

## BLOXHAM PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD AT JUBILEE HALL, BARLEY CLOSE, BLOXHAM ON MONDAY 4 MARCH 2024 AT 7.00PM

**PRESENT:** Chairman, Councillor David Bunn; Councillors Mike Fenner, Alex Harrison and Neil Hegarty.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk & Responsible Financial Officer), District Councillors David Hingley and Rob Pattenden, Simon Davis from EKFB (representative of the HS2 project) and four members of the public.

**151/23 Apologies** – Parish Councillor Russell Avens submitted his apologies because he was at work.

Parish Councillor Joanna Barton submitted her apologies because she was on holiday.

Parish Councillor Steve Craggs submitted his apologies because he was unwell.

Parish Councillor David Morris submitted his apologies because he was at work.

**Resolved** that the apologies from Councillors Russell Avens, Joanna Barton, Steve Craggs and David Morris be authorised and the absences be approved.

**152/23 Declarations of Interest** – There were no declarations of interest.

**Resolved** that the interests be noted.

**153/23 Minutes** – Prior to the meeting, the minutes of the meeting held on 5 February 2024 had been circulated to the Parish Council and were taken as read.

**Resolved** that the minutes of the meeting held on 5 February 2024 be approved.

#### **154/23 Matters Arising**

Minute Number 144/23, Village Matters, Additional AED for Bloxham – Councillor Alex Harrison reported that a new defibrillator would be installed at the GP Surgery and be available 24/7. It should be installed in the next four weeks and would be registered on The Circuit. Councillor Harrison would register the defib at Warriner School with The Circuit and he was still negotiating with the Esso garage about siting a unit, on or around, their premises.

**155/23 HS2 Representative** – Simon Davis, an employee of EKFB and a representative from the HS2 project attended the meeting to discuss the traffic issues in Bloxham and the surrounding areas.

Mr Davis provided a very informative presentation on the HS2 works in this area and the parameters within which the company had to operate, which was namely the High Speed Rail (London – West Midlands) Act 2017. EKFB was a client of the Department of Transport and Mr Davis' responsibilities covered communications with Parish Councils, MP's and other bodies in the HS2 construction area between Greatworth and Southam.

Mr Davis advised on the Transport Management Plan and that there were agreed routes from the M40 to the compounds in Northamptonshire. However, because Bloxham was so far out from the sites of the building works, the use of the A361 by hauliers was not covered in the Transport Management Plan. Therefore, hauliers were permitted to use the A361 as a route for lorries to the Rollright and Enstone quarries and it was the responsibility of the local hauliers to work in accordance with their own best practices.

## BLOXHAM PARISH COUNCIL

The benefit of local hauliers being used for the transport of the aggregate was that there was local investment and a local supply chain, but the trade-off was that local hauliers would choose their own routes through villages and Banbury. Between now and the summer of 2025, there would be a noticeable increase in traffic on the A361.

If there were issues regarding driver behaviour and poor driving, these should be logged and reported to the HS2 help desk so that they could be investigated. Mr Davis confirmed that there was an HS2 pothole fund which had been allocated to the County Council. Therefore, any potholes caused by the HS2 traffic, should be reported to Fix My Street with a note stating as such.

Councillors and residents raised a range of issue with Mr Davis including damage to manhole covers from the lorries, timings of traffic movements, HS2 cards not being displayed in the windows of the lorries and made suggestions for alternative routes.

Mr Davis was thanked for attending the meeting and the following actions were agreed:

- A copy of the Transport Management Plan would be sent to the Parish Council; and
- The contact details of County Council's representative on the Transport Liaison Group would be supplied to the Parish Council.

Mr Davis left the meeting at this point.

### 156/23 Chairman's Announcements

- Parking – Parking issues continued on Courtington Lane, and the Thames Valley Neighbourhood Policing Team would continue to monitor and take action, as and when required.
- Mini on Courtington Lane – The owner was aware of the concerns in the village regarding the apparent 'abandoned vehicle' however, the owner was making every effort to arrange for its removal. The vehicle was taxed and insured.
- Meeting with Bloxham School – A meeting had taken place on 15 February 2024 and the topics discussed included Dewey Sports Centre planning application, access and location of an additional defib, unauthorised use of Jubilee Hall carpark by Dewey Hall hirers, community use of the swimming pool and an update on the car park works.
- Community Speed Watch – The Speed Indication Device was due back very soon and volunteers wishing to support the Community Speed Watch Scheme should contact the Clerk.
- InPost Box located outside the Co-op – The InPost box had been removed because it had been erected in the Conservation Area, without the required planning permission. A retrospective planning application was subsequently refused by Cherwell District Council.
- Yellow and White Lining – The white lining in the village would be completed in the 2024/2025 financial year. With regard to the yellow lining on Courtington Lane, the Parish Council now had a new contact at the County Council who would be progressing this project.
- Jubilee Hall – A crown reduction had been completed on a tree at the Schofield Way entrance to Jubilee Park. Bloxham School was also planning to discuss with the Parish Council and the Jubilee Park Management Committee, the proposed changes to the Dewey Hall access road from Jubilee Hall car park.
- Bus shelter – The Bus shelter opposite Warriner school had been refurbished and Paul Lester had done a very good job.
- Big Green Week/Litter Pick – Councillor Neil Hegarty volunteered to organise a litter pick in the village. **Action NH**

