

BLOXHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 4 MARCH 2019 AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer), District Councillors Christine Heath and Andrew McHugh and one member of the public.

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

District Councillor Mike Bishop and Marie Jones, Warden at the Slade also submitted their apologies.

The Chairman welcomed everyone to the meeting and also reminded the Councillors and the public that recording of the meeting was permitted. However, she asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

167/18 DECLARATIONS OF INTEREST

Minute Number 173 /18 – 19/00245/ADV, Motor Fuel Ltd, Bloxham Service Station, South Newington Road, Bloxham - Councillor Amanda Baxter declared an interest because she was a neighbour to the site of the application.

168/18 MINUTES – Prior to the meeting, the minutes of the meeting held on 20 February 2019 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 20 February 2019 be approved and signed by the Chairman.

169/18 MATTERS ARISING

Minute Number 157/18 – Proposed SEND School, Bloxham Grove Road – The Clerk reported that she had received an email from Simon Knight, Joint Head Teacher at Frank Wise School and he confirmed that the school was supportive of the proposal for a new SEND school in Bloxham Grove Road.

Councillors had attended the consultation event held on 28 February 2019 and 2 March 2019, but still had concerns about the proposals, especially relating to the increase in the volume of traffic and that the proposal was contrary to the Neighbourhood Plan. The Chairman was collating all of the comments from Councillors on this matter.

In addition, the Parish Council had received an email from a resident from the Astons with regard to the withdrawal of a bus service for children from the Astons, attending the Warriner School, at the end of the summer term in 2019. The school bus would no longer be running from the Aston villages to the Warriner School because there was no children qualifying for a free seat on that route. Therefore, the current 27 fare paying pupils would have to be transported daily by car to and from the Astons to the Warriner School. Councillors felt that County Councillor Kieron Mallon and Arash Fatemian should be contacted about this matter. **Action TG**

Minute Number 157/18 - Oxfordshire Growth Board – Councillors were reminded by the Chairman that the Road Show would be held on 13 March 2019 at 3pm at Banbury Town Hall.

Minute Number 158/18 – Footpath Warden – Councillor Stephen Phipps suggested that when the vacancy for the village Footpath Warden was advertised, the Health Walkers (who met on a Wednesday) could also be approached. It was also suggested that the Ramblers Association, the Baptist Church and the GP Surgery could be asked to assist. It was agreed that a letter would be sent to Des Jones, thanking him for all his work as Footpath Warden and his involvement in securing the Circular Walk. **Action TG**

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Minute Number 160/18 Planning, Bloxham Service Station – The Chairman reported that a meeting was being held at Cherwell District Council (CDC) the following day with regard to the planning applications which had been submitted by Motor Fuel Group.

There would be a discussion about planning application 19/00013/DISC in Queen Street too. The Chairman reminded the Parish Council that the County Council considered the parking provision in Queen Street to be adequate, however following discussion the Parish Council did not agree with this and would confirm its objection to the discharging of the condition relating to parking provision. The Parish Council would also confirm that it would request that this application to be called-in to Cherwell District Council's Planning Committee. **Action TG**

Minute Number 161/18 – Queens Street – The Chairman highlighted that there was advice in the Oxfordshire Association of Local Councils (OALC) monthly update with regard to registering land with the Land Registry.

Minute Number 163/18 Finance – Ellen Hinde Hall - The Chairman reported that Ellen Hinde Hall had received the funding from another source and the Trustees no longer required funding in this instance, from the Parish Council.

170/18 CHAIRMAN'S ANNOUNCEMENTS

- The Chairman reported that the Parish Council had received an email from the Environment Agency with regard to Partnership Opportunities with the Cherwell Catchment and the Environment Agency. The Clerk was asked for forward the information to Marie Jones, Warden at The Slade. **Action TG**

171/18 OPEN FORUM – A resident attended the meeting to discuss signage on the Water Lane Bridleway. The Chairman reminded the meeting that the County Council would not install additional signage on the A361 or Rose Bank because of the possibility of utilities being in the area. However it was agreed that a meeting would be arranged with Tim Seton Estates Manager at Bloxham School to discuss whether signage could be erected further along the bridleway within the School. **Action TG/JY**

The resident asked about repairs to the numerous pot holes in the village, especially opposite the shops on the High Street. The Clerk was asked to raise this matter with County Councillor Kieron Mallon because these had been reported on a number of occasions and as the road narrowed at this point, it was a danger for emergency vehicles and also a highway and public safety issue. **Action TG**

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)

172/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There was no report from County Councillor Kieron Mallon.

