

BLOXHAM PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 13 MAY 2019 AT 7.30PM

PRESENT: Councillors Amanda Baxter, David Bunn, Steve Craggs, Sophie Floate, Mary Groves, Gloria Lester-Stevens, Leonard Leigh, Mike Morris, Stephen Phipps and Jenny Yates.

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

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

Councillor Nick Rayner submitted his apologies because he had another appointment, the apologies were accepted and the absence authorised.

Apologies for absence were also received from District Councillor Mike Bishop and Andrew McHugh.

Councillor Jenny Yates 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.

1/19 APPOINTMENT OF CHAIRMAN FOR 2019/2020 – Councillor Jenny Yates advised the meeting that she would not be standing for re-election as Chairman because she was resigning from the Parish Council.

The Parish Council expressed its thanks to Jenny for all of her hard work as a Councillor and more recently, as Chairman of the Parish Council.

Jenny Yates asked for nominations for the position of Chairman for 2019/2020.

Resolved that Councillor Steve Craggs be appointed as Chairman for 2019/2020.

2/19 APPOINTMENT OF VICE-CHAIRMAN FOR 2019/2020 – The Chairman asked for nominations for the position of Vice-Chairman for 2019/2020.

Resolved that Councillor Nick Rayner be appointed as Vice-Chairman for 2019/2020.

3/19 DECLARATIONS OF INTEREST – There were no declarations of interest

4/19 MINUTES – Prior to the meeting, the minutes of the meeting held on 17 April 2019 had been circulated to the Parish Council, were taken as read and agreed with the following inclusion:

Resolved that the minutes of the meeting held on 17 April 2019 be approved and signed by the Chairman.

5/19 MATTERS ARISING

Minute Number 204/18 (ii) – Jubilee Hall – Councillor Stephen Phipps confirmed that he had asked Richard Walker about a timeline for the project and this would be received in due course.

6/19 CHAIRMAN'S ANNOUNCEMENTS

- It was agreed to enter the Christmas Tree Festival 2019 and Councillors Amanda Baxter and Sophie Floate volunteered to decorate the tree, on behalf of the Parish Council.
- The Parish Council expressed its thanks to Bloxham WI for their support at the Annual Parish Meeting where they served refreshments to those in attendance.

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- On Tuesday 21 May 2019 at 10.45am there would be a photo shoot at The Warriner School which is part of the official opening of the new MUGA. Parish Councillors were invited to attend, if they wished.
- Cherwell District Council would be drafting a Community Use Agreement for the new MUGA at The Warriner School and this was part of the agreement for the use of Section 106 funds on the project. A copy of the Community Use Agreement would be forwarded to the Parish Council in due course.

7/19 OPEN FORUM – There were no issues raised during the open forum.

(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)

8/19 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There was no report from County Councillor Kieron Mallon.

District Councillor Christine Heath reported that with regard to Bloxham Service Station, Cherwell District Council was waiting for a lighting report from Designs for Lighting and it was likely this application would now be considered at the Planning Committee in June or July 2019.

Councillor Amanda Baxter reported that MFG had installed two new lights at the site, which they did not have permission for. She would be reporting this formally to Cherwell District Council.

Councillor Heath also reported that Cherwell District Council was waiting for a report from Designs for Lighting with regard to the plans for lights on the car park and footpath at Bloxham School.

9/19 PLANNING

- i) Proposed SEND Academy, Options Appraisal – Prior to the meeting, comments on the Site Options Appraisal for the proposed SEND Academy in Bloxham Grove Road, Bloxham had been circulated to the Parish Council.

Resolved that the comments be approved for submission to Sulis Public Affairs. **Action TG**

- ii) Planning Applications

- 19/00617/F – The Parish Council considered an application for a part 2-storey, part 1-storey Special Education Needs (SEN) school with new access from Bloxham Grove Road, associated outdoor play areas, multi-use games area, staff parking, pupil drop-off and landscaping at land to the east of the Warriner School, Bloxham Grove Road, Bloxham.

Resolved that the Parish Council objects to application 19/00617/F on the following grounds:

The primary reason for the objection is that the location selected on Bloxham Grove Road is completely unsuitable. It is not based on whether or not such a School is needed, or even whether or not it should be located elsewhere in Bloxham, where there would seem to be more suitable locations.

The proposed location would be a disaster for the village and its users. Detailed objections are listed in the formal planning application response which can be accessed through the Planning Portal here, but a summary follows:-

- The proposal is not plan led and as such is contrary to the NPPF (2019)
- The proposal contravenes CDC Local Plan Part 1:
- The proposal specifically contravenes the BNDP:

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- See BL 2, BL 5, BL 9, BL 11, BL 12, BL 14 The proposal does not cover the issue of Air Quality at all, despite the Cherwell DC's Air Quality report (2017) stating that Bloxham is an area of concern
- The proposal greatly exacerbates current issues with traffic and parking around the junction of Bloxham Grove Road and A361 for residents and parents/carers of children attending the Warriner School, threatening citizens' safety and well-being while also increasing the likelihood of public disorder
- As a general concern, this proposal appears:
 - a) to have been approved by Oxfordshire County Council Councillors, without any consultation with Bloxham Parish Council; and
 - b) considered favourably by Cherwell District Planning Officers despite it not forming part of the Cherwell District Council Local Part 1 adopted in July 2015, following a Hearing held in December 2014.

If the Planning Committee is minded to approve the application, the Parish Council would expect the necessary funds to be allocated, via a Section 106 agreement, to enable highway works to be completed on both the A361 and Bloxham Grove Road and at the junction where these two roads meet. In addition, there should also be highways funds available that are not restrictive which enables them to be spent in other areas of the village, where there are unforeseen traffic impacts on the village and these need to be addressed at a later date.

(The full objection to the application is available on the Cherwell District Council web site)

- 19/00662/F – The Parish Council considered an application for the demolition of an existing conservatory for replacement with single storey rear extension at Meadow House, Barford Road, Bloxham.
Resolved that the Parish Council has no objection to 19/00662/F. **Action TG**
- 19/00572/F – The Parish Council considered an application for the demolition of a pre-cast garage and the erection of single storey side and rear extension at (Netherby) Fawn House, The Ridgeway, Bloxham.
Resolved that the Parish Council has no objection to 19/00572/F. **Action TG**
- 19/00314/F – The Parish Council considered an application for the change of use of the existing commercial agricultural buildings to commercial for general purpose storage and light Industrial use at Brickhouse Farm Bloxham Road Milton -
Resolved that the Parish Council objects to 19/00314/F because there is no plan in place for mitigating the increase in traffic volume and size. **Action TG**
- R3.0040/19 – The Parish Council considered an application for the installation of a relocatable building, comprising four classrooms, for a period of two years, construction of a parking area for 20 cars and details pursuant to condition 4 (Travel Plan) of planning permission (18/00852/OCC) at The Warriner School, Banbury Road, Bloxham, Oxfordshire, OX15 4LJ
Resolved that the Parish Council objects to application R3.0040/19 because the travel plan has no reference to how it interacts and takes account of the proposal for the new SEN School on Bloxham Grove Road. **Action TG**

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- iii) Bloxham Neighbourhood Development Plan (BNDP) Working Group – Prior to the meeting, the Parish Council had received a report on proposals from the BNDP Working Group to update the Plan.

Resolved that the updates to the BNDP be approved and submitted to Cherwell District Council Planning Policy, for their consideration. **Action TG**

10/19 ENVIRONMENT/VILLAGE MATTERS

- i) Emergency Planning Working Group – Prior to the meeting, a draft Emergency Plan had been circulated to the Parish Council.

Resolved that:

- i) the Bloxham Emergency Plan be approved and adopted;
- ii) the Plan be submitted to the Oxfordshire County Council Emergency Planning Officer;
- iii) the Plan be reviewed on an annual basis; and
- iv) John Lloyd be thanked for all his work on the Plan and be appointed as the Bloxham Community Emergency Co-ordinator.

Action TG

- ii) Bloxham FunDay – Prior to the meeting, a report on Bloxham FunDay, being held on Saturday 8 June 2019 had been circulated to the Parish Council.

Resolved that the report be noted and Mr Facon be contacted to confirm his insurance arrangements for the event. **Action TG**

11/19 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 12/19 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

- 12/19 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) funding be approved for the electrical work and works to the toilets; and
- b) a meeting be arranged with the Recreation Ground Trustee about future expenditure.

Action TG

(At the conclusion of the item, the public and press were invited back into the meeting)

13/19 ENVIRONMENT/VILLAGE MATTERS

- i) Dog Fouling/Dogs on Leads on Footpaths in Bloxham – Prior to the meeting, the Parish Council had received information on the issue of dog waste not being collected and dogs being kept under control along the Circular Walk, Public Rights of Way and Permissive Footpaths in the village. The minutes of a meeting held on 24 April 2019 to discuss the issue had also been circulated.

However, due to the lateness of the hour, the Chairman proposed that this item be deferred to the next meeting of the Parish Council.

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

- iii) Parking Around the Primary School – Prior to the meeting, the Parish Council had received a report regarding a request from a resident for two more signs to encourage drivers to park safely and considerately around Bloxham Primary School.

However, due to the lateness of the hour, the Chairman proposed that this item be deferred to the next meeting of the Parish Council.

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

11/19 PARISH COUNCIL MATTERS

- i) Staffing Committee Membership & Terms of Reference, Responsibilities and Appointments to Outside Bodies – The Parish Council reviewed the terms of reference and membership of the Staffing Committee and appointed the Parish Council representatives on other bodies.

Resolved that:

- 1) the terms of reference for the Staffing Committee be approved; and
- 2) the Staffing Committee membership and the appointments to other bodies be approved, as detailed in appendix 1 to the minutes.

Action TG

- ii) Reports from Parish Council Representatives – Prior to the meeting, the Parish Council had received a report on the CPRE's AGM and Committee meeting.

Resolved that the report be noted.

- iii) Drop-In and Chat – Prior to the meeting a report from the session held on 11 May 2019 has been circulated to Councillors.