## BLOXHAM PARISH COUNCIL

- Speed Limit Outside Warriner - Residents had been in contact with the Parish Council regarding the speed limit remaining at 30mph outside Warriner School. The Parish Council's submission on the proposed 20mph speed restrictions, had included flashing amber signs at school times, but this option had been declined by the County Council. The Parish Council had contacted the County Council regarding this topic and awaited a response.
- Manhole covers on the A361 – Any issues with noisy manhole covers should be reported on 'Fix My Street' and if it was an issue Thames Water needed to address, the County Council should be referring it straight to them.
- Professional dog walkers - Cllr Rob Pattenden had been following up this matter with the Dog Warden and would continue to do so, on the Parish Council's behalf. However, after initial investigations it appeared that nothing could be done to address the matter of one person walking a number of dogs, unless the dogs were out of control and causing a nuisance.
- Pre-Application Planning Advice – The developer who had met with the Parish Council regarding his proposed development in the village, had requested permission to include a reference to the meeting in his pre-application advice documents, which would be submitted to Cherwell District Council. Given the Parish Council had received a presentation and had not expressed any views, it had not been a consultation meeting, therefore, there were no issues with Cherwell District Council being made aware of the meeting.

**157/23 Open Forum** – A resident reported that the parking on the pavements outside The Loft was creating a dangerous situation for pedestrians because those with pushchairs or wheelchairs, had to move into the busy A361 to get past The Loft. The Chairman advised that this had been identified as one of the areas where the white lining scheme was being applied.

A resident reported that there were groups of young people regularly hanging around St Mary's Church. The Chairman advised that the PCC was investigating CCTV to try and address the issue.

The resident also asked about the clearing of drains. The Chairman reported that the Parish Council was in regular contact with the County Council reporting issues with blocked drains and would continue to do so.

*(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)*

**158/23 Reports from County and District Councillors** – District Councillor Rob Pattenden advised that he would follow up on the HS2 pothole fund which was held at Oxfordshire County Council and the contact for the HS2 Traffic Liaison Group.

District Councillor David Hingley reported that Cherwell District Council had agreed its budget for 2024/2025 and he encouraged the Parish Council and residents to respond to Cherwell District Council's Landscape Character Assessment. Councillor Hingley would also follow up on the air quality monitoring on the High Street.

District Councillor Adam Nell reported that an Air Quality Monitoring Plan had been agreed earlier that evening and it was for CDC officers to determine whether non-statutory monitoring should be undertaken, over and above the statutory locations.

Councillors Nell reported that the accommodation at the rear of The Musketeer was being used as emergency temporary accommodation for homeless people in the District. There would also be an increase in fines for fly tipping and a Period Poverty Policy had come into effect, which provided free sanitary items for those in need and community organisations could apply for grants.

The Councillors were thanked for their reports.

### **159/23 Environment/Village Matters**

- i) Emergency Plan – The Chairman proposed that the Emergency Plan be discussed at the next meeting.

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

## BLOXHAM PARISH COUNCIL

- ii) Annual Parish Meeting 2024 – The Parish Council discussed the arrangements for the Annual Parish Meeting being held on Wednesday 24 April 2024.

**Resolved** that the report be noted.

- iii) St Mary's Church Spire Lighting – The Chairman proposed that the maintenance works required for the church spire lighting be discussed at the next meeting when Councillor Steve Craggs was present.

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

- iv) Community and Sports Centre, Milton Road, Adderbury – The Chairman highlighted to the Parish Council, Adderbury Parish Council's project for a new Community and Sports Centre in Adderbury.

**Resolved** that the Parish Council supports the project on Milton Road, Adderbury and acknowledges that there will be a benefit for the community of Bloxham.

- v) Land on the Ridgeway – The Parish Council discussed the parcel of land which was for sale on the Ridgeway.

**Resolved** that CDS Consultants be contacted to establish whether the land is suitable as a Cemetery or Allotments. **Action TG**

### 160/23 Planning

- i) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees which had been considered by the Parish Council, since the last meeting, had been circulated.