District Councillor Christine Heath suggested that in addition to Councillor Mallon, County Councillor Yvonne Constance was an alternative contact at the County Council regarding matters relating to potholes.

Councillor Heath also reported that Motor Fuel Group had submitted an appeal and that she was attending the meeting with Cherwell District Council the following day, along with Parish Councillors Jenny Yates, Amanda Baxter and Joanna Barton.

District Councillor Andrew McHugh reported on community safety issues relating to DBS checks for taxi drivers and how the abuse of young women by older men was being dealt with. He was also involved with the Domestic Abuse Strategy and reported on the latest developments with regard to the proposal to remove obstetrics from the Horton General Hospital. Councillor McHugh was also investigating whether future Section 106 agreements could include funds for apprenticeships for young people.

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The Chairman reported that there had been a recent accident on the A361 at Wykham crossroads and when Thames Valley Police had been called, they had initially advised that they were not going to attend, even though the accident involved a female on her own. Councillor McHugh agreed to raise this matter with Thames Valley Police. **AMc**

173/18 PLANNING

i) Planning Applications

- 19/00099/Q56, Barn at Wooden Hill Farm, Barford Road, Bloxham – The Parish Council considered an application for the change of use to convert existing agricultural building into two dwellinghouses.

Resolved that the Parish Council has no comments on application 19/00099/Q56 at this point, however should it be submitted as a full application, the Parish Council will then comment. **Action TG**

- 19/00245/ADV, Motor Fuel Ltd, Bloxham Service Station, South Newington Road, Bloxham – The Parish Council considered an application for two externally illuminated fascia signs (Londis)

Resolved that the Parish Council objects to 19/00245/ADV on the following grounds:

- 1) should this be titled as a retrospective planning application as the sign is already in place;
- 2) there are no times stated when lights would be operational;
- 3) there is evidence provided that the fascia of the shop needs to be illuminated
- 4) the lighting report commissioned by Cherwell district Council from Designs for Lighting states that:-
6.2.1 - There are two flood lighting units mounted on the shop façade, facing towards South Newington Road. The luminaires are tilted above 0° to the horizontal and distributes light symmetric which contributes light spill onto the windows of Killowen House (opposite). This light spill gives rise to light intrusion into the property.
7.1.5 - There are a number of other luminaires as detailed within **section 6.3** that are not included within the planning application, these are not required for the purposes of achieving the recommended lighting levels on the fuel filling station forecourt and could constitute a statutory nuisance. Luminaires identified that could constitute a statutory nuisance are:
 - Synergy signage luminaires;
 - Kiosk flood lighting; and
 - shop rear storage area flood lighting.
- 5) If the following still apply, the Parish Council would seek for them to be taken into consideration:-

Under Class 6: advertisements on forecourts of business premises Forecourt advertisements must not be illuminated in any circumstances.

PPS 17: Control of Outdoor Advertisements

Annex A: Signs on Commercial Premises

19. The most common signs on commercial premises are fascia signs and projecting signs, either box or hanging. Their design should always complement the design of the shopfront and building and respect the wider locality. An excessive number of signs or those which are too large can dramatically affect the premises on which they are sited and have an adverse impact on the general character of the area.

- 6) NPPF (July18)

180. Planning policies and decisions should also ensure that new development is appropriate for its location taking into account the likely effects (including cumulative effects) of pollution on health, living conditions and the natural environment, as well as the potential sensitivity of the site or the wider area to impacts that could arise from the development. In doing so they should:

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c) limit the impact of light pollution from artificial light on local amenity, intrinsically dark landscapes and nature conservation.

7) CDC Local Plan Part 1

Policy ESD 15: The Character of the Built and Historic Environment

Limit the impact of light pollution from artificial light on local amenity, intrinsically dark landscapes and nature conservation

8) Bloxham Neighbourhood Development Plan

POLICY ON CONTRIBUTING TO THE RURAL CHARACTER OF THE VILLAGE
B11

g. Use smart, energy efficient lighting of public areas that accords with the recommendations of the Institute of Lighting Engineers recommendations on reduction of obtrusive light (or its successors) so as to convey a rural feel and avoid light pollution wherever possible;

9) Councillor Christine Heath be requested to call-in this application to CDC's Planning Committee.
Action TG

174/18 ENVIRONMENT/VILLAGE MATTERS

- i) Community Work – The Parish Council considered an approach by Duncan Weaver, the Chaplain at Bloxham School, to establish whether the Parish Council could assist with community work for up to 80 school children in June 2019.