Resolved that the report be noted.

- iv) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated.

Resolved that the report be noted.

12/19 FINANCE

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

Resolved that:

- i) Councillors Steve Craggs, Mary Groves, Leonard Leigh and Nick Rayner and Theresa Goss, Clerk and Responsible Financial Officer, be approved as signatories on the Parish Council's bank accounts; and

- ii) the following accounts for payment be approved:

Payments	Amount	Cheque No.
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Theresa Goss – Salary for May 2019		
Theresa Goss – Expenses for May 2019		
HMRC – Payment for May 2019		
OCC Pension Fund – May 2019		
Adderbury Parish Council – Use of Laptop and Printer	£30.00	1511
Walker Graham Architects – Jubilee Hall Employers Agent Role	£324.00	1512
N R Prickett – Grass Cutting for April 2019	£1218.00	1513
Green Scythe Ltd – Grass cutting at the Jubilee	£94.80	1514
KA Perkins – Work at the Ex-Servicemen’s Hall	£15,000	1536
JPMC – Room Hire	£25.00	1516
Mr D Chandler – Fitting of two litter bins and one dog waste bin	£260.00	1534
Viking – Stationery order	£62.96	1535

Grants for 2019/2020	Amount	Cheque No.
Bloxham Senior Citizen's Club	£300.00	1517
Ex-Servicemen’s Hall	£1,000.00	1518
St Mary's Parish Rooms	£500.00	1519
Bloxham Village Museum	£119.94	1520
St Mary’s Church	£1,000.00	1521
Bloxham Bowls Club	£1,825.00	1522
Ellen Hinde Hall	£2,000.00	1523
Bloxham Pre School	£1,005.41	1524
Bloxham Boys Brigade	£1,200.00	1525
First Bloxham Scout Group	£1,013.68	1526
Flower Club	£350.00	1527
Oxfordshire County Council - Cherry Tree Centre Grant	£5,000.00	1528
Bloxham St Mary’s Thursday Club	£1,500.00	1529
Alan Griffin - Church Clock	£150.00	1530
Bloxham Recreation Ground	£2,500.00	1531
Royal British Legion	£400.95	1532
Bloxham May Festival (Fun Day)	£1,000.00	1533

- ii) Jubilee Hall & Ex-Servicemen’s Hall, Section 106 Projects – Due to the lateness of the hour, the Chairman proposed that these items be deferred to the next meeting of the Parish Council.

Resolved that these items be deferred to the next meeting of the Parish Council. **Action TG**

13/19 CORRESPONDENCE – The Clerk reported that she had received an email from the owner of a mobile takeaway van who wished to park in the layby next to Bloxham Museum. The Clerk had clarified that the business had the appropriate licenses and the Parish Council confirmed it had no objection to this request. **Action TG**

14/19 MEETING DATES

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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:

- 21 May 2019
- 3 June 2019
- 18 June 2019 (Change to the original scheduled date of 19 June 2019)
- 1 Jul 2019
- 16 July 2019
- 5 August 2019
- 21 August 2019
- 2 Sept 2019
- 17 Sept 2019

15/19 ITEMS FOR THE FUTURE AGENDAS

- Additional Christmas lights
- Good Neighbour Scheme
- Jubilee Hall & Ex-Servicemen's Hall, Section 106 Projects
- Parking Around the Primary School
- Dog Fouling/Dogs on Leads on Footpaths in Bloxham

(The meeting ended at 9.30pm)

Chairman – 21 May 2019

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, BLOXHAM ON TUESDAY 21 MAY 2019 AT 7.30PM

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

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

APOLOGIES: 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.

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.

16/19 DECLARATIONS OF INTEREST – There were no declarations of interest

17/19 MINUTES – Prior to the meeting, the minutes of the meeting held on 13 May 2019 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 13 May 2019 be approved and signed by the Chairman.

18/19 MATTERS ARISING

Minute Number 9/19 Planning (ii) – 19/00314/F – The Chairman reported that the Parish Council had asked for this application to be called-in to Cherwell District Council's Planning Committee. The reason for this was because the anticipated increase in traffic from this proposal had not been taken into consideration within the traffic plans for the SEN School in Bloxham Grove Road.

Minute Number 9/19 Planning (ii) 19/00617/F – The Clerk reported that there had not been a reply from County Councillor Kieron Mallon following the request for his support with the Parish Council's objection on traffic/highways grounds, to the SEN School planning application. The Chairman would contact Councillor Mallon directly and follow up this request. **Action SC**

The Parish Council felt that a discussion should be held with Cherwell District Council (CDC) about how comments on the planning applications should be constructed and submitted to CDC. The Chairman agreed to contact Alex Keen and discuss this matter further. **Action TG/SC**

19/19 CHAIRMAN'S ANNOUNCEMENTS

- The Chairman highlighted that following the departure of Jenny Yates, who had been very supportive and thorough with all her Parish Council work, it was important for all Councillors to ensure that they reviewed as thoroughly as possible documents and information made available prior to the Parish Council meetings, including planning applications, proposals and any other relevant inputs.
- The Clerk also agreed to set up forwarders from the PC email accounts on request, if this made it easier for Councillors to manage their PC emails. **Action ALL**
- The Chairman reported that he would like to progress the Strategic Plan and had made a series of notes following the meeting last year. A strawman would be circulated to all Councillors for comment. **Action SC**

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- As a general approach, the Chairman also suggested that for major items it would be helpful to assign one or two Councillors to gather as much information as possible on the subject prior to Council decisions being taken.

20/19 OPEN FORUM – Councillor David Bunn reported that he had been asked by residents whether or not the land in Queen Street would continue to be maintained by the Parish Council. This would be taken into consideration at the next meeting when the matter of the Queen Street land was discussed.

It was also confirmed that the parking area in Queen Street was owned by the cottages in Queen Street.

It was highlighted that some gutters in the village did not appear to have been sprayed by Complete Weed Control. Councillor Nick Rayner would check and then contact would be made with Complete Wed Control, by the Clerk, if necessary. **Action TG/NR**

Councillor David Bunn raised concerns about vehicles parking opposite the Ex-Servicemen's Hall, which was on the corner of Humber Street and the A361. It was agreed that the village PCSO be asked to monitor the area. **Action TG**

Councillor Mike Morris reported that he had been asked about the potential for a 'Bloxham Clean-up Day', where volunteers could collect litter, cut back bushes/branches and generally tidy up the village. It was also suggested that the Boys' Brigade might assist with this too. Councillor Morris agreed to investigate this in more detail and report back in due course. **Action MM**

Councillor Joanna Barton reported that there had been suspicious activity around the Wellington Park estate including the park area. Councillor Barton would forward the details to Clerk for forwarding to District Councillor Andrew McHugh. **Action JB/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)

21/19 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There was no report from County Councillor Kieron Mallon.

District Councillor Christine Heath reported that the SEN School planning application would be considered on the 20 June 2019 at Cherwell District Council's (CDC) Planning Committee. Councillor Heath encouraged the Parish Council to register to speak at the meeting and the Chairman indicated he was happy to do so.

With regard to the application by Bloxham School for car park lights, a report had been received from Designs for Lighting and they had stated that the car park was too small to warrant the amount of lights. However further additional information was awaited by CDC from the School.

With regard to the Bloxham Service Station, Councillor Amanda Baxter had reported to CDC Enforcement, the two additional lights which had been installed without permission. Therefore a new planning application had now been submitted to CDC by Motor Fuel Group, for ten additional lights.

The Chairman reported that the Footpaths Officer at the County Council had advised that it was the responsibility of land owners to advise users of footpaths if there was an electric fence along the public right of way. This information would be passed onto the appropriate land owner. **Action TG**

22/19 PLANNING

iv) Planning Applications

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- 19/00812/F – The Parish Council considered an application at 14 Courtington Lane, Bloxham for the demolition of existing an outbuilding for the erection of a two storey rear extension, single storey front extension and single storey outbuilding.

Resolved that the Parish Council has no objection to 19/00812/F. **Action TG**

- 19/00753/F – The Parish Council considered an application at Croyde, South Newington Road, Bloxham for the change of use from a two bedroomed semi-detached house to a first floor, self-contained, one-bedroom flat and ground floor conversion for additional facilities for the adjacent veterinary surgery.

Resolved that the Parish Council has no objection to 19/00753/F. **Action TG**

23/19 ENVIRONMENT/VILLAGE MATTERS

- j) Dog Fouling/Dogs on Leads on Footpaths in Bloxham – Prior to the meeting, the Parish Council had received information on the issue of dog waste not being collected and dogs being kept under control along the Circular Walk, Public Rights of Way and Permissive Footpaths in the village. The minutes of a meeting held on 24 April 2019 to discuss the issue had also been circulated.

Resolved that

- 1) the report be noted;
 - 2) investigations be made into a leaflet drop to every house in the village, this possibly being the Countryside Code; **Action DB**
 - 3) the cost and availability of NFU signs, stating the etiquette and the law when walking a dog along a public right of way be investigated; and **Action DB**
 - 4) if possible, information on the matter be included in the Broadsheet. **Action TG**
- v) Parking Around the Primary School – Prior to the meeting, the Parish Council had received a report regarding a request from a resident for two more signs to encourage drivers to park safely and considerately around Bloxham Primary School.

Following a discussion, it was felt that additional signs would not solve the issue of parking around the school and further patrols were required by the PCSO's.

Resolved that:

- 1) the report be noted;
 - 2) Thames Valley Police be contacted to establish whether they operate a 'Sponsor a PCSO' Scheme or something similar; and **Action TG**
 - 3) the village PCSO's be asked to patrol the area around the Primary School at drop-off and collection times. **Action TG**
- vi) Good Neighbour Scheme – Councillor David Bunn gave a verbal report on the Good Neighbour Scheme and how this could be introduced into Bloxham.

Councillor Bunn agreed to contact the Baptist Church with the information to establish whether they could assist with the scheme.

Resolved that:

- 1) the report be noted; and

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- 2) contact be made with the Baptist Church to establish whether they would be able to run such a scheme in Bloxham. **Action DB**
- vii) Queen Street Land – Councillor Leonard Leigh requested that this item be deferred to the next meeting of the Parish Council.