**Resolved** that, it be noted and approved that, no objections had been made by the Parish Council in respect of the following planning applications/works to trees:

TPO No.4/2024 Willow Nook, Steeple Close, Bloxham,  
Sycamore Tree

24/00202/TCA Bloxham School, Bursars Office, Bloxham School, Banbury Road, Bloxham  
Tree works

24/00036/TCA The Chantry Church Street Bloxham  
Tree works

24/00189/F Playing Fields, Courtington Lane, Bloxham  
The provision of 2 timber clad storage containers to be used for storing school grounds maintenance equipment and associated school items, with gravel landscaping and provision of timber bays predominantly for mulching garden waste, with associated works.

24/00258/F 3 Courtington Lane, Bloxham,  
Two storey rear extension, single storey side extension, new entrance canopy and rear canopy

24/00198/TCA The Knoll, Little Bridge Road, Bloxham  
Tree works

24/00224/TCA Beehive Cottage, Church Street, Bloxham  
Tree works

# BLOXHAM PARISH COUNCIL

24/00413/TCA

3 Merrivales Lane, Bloxham,  
Tree works

**Resolved** that, it be noted and approved that, observations had been made by the Parish Council in respect of the following planning applications/works to trees: None

**Resolved** that, it be noted that the Parish Council is considering the following planning applications/works to trees: None

- ii) Results of Planning Applications – The Parish Council noted decisions made by Cherwell District Council since the last meeting of the Parish Council.

**Resolved** that the report be noted.

- iii) Bloxham Neighbourhood Development Plan (BNDP) – The Chairman reported that the Health Check on the Plan had been completed and the next step was to apply for grant funding for the technical elements of the review. The window for the grant funding would be opening in April 2024.

**Resolved** that the report be noted.

- iv) Cherwell Landscape Character Assessment Consultation – The Parish Council discussed the consultation and Councillors were asked to forward their comment to the Clerk before the deadline of 6 March 2024.

**Resolved** that comments on the consultation be forwarded to the Clerk before 6 March 2024. **Action ALL**

## 161/23 Parish Council Matters

- i) Vacancies – There were no applications for co-option onto the Parish Council.

**Resolved** that the vacancies continue to the advertised. **Action TG**

- ii) Drop-In and Chat – The Chairman reported on the issues which had been discussed at the last session held on 10 February 2024.

**Resolved** that the report be noted.

- iii) Staffing Committee – Prior to the meeting, the minutes of the Staffing Committee held on Wednesday 28 February 2024 had been circulated to the Parish Council.

**Resolved** that the minutes be noted and the recommendations be approved.

## 162/23 Finance

- i) Financial Matters – Prior to the meeting, a number of financial documents were circulated to the Parish Council.

**Resolved** that:

- 1) the accounts for payment be approved, as detailed in appendix 1 to the minutes;
- 2) the receipts since the last meeting, the uncashed payments & receipts and the bank reconciliation, as at 4 March 2024 for the bank accounts at Unity Trust Bank be noted; and
- 3) it be noted that Councillor Joanna Barton, as Councillor for monitoring the Parish Council's internal controls, will sign the uncashed payments list, the uncashed receipts list, the bank reconciliation as at 4 March 2024 and the Unity Trust bank statements for February 2024.

## **BLOXHAM PARISH COUNCIL**

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

**Resolved** that the budget monitoring report for 2023/2024 be noted.

- iii) Cherry Tree Centre Grant Funding – The Parish Council discussed the grant funding for the Cherry Tree Centre in 2024/2025 and noted the report from Councillors Joanna Barton and Alex Harrison following their visit to the Centre on 19 February 2024.

**Resolved** that the grant of £6300 to the Cherry Tree Centre for 2024/2025 be approved, subject to the following:

- monitoring of the attendees be undertaken and the high-level numbers and locations of where the attendees live, be recorded;
- the Cherry Tree Centre opens its own bank account so that the income and expenditure is transparent; and
- to assist with meeting the funding shortfall, fees be increased to those attending the sessions, fundraising be undertaken and other Parish Councils and bodies (such as the Feoffees) be approached for grant funding.
- the above information be included as part of the application for the grant funding in 2025/2026.

**163/23 Correspondence** – There was no further correspondence.

**164/23 Meeting Dates** – The Chairman reported that the next Parish Council meetings would be held at Jubilee Hall, Barley Close, Bloxham, commencing at 7.00pm.

**Resolved** that it be noted that, future meeting dates for Bloxham Parish Council are as stated below.

- Monday 8 April 2024
- Wednesday 24 April 2024 (Annual Parish Meeting)
- Monday 13 May 2024
- Monday 3 June 2024
- Monday 1 July 2024

**165/23 Items for Future Agendas/Items of Information**

- Traffic Calming Working Group
- EV Charging Points
- Bloxham Emergency Plan
- St Mary's Church Spire Lighting

(The meeting ended at 9.10pm)

---

Chairman – 8 April 2024