Resolved that:

- 1) the report be noted; and
- 2) the following activities be suggested to Bloxham School
 - clearance of The Brook;
 - work with the Environment Agency on projects in the village;
 - assist at Bloxham Funday; and
 - assist at The Slade.

Action MM

- ii) The Slade – Prior to the meeting, Marie Jones, Warden at The Slade, had circulated the updated Management Plan.

Resolved that:

- 1) the report be noted; and
- 2) Marie be thanked for her work on compiling the Management Plan and all her work undertaken at The Slade, together with volunteers. **Action TG**

- iii) Emergency Planning Working Group – Prior to the meeting, the Parish Council received a progress report from the Emergency Planning Working Group.

Resolved that:

- 1) the report be noted;
- 2) the recommendations be approved; and
- 3) the Environment Agency be asked whether their two employees who live in the village can be contacted in an emergency. **Action TG**

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- iv) Walsingham Close Amenity Area – Councillor Nick Rayner reported that there had not yet been any progress on this matter, so it would be deferred to a future meeting.

Resolved that the report be noted.

- v) Annual Parish Meeting (25 April 2019) – Prior to the meeting, a report on a proposed format for the Annual Parish Meeting had been circulated to the Parish Council.

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

- vi) Queen Street – The Chairman reported that she had not yet been able to arrange a date for a meeting with the person who was claiming ownership of the land,

Resolved that the report be noted.

175/18 PARISH COUNCIL MATTERS

- i) Reports from Parish Council Representatives – Prior to the meeting, Councillor Mary Groves had circulated a report on Bloxham Funday. The next organisation planning meeting was being held on 7 April 2019 and residents who wished to get involved, were welcome to attend.

The Chairman had also circulated a report on the recent CPRE meeting and Councillors were asked if they had any comments on the Oxfordshire Plan 2050. The consultation closed on the 24 March 2019 and any comments should be forwarded to the Clerk or Chairman by 13 March 2019.

Resolved that the report be noted.

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

Resolved that the report be noted.

176/18 FINANCE

- i) Parish Council Web Site – Prior to the meeting, the Parish Council considered a report with regard to accepting a quote from Pixel Concepts for work to the Parish Council's web site to ensure it complied with the requirements of the Public Sector Bodies (Websites and Mobile Applications) (No 2) Accessibility Regulations 2018.

Resolved that the quote for £100 from Pixel Concepts be accepted. **Action TG**

- ii) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment and the bank reconciliation.

Resolved that:

- 1) the bank reconciliation be noted; and
- 2) the following accounts for payment be approved:

Payments	Amount	Cheque No.
Theresa Goss – Salary for March 2019	£1016.76	1479
Theresa Goss – Expenses for March 2019	£38.30	1479
HMRC – Payment for March 2019	£457.07	1480
OCC Pension Fund – March 2019	£394.50	1481

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Nick Rayner – Travel expenses to PTR Meeting	£27.50	1482
Mr D Chandler – Refitting Litter Bin on Stone Hill	£170.00	1483
Came and Company – Insurance for Jubilee Hall Works	£630.22	1485
OALC – Roles and Responsibilities Training for David Bunn	£102.00	1484
Theresa Goss – Drop Box Annual Renewal	£79.00	1486

- iii) Financial Reports for March 2019 – Prior to the meeting, the financial report as at 4 March 2019 had been circulated to the Parish Council.

Resolved that the report be noted.

- iv) Section 106 Project – Prior to the meeting, the Parish Council had received a progress report on the project at Jubilee Hall. The project had started on Monday 25 February 2019.

Resolved that the report be noted.

177/18 CORRESPONDENCE – There was no further correspondence.

178/18 MEETING DATES

Resolved that it be noted that, future meeting dates for Bloxham Parish Council are as stated below. They would all commence at 7.30pm (unless stated otherwise) in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- 20 March 2019
- 1 April 2019
- 25 April 2019 (Annual Parish Meeting)

179/18 ITEMS FOR THE FUTURE AGENDAS

- Defibrillator for the Village
- Section 106 Funding – Project at Bloxham Recreation Ground
- Quotes for a Tree Manager
- Review of two monthly meetings
- Walsingham Close Amenity Area

(The meeting ended at 8.50pm)

Chairman – 20 March 2019