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

- viii) New Litter and Dog Waste Bins for Bloxham Recreation Ground – The Parish Council considered a request from the Trustees of the Recreation Ground for two new litter bins and to replace a dog waste bin with a bigger bin.

Resolved that the request be approved for two new litter bins and one replacement dog waste bin. **Action TG**

24/19 PARISH COUNCIL MATTERS

- v) Reports from Parish Council Representatives – There were no reports.
- vi) Parish Council Documents – Prior to the meeting, a number of Parish Council documents had been circulated to the Parish Council.

Resolved that the following documents be approved for 2019/2020:

- 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
- vii) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated.

Resolved that the report be noted.

25/19 FINANCE

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

Resolved that the following accounts for payment be approved:

Payment	Amount	Cheque Number
Theresa Goss – SLCC	£185.00	1537

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Theresa Goss – Expenses	£35.95	1538
Green Scythe Ltd – Grass Cutting at Jubilee Park	£414.00	1539
OALC – Chairmanship training	£102.00	1540
Walker Graham – Jubilee Hall Costs	£426.00	1541

- iv) Section 106 Projects, Jubilee Hall – Councillor Bunn reported that the project was going well, although it was three weeks behind schedule. However it was felt that this time could be made up.

Resolved that the report be noted.

- v) Section 106 Projects, Ex-Servicemen's Hall – Prior to the meeting, a report and quotes for phase 2 of the project had been circulated to the Parish Council. The Trustees of the ESH were looking for approval to go ahead and contract W Page to carry out the work, with the proposed start date being 3 June 2019.

Resolved that the quote from W Page be accepted and approval is given for the work to start on 3 June 2019. **Action TG**

26/19 CORRESPONDENCE – There were no further items of correspondence.

27/19 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:

- 3 June 2019
- 18 June 2019 (Change to the original scheduled date of 19 June 2019)
- 1 July 2019
- 16 July 2019
- 5 August 2019
- 21 August 2019
- 2 Sept 2019
- 17 Sept 2019

28/19 ITEMS FOR THE FUTURE AGENDAS

- Additional Christmas lights
- Queen Street
- Good Neighbour Scheme

(The meeting ended at 8.55pm)

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 3 JUNE 2019 AT 7.30PM

PRESENT: Chairman, Councillor Steve Craggs; Councillors Sophie Floate, Mary Groves, Gloria Lester-Stevens, Stephen Phipps and Nick Rayner.

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 Joanna Barton submitted here apologies because a family member had taken ill, the apologies were accepted and the absence authorised.

Councillor David Bunn submitted his apologies because he had another appointment, the apologies were accepted and the absence authorised.

Councillor Leonard Leigh submitted his apologies because he had another appointment, the apologies were accepted and the absence authorised.

Councillor Mike Morris submitted his apologies because he was at work, 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.

29/19 Declarations of Interest – There were no declarations of interest.

30/19 Minutes – Prior to the meeting, the minutes of the meeting held on 21 May 2019 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 21 May 2019 be approved and signed by the Chairman.

31/19 Matters Arising

Minute Number 18/19 – Matters Arising – Planning Applications – The Chairman reported that he had emailed Alex Keen at Cherwell District Council (CDC) but had been unable to secure a meeting. Mr Keen had advised that all comments which were made by the Parish Council on planning applications, were read and taken into account by the Case Officer when writing their report. The Chairman would forward to all Councillors, the email from Mr Keen.
Action SC

Minute Number 20/19 – The Chairman reported that County Councillor Kieron Mallon supported the Parish Council's objection to the SEND School, on highway and traffic grounds.

32/19 Chairman's Announcements

- VAS on South Newington Road (A361) – The VAS had been knocked over by a car and was broken and probably was not repairable. The Clerk would contact Geoff Barrell at the County Council about the issue and establish whether the supplier, Solagen, could remove the sign. **Action TG**
- Dog Waste Bin – The lid on one of the metal dog waste bins in Bloxham Recreation Ground was going rusty and it had only been installed less than a year ago. The Chairman would send some photographs to the Clerk for forwarding to the original supplier. **Action SC/TG**

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- Benches – Three benches had been delivered to Councillor Nick Rayner's house, but because they were so heavy, two people would be required to fit them. Councillor David Bunn would be asked to contact Dave Chandler from Adderbury about the installation. The Clerk was also asked to contact Glasdon and advise them that sending only delivery person to deliver such heavy items was a serious health and safety issue. **Action DB/TG**
- Residents' Issues – The Chairman reminded Councillors that if a resident reported an issue, this should be investigated fully before any action was taken to assist them with their query. **Action ALL**
- Strategic Plan – The Chairman highlighted the high level Plan which he had circulated to all Councillors. If Councillors had any comments, it was requested that they be emailed to the Chairman. A meeting to discuss the Plan, would be arranged at a later date, if it was required. **Action ALL**

33/19 Open Forum

Councilor Gloria Lester-Stevens reported that the ditch which ran along Tadmarton Road, from the entrance to the Miller Homes site, to the entrance of the farm, was in a mess and it was the responsibility of the riparian land owner (Miller Homes) to clear it. The Clerk agreed to contact Geoff Winter. **Action TG**

Councillor Mary Groves raised an issue with regard to the balancing pond on the Bovis site, which was still not fenced and was not being maintained. Councillor Sophie Floate would advise the Clerk on the contact details for two residents on the site so that this issue could be addressed. **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)

34/19 Reports from County and District Councillors – There was no report from County Councillor Kieron Mallon.

District Councillor Christine Heath reported that there was no update with regard to the planning applications from Motor Fuel Group in respect of the additional lights at Bloxham Service Station, nor with Bloxham School's application in respect of the car park lights at Dewey Hall.

If CDC received the required information by Tuesday 4 June 2019, the applications could be considered at the June meeting of the Planning Committee. However, it was now more likely they would be considered in July 2019.

The Chairman thanked Councillor Heath for her report.

Councillors also highlighted some difficulties with accessing planning applications on CDC's web site, but it was felt this was possibly because of the browser which was being used, rather than CDC's web site. The Chairman agreed to follow this up directly with CDC. **Action SC**

35/19 Planning

ix) Planning Applications

- 19/00785/F – The Parish Council considered an application at 67 Tadmarton Road Bloxham, for a front porch, single storey rear extension and retrospective single storey dining room extension.

Resolved that the Parish Council has no objection to 19/00785/F. **Action TG**

36/19 Environment/Village Matters

- i) Community Speed Watch Scheme – The Parish Council discussed a proposal from surrounding Parish Councils that the PC's all worked together on the Community Speed Watch Scheme with a view to possibly, purchasing a camera.

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Resolved that the Parish Council did not wish to commit to the funding of camera, but will consider further information on the Scheme, in due course.

- ii) Christmas Lights – The Chairman gave a brief verbal update on the proposal for new additional Christmas lights for the village. A more detailed report would be submitted to the next meeting of the Parish Council.

Resolved that the item be discussed at the next meeting of the Parish Council, when further information is available. **Action SC/TG**

- iii) Good Neighbour Scheme – Councillor David Bunn was not present at the meeting, therefore this item was deferred to the next meeting of the Parish Council.

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

- iv) Bloxham Fun Day 2019 – The Parish Council received an update on Bloxham Fun Day which was being held on 8 June 2019 and discussed which Councillors would be covering the Parish Council's stand.

Resolved that the report be noted.

- v) Footpaths in Bloxham – it was highlighted by the Chairman that a new Footpath Warden had not yet been found, so this role would be advertised again,

Resolved that the role of Parish Footpath Warden continue to be advertised. **Action TG**

37/19 Parish Council Matters

- viii) Parish Council Vacancy – The Clerk reported that the vacancy for a Parish Councillor was being advertised and that if no election was called by 12 June 2019, the Parish Council could fill the vacancy by co-option.

Resolved that the report be noted.

- ix) Reports from Parish Council Representatives – Councillor Nick Rayner had attended the joint meeting with regard to Neighbourhood Plans on 11 May 2019 and had since received further correspondence relating to matter. Councillor Rayner would provide a more detailed report in due course.

Resolved that the report be noted.

- x) Parish Council's and/or Staff Subscriptions to other bodies/Confirmation of Insurance Arrangements – The Parish Council reviewed the Parish Council's and/or staff subscriptions to other bodies and confirmed the insurance arrangements.

Resolved that:

- 1) the report be noted; and
- 2) a representative from OALC be invited to attend the Parish Council meeting in September 2019 to provide information on the services they provide. **Action TG**

- xi) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated.

Resolved that:

- 1) the report be noted; and
- 2) OALC be requested to provide training courses in the north of the County; and **Action TG**

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- 3) the Jubilee Park Management Committee be contacted to establish if the Hall could be provided free of charge for training events. **Action TG/SP**

38/19 Finance

- vi) 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.
Theresa Goss – Salary for June 2019	£943.30	1543
Theresa Goss – Expenses for June 2019	£30.31	1543
HMRC – Payment for June 2019	£317.54	1544
OCC Pension Fund – June 2019	£380.29	1545
GeoXphere Ltd – Parish Online annual subscription	£240.00	1546
SCM – Jubilee Hall Project	£40,958.42	1547
Glasdon UK – Three new benches	£1883.00	1548
NR Prickett – Grass cutting for May 2019	£1218.00	1549

Councillor Gloria Lester-Stevens left the meeting at this point.

- vii) Section 106 Projects, Jubilee Hall – Councillor Stephen Phipps reported on the progress with the project and a few issues which needed to be addressed.

Resolved that:

- 1) the report be noted; and
 - 2) a monthly progress report be requested from Richard Walker, which will be considered at the Parish Council meetings on the first Monday of each month. **Action TG/SP**
- viii) Internal Audit 2018/2019 – Prior to the meeting, the Statement of Internal Control 2018/2019 and the Review of the Effectiveness of the Internal Audit 2018/2019 had been circulated to the Parish Council.

