57/19, 58/19 and 59/19 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

57/19 Queen Street Land – Prior to the meeting, Councillor Leonard Leigh had circulated a report regarding the ownership of land in Queen Street.

Resolved that:

- 1) the report be noted; and
- 2) advice be sought from Aplins with regard to a Compulsory Purchase Order. Action TG
- **Christmas Lights** Prior to the meeting, the Chairman had circulated a report on a proposal for additional Christmas lights for Christmas 2019.

Resolved that

- 1) the report be noted; and
- 2) £2,788.96 + VAT, plus £450 (if traffic control is required) be approved for the one-off infrastructure cost of putting plugs on the remaining eight street lights and this be funded from New Homes Bonus. **Action SC**
- **59/19 Bloxham Recreation Ground** Prior to the meeting, a report had been circulated with regard to the proposed project at Bloxham Recreation Ground and there was a discussion with regard to expenditure for tiling in the changing rooms & toilet area.

Resolved that:

- 1) the report be noted; and
- 2) the quote for £1,314.29 for the tiling in the changing rooms & toilets be approved, from Section 106 funds.

 Action SC/TG

60/19 Meeting Dates

<u>Resolved</u> 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:

- 1 July 2019
- 16 July 2019
- 5 August 2019
- 21 August 2019
- 2 Sept 2019

• 17 Sept 2019

61/19 ITEMS FOR THE FUTURE AGENDAS

- The Slade
- Warriner Swimming Pool
- Parish Council Vacancies
- Bloxham Funday

(The meeting ended at 9.20pm)