Resolved that the Statement of Internal Control 2018/2019 and the Review of the Effectiveness of the Internal Audit 2018/2019 be approved.

40/19 Correspondence – There were no further items of correspondence.

41/19 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 42/19 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

42/19 Queen Street Land – Prior to the meeting, Councillor Leonard Leigh had circulated a report regarding the ownership of land in Queen Street. However, due to the absence of Councillor Leigh this would be discussed at the next meeting.

Resolved that:

- 1) this item be deferred to the next meeting of the Parish Council; and **Action TG**
- 2) a letter/email be sent to the parties claiming ownership, advising them of the Parish Council's current position on this matter. **Action TG/LL**

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43/19 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:

- 18 June 2019 (Change to the original scheduled date of 19 June 2019)
- 1 July 2019
- 16 July 2019
- 5 August 2019
- 21 August 2019
- 2 Sept 2019
- 17 Sept 2019

44/19 ITEMS FOR THE FUTURE AGENDAS

- Christmas lights
- Queen Street land
- Good Neighbour Scheme

(The meeting ended at 9.00pm)

BLOXHAM PARISH COUNCIL
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 Councillor 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**

Minute Number 34/18 - Reports from County and District Councillors – 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**

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(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 re-consulted on it.

Councillor Heath was thanked for her report.

51/19 Planning

x) 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

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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

- v) 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**

- vi) 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**

- vii) Bloxham Fun Day 2019 – Councillor 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

- xii) 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**

- xiii) 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.

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

- xiv) 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

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- 2) the outstanding actions be progressed by the Clerk. **Action TG**
- xv) 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;
 - 2) 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**
 - 3) advise the local farmers be advised of the Whatsapp Group and Facebook pages which are available to them. **Action SC/TG**
- xvi) 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

- ix) 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 Protection	£40.00	1551
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**

- x) 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.

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Resolved that:

- 3) the report be noted;
 - 4) the additional expenditure of £617.50 for the heating be funded from the Section 106 contingency fund be approved; and **Action TG**
 - 5) 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**
- xi) 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

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 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**

58/19 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

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:

- 1 July 2019

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- 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)

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 1 JULY 2019 AT 7.30PM

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

ALSO IN ATTENDANCE: John Groves and Marie Jones (Warden at The Slade).

APOLOGIES: 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 Councillors Mike Bishop, Christine Heath and Andrew McHugh and County Councillor Kieron Mallon.

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.

62/19 Declarations of Interest

Minute Number 69/19 (i) - 19/00754/ADV, Croyde, South Newington Road, Bloxham – Councillors Joanna Barton and Amanda Baxter declared an interest because they were neighbours to the site of the application.

Minute Number 69/19 (i) 19/01043/F, Penny Meadow, 2 The Ridgeway, Bloxham – Councillor Amanda Baxter declared an interest because the applicant was a friend. Councillor David Bunn declared an interest because he was a neighbour to the site of the application.

63/19 Minutes – Prior to the meeting, the minutes of the meeting held on 18 June 2019 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 18 June 2019 be approved and signed by the Chairman.

64/19 Matters Arising

Minute Number 47/19 Matters Arising Dog Waste Bin – Glasdon UK had agreed to replace the rusty dog waste bin for free.

Minute Number 53/19 (iii) Drop-In and Chat – Councillor David Bunn suggested that it could be difficult to locate a bench at the top of Hobb Hill.

Minute Number 54/19 – Finance, Section 106 Project, Jubilee Hall – The Chairman confirmed that the cost of the fire alarm had been £647.75 and this had been agreed and the order placed.

65/19 Chairman's Announcements

- All Councillors were reminded that bookings for OALC training courses were non-refundable, should the places have to be cancelled.
- There had been a meeting at Bloxham School on Monday 24 June 2019, which had been attended by the Chairman, Vice-Chairman and the Clerk & Responsible Financial Officer.
- There had been a meeting with Alex Keene at Cherwell District Council on Thursday 27 June 2019 and it had been attended by the Chairman and Vice-Chairman.

66/19 Open Forum – Councillors reported on comments raised by a number of residents:

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- Why there was not a Bowls Club directional sign from the A361? A request had already been made to the County Council for a sign to be located on a street lamp on the A361, next to an existing directional sign for Dewey Hall.
- Foliage was forcing pedestrians onto the road. Residents should use the County Council's 'Fix My Street' web site to report these issues, but a reminder would be placed in the Broadsheet. There was a particular issue at The White House in Unicorn Street which had been reported to the County Council.
- A vehicle was continually parking dangerously in Humber Street, opposite the Ex-Servicemen's Hall and even though a fine had been issued by Thames Valley Police, the problem had not been solved.
- Councillor Gloria Lester-Stevens reported that a van had been parked dangerously on Tadmarton Road, but when she rang 101, she was advised that it was not a Police matter, even though the van was obstructing visibility for people turning out towards Tadmarton.

(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)

67/19 Reports from County and District Councillors – There were no reports from County Councillor Kieron Mallon or District Councillors Christine Heath, Mike Bishop or Andrew McHugh.

68/19 The Slade - Marie Jones, Warden at The Slade, attended the meeting and prior to the meeting, she had provided an update on the work at The Slade.

During a discussion, a number of points were raised which included:

- What was the progress with the Slade wildlife camera? The Clerk and Chairman would clarify what the Parish Council had agreed previously. **Action TG/SC**
- Concern was raised over the fencing which separated the Slade from the Miller Homes Country Park. The Chairman would be meeting shortly with Tim Screen from Cherwell District Council to discuss this matter. **Action SC**
- The resident in the new house on Brookside Way had prevented the planned planting from going up to her house, which had been agreed with Miller Homes to separate the Slade and the Country Park. The Chairman would investigate. **Action SC**

Marie was thanked for attending the meeting and for all her hard work at The Slade.

Resolved that the report be noted.

69/19 Planning

xi) Planning Applications

- 19/00314/F, Brickhouse Farm, Bloxham Road, Milton – The Parish Council considered an application for the change of use of an existing agricultural buildings to commercial for (B1) light Industrial, (B2) General Industrial and (B8) general purpose storage uses - Amended description of development; minor amendments to floor plan and elevation drawings; revised site layout plan including parking provision and additional plans showing proposed landscaping.

Resolved that the Parish Council objects to application 19/00314/F on the same grounds it has stated previously, with the major concern being the impact on traffic from lorries turning right from Milton Road onto Barford Road. **Action TG**

- 19/00754/ADV, Croyde South Newington Road Bloxham – The Parish Council considered an application for two illuminated fascia signs.

Resolved that the Parish Council objects to application 19/00754/ADV because the lights are unwelcome and unnecessary on the edge of a Conservation Area and have an urbanising effect. The

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lights at the front would also shine directly into the neighbouring properties having a detrimental effect on these residents in contravention of BNDP BL9(a). **Action TG**

- 19/01043/F, Penny Meadow, 2 The Ridgeway, Bloxham – The Parish Council considered an application for a loft conversion with roof lights and dormer.

Resolved that the Parish Council has no objections to application 19/01043/F, however there is concern about the possible impact on neighbours as well as potential light pollution from the roof lights. **Action TG**

- R3.0058/19, The Warriner School, Banbury Road, Bloxham – The Parish Council considered a Section 73 application to continue the development for the erection of a two-storey teaching building, extension of existing games court with floodlighting (replacement of District Council permission 15/00734/F) and associated external works (permitted by permission 18/01243/OCC (R3.0037/18)), without complying with condition 1 (approved plans and documents) and to vary condition 4 (tree protection), condition 7 (planting scheme) and 11 (protected species) in order to vary the approved plans and documents to allow for the i) introduction of mullions, ii) regularise the agreed provision for protected species; iii) remove two trees and provide replacement planting.

Resolved that the Parish Council objects to application R3.0058/19 because it sees no reason to release the builders from having to comply with the carefully thought out conditions, which were part of the original application approval. **Action TG**

- 19/00617/F, Land to the East of The Warriner School, Bloxham Grove Road, Bloxham – The Parish Council considered an application for a part 2-storey, part 1-storey Special Education Needs (SEN) school with new access from Bloxham Grove Road, associated outdoor play areas, multi-use games area, staff parking, pupil drop-off and landscaping

Resolved that the Parish Council objects to application 19/00617/F on the same grounds as previously stated and also because the proposed right turn only lanes on the A361 would appear to make the junction more dangerous, concealing the through traffic lanes. **Action TG**

- xii) Bloxham Neighbourhood Development Plan (BNDP) Review – Prior to the meeting, Councillor Mike Morris had circulated a report with regard to comments which had been received from Cherwell District Council on the review of the BNDP.

Resolved that the Bloxham Neighbourhood Development Plan Working Group meets and considers the comments which have been made by Cherwell District Council, before returning to the Parish Council with the options. **Action MM/SP**

70/19 Environment/Village Matters

- viii) Bloxham Fun Day – Prior to the meeting, Councillor Mary Groves had circulated a report with regard to Bloxham Fun Day which had been held on Saturday 8 June 2019.

Resolved that the report be noted and the Organising Committee, especially Angela Morris, be thanked for all of their hard work. **Action TG**

- ix) Scarecrow Festival – This item was deferred to the next meeting of the Parish Council.

Resolved that this item be deferred to the next meeting on the Parish Council on 16 July 2019. **Action TG**

71/19 Parish Council Matters

- xvii) Parish Council Vacancy – There had not been any applications for co-option onto the Parish Council.

Resolved that the vacancy continues to be advertised. **Action TG**

BLOXHAM PARISH COUNCIL

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

Resolved that the report be noted.

72/19 Finance

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

Resolved that:

- 2) the following accounts for payment be approved;

Payments	Amount	Cheque No.
Theresa Goss – Salary for July 2019	£943.30	1553
Theresa Goss – Expenses for July 2019	£64.72	1553
HMRC Payment for July 2019	£317.54	1558
OCC Pension Fund – Clerks pension for July 2019	£80.29	1555
Viking – Stationery	£140.68	1556
Green Scythe – Grass cutting for May 2019 at Jubilee Park	£414.00	1557
W Page – Ex-Servicemen’s Hall Project	£9120.00	1559
Walker Graham Architects – Work at Jubilee Hall	£438.00	1560

- 2) the Clerk & Responsible Financial Officer be authorised to sign the 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) Bank Reconciliation/Financial Report/New Homes Bonus/Section 106 Funds - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 1 July 2019 for the Bank of Ireland bank accounts. In addition also circulated, was a financial report, monitoring of the New Homes Bonus expenditure and monitoring of the Section 106 expenditure, as at July 2019.

Resolved that the reports be noted.

- xiii) Section 106 Projects, Jubilee Hall – The Chairman reported on the progress with the project at Jubilee Hall.

Resolved that the report be noted.

- xiv) Budget Monitoring to June 2019 – Prior to the meeting, a budget monitoring report for April to June 2019 had been circulated to the Parish Council.

Resolved that:

- 1) the report be noted; and
2) the overspend on benches and dog waste bins be noted.

- xv) Warriner School Swimming Pool – The Parish Council considered an application from Warriner School for a £5000 grant towards their swimming pool project.

BLOXHAM PARISH COUNCIL

Resolved that the application for a grant be refused. **Action TG**

73/19 Correspondence – There were no further items of correspondence.

74/19 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 minutes numbered 75/19 grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

75/19 Queen Street Land – This item be deferred to a future meeting when legal advice had been obtained.

Resolved that this item be deferred to a future meeting. **Action TG**

76/19 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:

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

77/19 Items for Future Agendas

1. Scarecrow Festival
2. Queen Street Land

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, BLOXHAM ON TUESDAY 16 JULY 2019 AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer), District Councillor Christine Heath and three members of the public.

APOLOGIES: Councillor Amanda Baxter submitted her apologies because she had another appointment, the apologies were accepted and the absence authorised.

Apologies for absence were also received from District Councillor Mike Bishop.

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.

78/19 Declarations of Interest

Minute Number 83/19, Planning Application 19/01160/F - Exham House, Bloxham School, Banbury Road, Bloxham - Councillor Mike Morris declared an interest in this item because he was an employee of Bloxham School. Councillor Sophie Floate declared an interest because her husband was an employee of Bloxham School.

79/19 Minutes – Prior to the meeting, the minutes of the meeting held on 1 July 2019 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 1 July 2019 be approved and signed by the Chairman.

80/19 Matters Arising

Minute Number 68/19, The Slade – The Chairman reported that it had been previously agreed that a camera would be purchased for The Slade. Therefore it was agreed that Marie Jones be given the authority to purchase a camera, in consultation with the Chairman, Vice-Chairman and the Clerk. **Action TG**

The Chairman also reported that he had attended a meeting with Tim Screen from Cherwell District Council about a number of items relating to the Miller Homes site on Tadmarton Road, including the fencing along the boundary of The Slade and the Country Park. A report from the meeting had been saved in Drop Box. The Chairman would also contact Mr Screen about the installation of the bench in the Country Park because this had not been covered at the meeting.

Minute Number 69/19, Planning Application R3.0058/19, The Warriner School, Banbury Road, Bloxham – The Chairman reported that information relating to this application had not been available on the Cherwell District Council web site, it had been available on the County Council's web site. However, the deadline for comments had now passed.

Minute Number 72/19 – Finance – The Chairman highlighted the over-spend relating to the three new benches, however a contractor was also needed to complete the installation. The cost would be in the region of £300 per bench, plus £500 for the repairs to the base for the bench being installed by the cricket field on Courtington Lane. The expenditure for the installation was approved. **Action TG/SC**

BLOXHAM PARISH COUNCIL

81/19 Chairman's Announcements

- The planning application 19/00617/F at land to the east of The Warriner School, Bloxham Grove Road, Bloxham, which included the SEN School, would be considered by Cherwell District Council's Planning Committee on Thursday 18 July 2019. District Councillor Christine Heath reported that the application may now be deferred because it had come to light that two new crossings on the A361 had been included in the plans, however none of the consultees had been made aware of this. If the application was not deferred, then the Chairman and County Councillor Kieron Mallon would be addressing the Planning Committee in objection to the application, mainly on highways grounds.

It was also highlighted that the Parish Council's comments on the Site Options Appraisal had not been loaded onto Cherwell District Council's Planning Portal, nor had it been circulated to the Planning Committee as part of the agenda papers for the meeting on Thursday 18 July 2019. The Clerk agreed to contact James Kirkham, the planning officer dealing with this application, to rectify this situation. **Action TG**

- The footpath from Green Hills Park to Queen Street had been approved by the County Council and letter of thanks would be sent to Mrs Valerie Moyses for progressing this issue. **Action TG**
- Cherwell District Council would be advised on the graffiti which had been painted on Milton Road.

82/19 Open Forum – Three residents attended the meeting because they were objecting to planning application 19/01160/F at Exham House, Bloxham School, Banbury Road, Bloxham for the change of use to Exham House, from D1 to a mixed D1/A3 to allow public use of a cafe and associated works.

Two residents addressed the Parish Council expressing their concerns which related to parking, increase in traffic, changes to the character of the High Street, the impact on surrounding residents, displacement of visitors to the High Street shops, signage, lighting and how they perceived that the application conflicted with the Bloxham Neighbourhood Development Plan.

The residents were 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)

83/19 Planning Application 19/01160/F - Exham House, Bloxham School, Banbury Road, Bloxham – The Parish Council considered an application for the change of use to Exham House, from D1 to a mixed D1/A3 to allow public use of a cafe and associated works.

Resolved that the Parish Council does not object to planning application 19/01160/F. **Action TG**

84/19 Reports from County and District Councillors – There were no report from County Councillor Kieron Mallon.

Councillor Christine Heath provided the Parish Council with further information relating to application 19/00617/F and the numerous reasons why the application should be deferred. The main concern was the impact on the A361 with the introduction of the turning lanes and the two new crossings. Councillor Heath felt that more time was required to read the report and consider the details of the application.

Resolved that the report be noted.

85/19 Planning

BLOXHAM PARISH COUNCIL

xiii) Planning Applications

- 19/01119/F, 32 Brookside Way, Bloxham – The Parish Council considered an application for a variation of condition 4 (boundary enclosures) of 16/02628/F - change of front boundary from wall and fence to fencing of an open slatted design the same as the Western boundary.

Resolved that the Parish Council objects to planning application 19/01119/F because the slatted fence would not provide any privacy for the residents, which was the intention of the original condition.

Action TG

- 19/01038/F – Greenup, Banbury Road, Bloxham - Retrospective – The Parish Council considered an application for the removal of Condition 4 of 18/00435/F to allow for alternative stock-proof fencing along the western boundary.

Resolved that the Parish Council objects to planning application 19/01038/F because the original condition 4 was included to protect the interests of the visual amenities of the area, to provide an effective screen to the proposed development, however this alternative of a stock-proof fencing will not provide such a screen. **Action TG**

- xiv) Oxfordshire Neighbourhood Plans Alliance/Bloxham Neighbourhood Development Plan (BNDP) – The Parish Council received a report from Councillor Nick Rayner with regard to the Oxfordshire Neighbourhood Plans Alliance Group and Councillors considered whether or not the Parish Council should join the Alliance.

Councillor Mike Morris highlighted that comments had been received from Cherwell District Council on the proposed amendments to the BNDP and he had now met with Councillor Stephen Phipps and John Groves to discuss them. Their proposed changes to the BNDP had been circulated to the Parish Council, prior to the meeting.

Resolved that:

- 1) the Parish Council be represented on the Oxfordshire Neighbourhood Plans Alliance Group and Councillor Nick Rayner be appointed as the Parish Council's Representative;
- 2) comments on the Local Transport and Connectivity Plan be forwarded to the Clerk; and **Action TG**
- 3) the BNDP review document with the previously agreed policy changes removed, be submitted to Cherwell District Council as 'low level' alterations, which will not require examination or a referendum to be adopted. **Action MM/TG**

86/19 Environment/Village Matters

- i) Cherry Tree Centre – The Parish Council received a report on the Cherry Tree Centre following a meeting held on 10 July 2019 with the Head Teacher of the Primary School, Matthew Ingall. The Chairman thanked Councillors Sophie Floate and Mary Groves for meeting with the Head Teacher and providing an informative report.

Resolved that the report be noted.

- ii) Scarecrow Festival – In the absence of Councillor Amanda Baxter, the Chairman asked the Parish Council to defer this item to the next meeting.

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

- iii) Play Area Inspection – Prior to the meeting, the Parish Council considered the Play Area Inspections for Bloxham Recreation Ground and Jubilee Park play area for 2019.

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There was some discussion about the timing and the content of the report on the Jubilee Park play area and following a conversation between Councillor Phipps and John Hicks, it was felt that the invoice for the Jubilee Park play area inspection, should not be paid.

Resolved that:

- 1) play area inspection reports be noted; and
 - 2) the invoice from John Hicks for the Jubilee Park play area inspection, not be paid. **Action TG**
- iv) Re-Ordering of St Mary's Church – Prior to the meeting, the Parish Council received a report with regard to proposed re-ordering of St Mary's Church.

Resolved that a letter of support be sent to St Mary's Church stating that the PC would use the new facility and Councillors would contact the Clerk with some suggested potential uses. **Action TG**

87/19 Parish Council Matters

- xx) Parish Council Vacancy – There had not been any applications for co-option onto the Parish Council.

Resolved that the vacancy continues to be advertised. **Action TG**

- xxi) Reports from Parish Council Representatives – Councillor Nick Rayner reported on the Parish Transport Representatives meeting which had been held on 3 July 2019.

Resolved that the report be noted.

- xxii) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated.

Resolved that the report be noted.

88/19 Finance

- xvi) 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.
John Hicks and Associates – Annual Play Area Inspections of Bloxham Recreation Ground	£82.80	1571
N R Prickett – Grass Cutting for June 2019	£1218.00	1563
Bloxham Mill Ltd – Room Hire	£18.00	1564
N Rayner – Expenses	£92.80	1565
Friends of St Mary's, Bloxham – Christmas Tree Festival	£35.00	1566
Mr D Chandler – Assessment of installation of benches	£50.00	1567
Green Scythe Ltd – Grass cutting for June at Jubilee Park	£319.20	1568
W Page – Works at Ex-Servicemen's Hall	£9120.00	1569
SCM – Works at Jubilee Hall	£58,233.29	1570

- xvii) Section 106 Project, Jubilee Hall – The Chairman reported on the progress with the project at Jubilee Hall and on a meeting which had been held earlier that day, between the Parish Council, Jubilee Park Management Committee, SCM and Richard Walker.

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Resolved that:

- 1) the report be noted; and
 - 2) Cherwell District Council be requested to allocate further Section 106 funds for the kitchen and also for two canopies. **Action TG**
- xviii) Section 106 Project, Ex-Servicemen's Hall – Prior to the meeting, the Parish Council had received a progress report with regard to the project at the Ex-Servicemen's Hall.

Resolved that the report be noted.

- xix) Section 106 Project, Bloxham Recreation Ground – The Chairman and Clerk reported on the proposed project at Bloxham Recreation Ground and the delay with the release of the Section 106 funding. The Clerk was in correspondence with Sanctuary Housing to establish whether or not Section 106 funds could be released earlier than had been proposed. The current trigger point was when building work started on the Oak Farm phase 2 site.

Resolved that the report be noted.

89/19 Correspondence – There were no further items of correspondence.

90/19 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 minutes numbered 91/19 grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

91/19 Queen Street Land – This item be deferred to a future meeting when legal advice had been obtained.

Resolved that this item be deferred to a future meeting. **Action TG**

92/19 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:

- 5 August 2019
- 21 August 2019
- 2 Sept 2019
- 17 Sept 2019

93/19 Items for Future Agendas

3. Scarecrow Festival
4. Queen Street Land
5. Drop-In and Chat
6. Local Transport and Connectivity Plan

(The meeting ended at 9.25pm)

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 5 AUGUST 2019 AT 7.30PM

PRESENT: Chairman, Councillor Steve Craggs; Councillors Joanna Barton, Amanda Baxter, David Bunn, Sophie Floate, Mary Groves, Stephen Phipps, Gloria Lester-Stevens, Nick Rayner.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer), County Councillor Kieron Mallon, District Councillor Christine Heath and nine members of the public.

APOLOGIES: Councillor Leonard Leigh submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

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

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

94/19 Declarations of Interest – There were no declarations of interest.

95/19 Minutes – Prior to the meeting, the minutes of the meeting held on 16 July 2019 had been circulated to the Parish Council and were taken as read.

Minute Number 83/19 – Planning Application 19/01160/F, Exham House, Bloxham School, Banbury Road, Bloxham - Councillor Stephen Phipps reported that he felt the Parish Council's comment on this application should have stated that 'the Parish Council did not object to the application' and should not have stated that 'the Parish Council supports the application'.

Resolved that the minutes of the meeting held on 16 July 2019 be approved and signed by the Chairman, with the above amendment.

96/19 Matters Arising

Minute Number 80/19 – Matters Arising, Miller Homes Country Park – The Chairman reported that Miller Homes believed that the site was almost complete, however there was a meeting on 14 August 2019 with Tim Screen from Cherwell District Council (CDC) and Geoff Winter from Miller Homes to sign-off a number of items. Councillor Gloria Lester-Stevens would attend on behalf of the Parish Council. **Action GLS**

Minute Number 81/19 – Chairman's Announcements, Proposed SEN School – The application for the proposed SEN School in Bloxham Grove Road had been deferred to CDC's Planning Committee in September 2019, to enable a site visit to be held during term time. In addition, the Parish Council's comments on the Site Options Appraisal had now been loaded onto Cherwell District Council's web site.

97/19 Chairman's Announcements

- Installation of the three new benches – The three replacement benches had now been installed and they looked very nice. This was part of the Parish Council's on-going maintenance programme.
- Graffiti in the Village – It appeared that the graffiti in the village had now stopped. All instances had been reported to Thames Valley Police.
- Disabled Access to the Circular Walk – Following a request from a resident, disabled access to the Circular Walk had been investigated, but unfortunately it was not possible. However Councillor David Bunn had investigated the possibility of increasing the accessibility of the footpath from Greens Garth to Bloxham

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Grove Road because it was already partly prepared. Councillor Bunn would report back in due course.

Action DB

- An area of the Circular Walk was possibly overgrown, in a stretch from the rear of Bloxham Recreation Ground to Tadmarton Road. Councillor Nick Rayner volunteered to check whether or not this was indeed an area of the Walk. **Action NR**

98/19 Open Forum – A resident reported that vegetation was encroaching onto the footpath on High Street from Little Bridge Road up to Virginia House. The resident was advised that this had been reported to the County Council and their officers would be writing to the residents concerned.

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)

99/19 Reports from County and District Councillors – County Councillor Kieron Mallon had circulated his report prior to the meeting. Councillor Mallon suggested that the highway officers from the County Council, be invited to attend the Parish Council meeting on Monday 2 September 2019 to discuss the possible traffic impact on the infrastructure in the village, following the submission of a number of planning applications and the proposal by Gladman Developments Limited. **Action TG**

District Councillor Christine Heath reported that with regard to planning application 19/00754/ADV at Croyde, South Newington Road, Bloxham for two illuminated fascia signs, the applicants had now offered to switch the lights off at 8pm. However, the Parish Council felt that because the veterinary surgery was closed at this time, the sign would only be lit for advertising purposes and it did not wish to change its objection to these lights outside opening hours.

Councillor Heath also gave a report on the proposal from Gladman Developments Limited for 95 houses on land in South Newington Road, Bloxham.

Councillors Mallon and Heath were thanked for their reports.

Resolved that the reports be noted.

100/19 Planning

- xv) Gladman Developments Limited, Proposed Planning Application on South Newington Road, Bloxham – The Parish Council considered a request from Gladman Developments Limited for a meeting to enable the Parish Council to be briefed on their proposed development, concerning 95 houses on South Newington Road, Bloxham.

Resolved that:

- 1) the Parish Council will not accept the invitation to meet with Gladman Developments Limited;
- 2) the agreed actions be implemented; and **Action SC/NR/TG**
- 3) delegated authority be given to the Chairman, Vice-Chairman and Clerk to progress the agreed actions, as necessary. **Action SC/NR/TG**

xvi) Planning Applications

- 19/01167/F, 95 Courtington Lane Bloxham – The Parish Council considered an application for a first floor front extension, new windows and timber cladding and a new front canopy.

Resolved that the Parish Council has no objection to application 19/01167/F. **Action TG**

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- 19/01156/LB, Stone Hill House Stone Hill Bloxham – The Parish Council considered an application for internal alterations, which were the removal of an internal wall and associated alterations.

Resolved that the Parish Council has no objection to application 19/01156/LB, subject to agreement by the Conservation Officer. **Action TG**

- xvii) Local Transport and Connectivity Plan – The Parish Council had been invited by the County Council to make comments on the Local Transport and Connectivity Plan.

Resolved that the public transport links from Bloxham to Oxford should be improved, with a direct link to the John Radcliffe Hospital. **Action TG**

101/19 Environment/Village Matters

- iv) Consultation A361 Toucan Crossing & Shared Use Cycle Path – Prior to the meeting the County Council's consultation document had been circulated and the Parish Council was invited to make comments on it.

Resolved that:

- 1) the proposal to introduce a Toucan Crossing on the A361 and a shared use cycle path be supported; and
- 2) a request be made to the County Council that the works to the Toucan Crossing be considered as part of the overall highway works relating to the planning application 19/00617/F for the SEN School in Bloxham Grove Road. **Action TG**

- v) Drop-in and Chat – Prior to the meeting, a report of the Drop-In and Chat session held on 13 July 2019 had been circulated to the Parish Council.

Resolved that:

- 1) the report be noted; and
- 2) the missing posts in Winters Way be checked and then contact be made with the relevant land owner to replace them. **Action SF/TG**

- vi) Relocation of Village Planters – The Parish Council discussed the relocation of the village planters, currently located on the A361 by Ells Lane/Bloxham Grove Road because the County Council was completing works on the A361 and there would no longer be room for them in their current location.

Resolved that:

- 1) the planters to stay in in their current location until it is clear what works will be carried out to the A361; and **Action TG**
- 2) the Parish Council would like the planters to stay on the A361 at the entrance to the village and it be requested that when the 30mph limit is moved further out (in the direction of Banbury), the planters be relocated to that boundary. **Action TG**

- vii) Scarecrow Festival – The Chairman suggested to Councillor Amanda Baxter that this item could be deferred to enable the Festival to be coordinated with the Bloxham Fun Day 2020.

Resolved that this item be deferred to early 2020 so it can be coordinated with Bloxham Fun Day. **Action TG/AB**

102/19 Parish Council Matters

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xxiii) Parish Council Vacancy – There had not been any applications for co-option onto the Parish Council.

Resolved that the vacancy continues to be advertised. **Action TG**

xxiv) Reports from Parish Council Representatives – There were no reports.

Resolved that the report be noted.

xxv) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated.

Resolved that the report be noted.

103/19 Finance

xx) Accounts for Payment and Bank Reconciliation - The Clerk submitted to the Parish Council, the accounts for payment and the bank reconciliation as at 5 August 2019.

Resolved that the bank reconciliation be noted and the following accounts for payment be approved;

Payments	Amount	Cheque No.
T Goss – Salary for August 2019	£933.30	1572
T Goss – Expenses for August 2019	£71.04	1572
HMRC – Payment for August 2019	£327.54	1573
OCC Pension Fund – Clerks' Salary for August 2019	£380.29	1574
W Page – Works at the Ex-Servicemen's Hall	£9,120.00	1575
Bouygues E & S Infrastructure Ltd – Infrastructure for Christmas Lights	£3,346.75	1576
Came & Company – Insurance for works at Jubilee Hall	£84.00	1577
SJ Aplin Playgrounds Ltd – Works to see-saw in Jubilee Park	£342.00	1578
NR Prickett – Grass Cutting for July 2019	£774.00	1579
Bloxham Mill Ltd – Room Hire	£18.00	1580
Medisave UK Ltd – Defibrillator	£1664.95	1581

xxi) Section 106 Project, Jubilee Hall – Prior to the meeting, Councillor Stephen Phipps had circulated a report, relating to the new kitchen and canopies at Jubilee Hall.

The Clerk also gave an update on the legal advice which had been received relating to the Trustees who were named on the Jubilee Park lease.

Resolved that:

- 1) it be noted that Cherwell District Council has agreed in principle to release Section 106 funds for the kitchen and canopies;
- 2) the quote from Magnet for the kitchen at Jubilee Hall for £8131.74 be approved;
- 3) the quotes for the canopies, cooker, water boiler and electric fly catcher be submitted to the next meeting of the Parish Council; **Action SP**
- 4) Councillor Stephen Phipps be authorised to open a Magnet account in the name of the Parish Council because this may secure further discounts and full payment does not have to be made before the installation; and **Action SP**
- 5) the legal advice relating to the changes to the lease between the Parish Council and the Jubilee Park Management Committee be noted and further legal advice be obtained, if necessary. **Action TG**

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104/19 Correspondence – A letter had been received from a resident in Brookside Way highlighting that the proposed development by Gladman Developments Limited in South Newington Road, would destroy a medieval ridge and furrow field. The Parish Council noted the contents of the letter and would take it into consideration when making comments on any forthcoming planning application.

105/19 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:

- 2 Sept 2019
- 17 Sept 2019
- 7 Oct 2019
- 16 Oct 2019
- 4 Nov 2019
- 19 Nov 2019
- 2 Dec 2019 (Only one meeting in December 2019)

106/19 Items for Future Agendas

- Scarecrow Festival
- Quotes for the canopies, cooker, water boiler and electric fly catcher at Jubilee Hall

(The meeting ended at 9.45pm)

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 2 SEPTEMBER 2019 AT
7.30PM

PRESENT: Chairman, Councillor Steve Craggs; Councillors Joanna Barton, David Bunn, Sophie Floate, Mary Groves, Leonard Leigh and Stephen Phipps.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer), County Councillor Kieron Mallon, District Councillors Christine Heath and Andrew McHugh.

APOLOGIES: Councillor Amanda Baxter, submitted her apologies because a family member was unwell, the apologies were accepted and the absence authorised.

Councillor Gloria Lester-Stevens submitted her apologies because she was unwell, the apologies were accepted and the absence authorised.

Councillor Mike Morris submitted his apologies because he was at work, 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.

An apology for absence was also received from District Councillor Mike Bishop.

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.

107/19 Declarations of Interest

Minute Number 113/19, Planning - Councillor Joanna Barton declared an interested in planning application 19/00465/F, Motor Fuel Group, Bloxham Service Station, South Newington Road, Bloxham because she was a neighbour to the site.

Resolved that the interest be noted.

108/19 Minutes – Prior to the meeting, the minutes of the meeting held on 5 August 2019 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 5 August 2019 be approved and signed by the Chairman.

109/19 Matters Arising

Minute Number 97/19, Chairman's Announcements, Circular Walk – The Chairman reported that Councillor Nick Rayner had completed the Circular Walk with Geoff Mollard and the hedges which had been reported as being overgrown, were not part of the Walk.

Minute Number 99/19, Reports from County and District Councillors – The Chairman confirmed that Rashid Bbosa, Senior Transport Planner at Oxfordshire County Council would be attending the Parish Council meeting on 17 September 2019.

Minute Number 100/19, Planning, Gladman Developments Limited, Proposed Planning Application on South Newington Road, Bloxham – The Chairman updated the Parish Council on the current status of the proposal.

Resolved that the reports be noted.

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110/19 Chairman's Announcements

- Invitation to the Deddington Depot Open Day on 5 October 2019 – Councillor Mary Groves would be attending.
- Traffic Survey – The County Council would be carrying out the Survey in the next few weeks.
- Bloxham Bowling Club - Directional Sign on A361 – This request was now being processed by Oxfordshire County Council.
- Installation of the Defibrillator – Councillor David Bunn was storing the defibrillator and would be arranging the installation at the Ex-Servicemen's Hall.
- Proposed bench at the top of Hobb Hill – The land owner would be approached about this request from a resident, however the Parish Council had concerns it could become a meeting point for young people and security could become an issue.
- National Highway and Transport Public Satisfaction Survey was available for Councillors to complete.
- Alan Griffin was thanked for his work on the Church Clock and the recent repairs which he had carried out.

111/19 Open Forum – There were no residents in attendance, however, it had been reported by a resident that the ditch by Bloxham Recreation Ground was blocked and the County Council would be clearing it. County Councillor Kieron Mallon reported that a large fallen tree had blocked a drain and he would arrange for it to be cleared.

There had also been a request from a resident for a 'What's On' guide to be displayed on the Parish Council noticeboards. It was highlighted that there was a lot of information on the back page of the Broadsheet and Cherwell District Council also had its own 'activities map'. It was agreed that investigations would be made into providing a link from the Broadsheet web site to the CDC 'activities map'. **Action TG/SC**

(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)

112/19 Reports from County and District Councillors - District Councillor Christine Heath highlighted that there had been an appeal hearing at Bodicote House, with regard to the refusal of a planning application which had been submitted by Gladman Developments Ltd. It was a similar situation to the proposed application in Bloxham and the Inspector's report would be circulated when it was available. Councillor Heath also stated that there was another appeal hearing currently ongoing and the Chairman agreed to attend. **Action SC**

Resolved that the report be noted.

113/19 Planning

xviii) Planning Applications

- 19/01430/CLUE, 5 Merrivales Lane, Bloxham - Certificate of Lawful Use for existing for extension to rear of property.

Resolved that no comments be made on this application.

- 19/00465/F, Motor Fuel Group, Bloxham Service Station, South Newington Road, Bloxham – The Parish Council considered a retrospective application for ten Recessed LED lights within soffit of forecourt canopy.

Resolved that the Parish Council objects to application 19/00465/F on the same grounds as previously stated, however should CDC be minded to approve the application, then lighting levels be regularly monitored by an independent source. **Action TG**

- 19/00617/F - New SEND School, Bloxham Grove Road – The Parish Council was asked to comment on proposed amendments to the works on the highway. The main points were agreed as follows:

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- Providing an island with no other assistance for pedestrians was considered to be dangerous
- The preferred solution was felt to be moving the Toucan crossing to the location of the island shown in option 1
- If this was not possible, railings could be used to prevent children crossing at the junction
- Highways might consider making the island-based crossing a zebra crossing if no other solution is possible
- It was felt that double yellow lines on Bloxham Grove Road and Ells Line might prevent dangerous parking right on the corners
- The moving of the 30 mph limit close to Banbury was seen as positive

Resolved that these comments on application 19/00617/F be submitted to Cherwell District Council.
Action TG

- 19/01270/LB - The Old Manor, Little Bridge Road, Bloxham – The Parish Council considered an application to relocate the WC, removing a partition and blocking up an existing door, remove paint from beams, relocate the central heating boiler, install a log burning stove, replace the floor covering in the kitchen, utility room and WC and block up a window on the north elevation and removing a waste pipe from the east elevation.

Resolved that the Parish Council has no objection to application 19/01270/LB, subject to approval from the Conservation Officer. **Action TG**

- ii) 13/00496/OUT - Land to the Rear and North of 29 and 33 Quarry Close Bloxham (Country Park) – Prior to the meeting, the Parish Council had received the notes of the meeting which was held with Cherwell District Council and Miller Homes on 15 August 2019.

Resolved that the report be noted.

114/19 Environment/Village Matters

- viii) Drop-in and Chat – Prior to the meeting, a report of the Drop-In and Chat session held on 10 August 2019 had been circulated to the Parish Council.

Resolved that the report be noted.

- ix) Highway Issues – The Parish Council discussed the issues which would be forwarded to Rashid Bbosa, Senior Transport Planner at Oxfordshire County Council, prior to his attendance at the Parish Council meeting on 17 September 2019.

Resolved that the following issues be raised with Mr Bbosa prior to him attending the Parish Council meeting on 17 September 2019:

- Difficulty crossing the road from Godswell Park to Tony Baldry's house
- Parking in front of the shops
- Parking over white lines (eg Humber Street, opposite The Loft)
- Capacity issues with mini roundabout
- Large vehicles turning right out of Milton Road down Barford Road (where the road is narrow)

Action TG

In addition, Mr Bbosa will be invited to a site visit prior to the meeting, coordinated by Councillor Mary Groves. **Action MG/TG**

115/19 Parish Council Matters

- xxvi) Parish Council Vacancy – There had been one application for co-option onto the Parish Council.

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Resolved that the applicant be invited to attend the Parish Council meeting on 17 September 2019, prior to the application for co-option being considered. **Action TG**

- xxvii) Reports from Parish Council Representatives – Councillor Mary Groves reported that she would be attending the Rural Community Forum on 3 September 2019.

Resolved that the report be noted.

- xxviii) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated.

Resolved that the report be noted.

116/19 Finance

- xxii) Accounts for Payment and Bank Reconciliation - The Clerk submitted to the Parish Council, the accounts for payment and the bank reconciliation as at 2 September 2019.

Resolved that the bank reconciliation be noted and the following accounts for payment be approved;

Payments	Amount	Cheque No.
T Goss – Salary for Sept 2019	£933.30	1583
T Goss – Expenses for Sept 2019	£19.60	1583
HMRC – Payment for Sept 2019	£327.54	1584
OCC Pension Fund – Clerks' Salary for Sept 2019	£380.29	1585
Glasdon UK Ltd – Dog Waste and Litter Bins for Bloxham Rec	£1511.65	1587
Wicksteed Leisure Ltd – Play equipment for Bloxham Rec	£325.75	1588
Malcolm Timms – Ex-Servicemen's Hall Project	£250.00	1589
W Page – Ex-Servicemen's Hall Project	£10,453.80	1590
Green Scythe Ltd – Grass cutting at Jubilee Park July 2019	£573.60	1591
T Goss – Book of Condolence	£48.66	1592

The following payment, made since the last meeting, be approved:

Payments	Amount	Cheque No.
SCM – Jubilee Hall Project	£88,042.31	1582

- xxiii) Section 106 Project, Jubilee Hall – The Chairman reported on the possible changes to the lease between the Parish Council and the Official Custodian/Jubilee Park Management Committee with regard to the rent for the hall and field.

Quotes for other items at the Hall as part of the refurbishment project, such as the canopies, were yet to be obtained.

Resolved that advice on the possible changes to the lease, be obtained from Aplins Solicitors. **Action TG/SC**

- xxiv) Appointment of Internal Auditor 2019/2020 – Prior to the meeting, the Parish Council had received the Letter of Engagement from Arrow Accounting with regard to the completion of the internal audit for 2019/2020.

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Resolved that Arrow Accounting be appointed as the Internal Auditor for 2019/2020. **Action TG**

117/19 Correspondence – There was no further correspondence.

118/19 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:

- 17 Sept 2019
- 7 Oct 2019
- 16 Oct 2019
- 4 Nov 2019
- 19 Nov 2019
- 2 Dec 2019 (Only one meeting in December 2019)

119/19 Items for Future Agendas

- Scarecrow Festival
- Rashid Bbosa, Senior Transport Planner, Transport Development Control at Oxfordshire County Council
- Draft Budget for 2020/2021

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, BLOXHAM ON TUESDAY 17 SEPTEMBER 2019 AT
7.30PM

PRESENT: Chairman, Councillor Steve Craggs; Councillors Amanda Baxter, David Bunn, Sophie Floate, Mary Groves, Leonard Leigh, Gloria Lester-Stevens, Mike Morris and Nick Rayner.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer), District Councillors Christine Heath and three members of the public.

APOLOGIES: Councillor Joanna Barton submitted her apologies because she was at work, 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.

Apologies for absence were also received from County Councillor Kieron Mallon and District Councillor Mike Bishop.

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.

120/19 Declarations of Interest

Minute Number 126/19(i) Planning Application 19/01608/F, Oak View, Bloxham Road, Milcombe – Councillor Gloria Lester-Stevens declared an interest in this item because she knew the applicant.

121/19 Traffic & Highway Issues in Bloxham – The Chairman reported that Rashid Bbosa, Senior Transport Planner from Oxfordshire County Council had been invited to the meeting to discuss traffic and highway issues in Bloxham, however he had been unable to attend the meeting.

The Chairman reported that he had met with Rashid Bbosa at Cherwell District Council the previous week and he had discussed the Parish Council's concerns relating to the highway proposals for the SEND School. This application was due to be considered at Cherwell District Council's Planning Committee on Thursday 19 September 2019 and the Chairman advised that he was willing to address the Committee on the Parish Council's concerns relating to the highway proposals.

Resolved that:

- 1) the report be noted;
- 2) the Chairman be authorised to address Cherwell District Council's Planning Committee on Thursday 19 September 2019 on behalf of the Parish Council in relation to its objection; and **Action SC**
- 3) a highways officer from the County Council be invited to attend a future Parish Council meeting to discuss the highway issues in Bloxham. **Action SC/TG**

122/19 Minutes – Prior to the meeting, the minutes of the meeting held on 2 September 2019 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 2 September 2019 be approved and signed by the Chairman.

123/19 Matters Arising – There were no matters arising.

124/19 Chairman's Announcements

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- Defibrillator funding and installation – Councillor David Bunn reported that Simon Angel would be supplying a quote for the installation of the defibrillator.
- A resident had approached the Chairman about the reductions to the bus timetable in Bloxham. Stagecoach had been asked for clarification about the reduction of services and County Councillor Kieron Mallon would also be asked for further details **Action TG**

125/19 Open Forum – Councillor Gloria Lester-Stevens reported the following issues:

- Residents needed to be reminded people that grit bins should not be used for rubbish and dog waste. A note would be included in the Broadsheet. **Action TG**
- Fencing around the Country Park on the Miller Homes site had not yet been moved. Miller Homes and Cherwell District Council would be contacted about this issue. **Action TG**
- The Red Brick Housing Association sign on Milton Road needed to be removed because the houses had all now been allocated on the site. The Clerk would contact Cherwell District Council about this issue. **Action TG**
- There was an alleged issue of anti-social behaviour from a property on Tadmarton Road and concerns were raised because the property was close to the Primary School. Neil Francis at Cherwell District Council would be contacted about this issue. **Action TG**

Councillor Mary Groves reported that there were a number of speeding tractors driving through the village and Thames Valley Police were aware of the issue.

Councillor Leonard Leigh reported that at the Drop-In and Chat on 14 September 2019 there was a report of inconsiderate parking on Stone Hill at School drop-off and collection times. The Bursar at Bloxham School would be contacted about this matter. **Action TG**

In addition, Councillor Leigh reported that a resident had advised that there was regularly a number of commercial vehicles outside a property on Courtington Lane. This would be reported to District Councillor Andrew McHugh and also Amy Sedman at Cherwell District Council. **Action TG**

Councillor Amanda Baxter reported that there were an excessive amount of banners on the railings outside of Warriner School and the area was beginning to look untidy. The County Council would be contacted for advice on this matter with a view to the removal of some of the banners. **Action TG**

Councillor David Bunn reported that he had received a request for grit bin on The Ridgeway. The request would be considered at the next meeting. **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)

126/19 Reports from County and District Councillors – Councillor Chris Heath reported that she would be writing to the Broadsheet, as a resident, about the parking issues on Strawberry Hill.

There was no report from County Councillor Kieron Mallon

Resolved that the report be noted.

126/19 Planning

xix) Planning Applications

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- 19/01705/OUT, Land adjoining and west of Bloxham Recreation Ground, South Newington Road Bloxham - The Parish Council considered an outline application for the erection of up to 95 dwellings with public open space, landscaping and sustainable drainage system (SuDS) and vehicular access point from South Newington Road. All matters reserved except for means of access.

Resolved that:

- 1) the Parish Council objects to application 19/01705/OUT; **Action SC/TG**
 - 2) a public meeting be held on Wednesday 2 October 2019 at 730pm at St Mary's Church, Bloxham; and
 - 3) information leaflets be delivered by hand, as soon as possible. **Action ALL**
- 19/01744/F, Wooden Hill Farm, Barford Road, Bloxham – The Parish Council considered an application for the replacement of extant barn conversion for two dwellings with a single new dwelling

Resolved that the Parish Council has no objection to application 19/01744/F. **Action TG**

- 19/01246/F – Old Deer Park, Courtington Lane, Bloxham – The Parish Council considered an application for the demolition of an unlisted outbuilding.

Resolved that the Parish Council has no objection to application 19/01246/F. **Action TG**

- 19/01608/F - Oak View, Bloxham Road, Milcombe - Removal of Condition 7 (agricultural tie) of B.757/71 - The Parish Council considered an application for the occupation of the farmhouse which has been in breach of the condition and it was considered that the condition was no longer relevant or appropriate.

Resolved that the Parish Council objects to application 19/01608/F because the Parish Council feels that the farmhouse should remain as an agricultural dwelling. **Action TG**

127/19 Parish Council Matters

- xxix) Parish Council Vacancy – The Chairman welcomed Kirsty Rose to the meeting and advised that she had applied to be co-opted onto the Parish Council.

Resolved that Kirsty Rose be co-opted on the Parish Council. **Action TG**

- xxx) Reports from Parish Council Representatives – Councillor Mary Groves reported that she had attended the Rural Community Forum on 3 September 2019.

Councillor Nick Rayner attended the Oxfordshire Neighbourhood Planning Association meeting on 7 September 2019 and gave a brief verbal report on the meeting.

Resolved that:

- 1) the reports be noted; and
 - 2) the annual subscription of circa £50.00 to the Oxfordshire Neighbourhood Planning Association, be approved. **Action NR/TG**
- xxxi) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated.

Resolved that the report be noted.

128/19 Finance

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xxv) 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.
Ellen Hinde Hall – Annual Rent	£125.00	1593
Malcolm Timms – Ex-Servicemen’s Hall Project	£250.00	1594
Bloxham Mill – Room Hire	£36.00	1597
Nigel Prickett – Grass cutting for August 2019	£774.00	1595
Magnet Group – Kitchen worktop/sink	£699.12	1596

xxvi) Draft Budget 2020/2021 – The Chairman reported verbally on the draft budget for 2020/2021 and had previously circulated a report on the allocation of additional funds to the Christmas lights project.

Resolved that the additional funding for the Christmas lights 2019 be approved, at a cost of £2620. **Action TG/SC**

xxvii) Section 106 Project, Jubilee Hall – The Chairman reported that a handover meeting was being held the following day with regard to the new changing rooms at Jubilee Hall. However there were still a few snags to address too.

The quotes for the canopies, cooker, water boiler and electric fly catcher were yet to be received.

The Clerk was currently arranging a meeting with Nigel Yeadon at Aplins to discuss any necessary changes to the lease between the Parish Council and the Official Custodian/Jubilee Park Management Committee.

Resolved that the report be noted.

129/19 Correspondence – The CPRE’s magazine, Countryside Voice, was circulated to the Parish Council.

The Chairman reported that a letter had been received from Burford Town Council requesting the Parish Council to make a donation towards HGV weight limit signage in Burford and to fund enforcement issues. The letter would be acknowledged and the request would be considered at the next meeting of the Parish Council. **Action TG**

130/19 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:

- 7 October 2019
- 16 October 2019
- 4 November 2019
- 19 November 2019
- 2 December 2019 (Only one meeting in December 2019)

131/19 Items for Future Agendas

- Draft Budget for 2020/2021
- New grit bin on the Ridgeway
- Apple Day - 13 October 2019

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(The meeting ended at 9.40pm)