

BLOXHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT JUBILEE HALL, BARLEY CLOSE, BLOXHAM ON MONDAY 4 DECEMBER 2023 AT 7.00PM

PRESENT: Chairman, Councillor David Bunn; Councillors Russell Avens, Steve Craggs, Alex Harrison and David Morris.

ALSO IN ATTENDANCE: County Councillor Kieron Mallon, District Councillors David Hingley, Adam Nell and Rob Pattenden and five members of the public.

105/23 Apologies – Parish Councillors Joanna Barton and Stuart Begg submitted their apologies because they were at work.

Councillor Mike Fenner submitted his apologies because he had another appointment.

Theresa Goss (Clerk and Responsible Financial Officer) also submitted her apologies.

Resolved that the apologies from Parish Councillors Stuart Begg, Joanna Barton & Mike Fenner be authorised and the absence be approved.

106/23 Declarations of Interest – There were no declarations of interest.

107/23 Minutes – Prior to the meeting, the minutes of the meeting held on 6 November 2023 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 6 November 2023 be approved and signed by the Chairman.

108/23 Matters Arising – There were no matters arising.

109/23 Chairman's Announcements

- Christmas lights & Christmas tree – The Christmas tree and electricity connection were both in place on The Green by the War Memorial. However, the tree was not yet lit and neither was the tree by the Ex-Servicemen's Hall. These would be followed up with Field and Lawn, by the Clerk. **Action TG**
- PROW status for The Ridgeway – The draft consultation had been circulated to the Parish Council, but it was felt that another extension to the deadline was required to enable all Councillors to review the documents fully. A request would be made to the County Council. **Action TG**
- Meeting with Feoffees – The meeting had gone well and there had been discussions about grants, a potential burial ground and the Smith Family Memorial.
- Meeting with Bloxham School – The meeting had been productive and the School had agreed to assist with the removal of leaves on Brickle Lane and the reinstatement of the grassed area on the corner of Barley Close. They would also check the community use agreement relating to public access of their swimming pool. A planning application was also discussed and more details would follow in due course.
- Portable SID – The unit was still with Westcotec, but the upgrades had not given the required improvements and therefore a bigger battery had been proposed.
- Traffic Calming – The County Council had rejected the Parish Council's request to complete a works package of all the white and yellow lining in the village, including the 20mph roundels.
- Developers Submission - One potential developer had provided details to the Parish Council, of their proposals and comments on the draft Local Plan 2040, which had also been submitted to Cherwell District Council for consideration as part of the review. The Parish Council agreed to listen to their proposals and a meeting would be arranged in due course.

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- Deeley Homes Appeal – The appeal hearing for the proposed development on Ells Lane had been postponed until 10 January 2024.
- The Gogs/Painters Close – The area of ground, which had been damaged by an Amazon van, had repaired itself and consideration would be given to using the funds to purchase a new bench.
- Defibrillator at the Ex-Serviceman's - Southeast Ambulance Service had confirmed that the unit was registered as available on 'The Circuit'.
- Jubilee Park Litter Bin – The Jubilee Park Management Committee had requested removal of the damaged litter bin in the play area. Paul Lester would be contacted for a quote. **Action TG**

110/23 Open Forum – A request had been raised by a resident for a defibrillator at the Milton Road/Barford Road side of the village. This request was supported by Councillor Alex Harrison.

A resident asked for clarification on the status of the yellow lining on Courtington Lane and the Chairman provided an update.

Councillor Steve Craggs reported that the owner of the chip shop in High Street raised an issue regarding the disabled parking signpost. It was causing issues for cars trying to use the space next to the footpath. He asked if it could be moved a couple of feet or so, to the end of the parking space to allow cars in and out without problems. Councillor Craggs agreed to follow this up with County Councillor Kieron Mallon. **Action SC/KM**

The Chairman reported that a number of residents had raised issues regarding the parking of vehicles at various junctions with the A361, such as Stone Hill, Humber Street and Strawberry Terrace. The Chairman advised that he was already in touch with Thames Valley Police about the matter and the Thames Valley Neighbourhood Police Team had attended Courtington Lane and allocated warning notices on vehicles on the bend between A361 and Workhouse Lane. The Clerk had also contacted Thames Valley Police regarding a poster which could go into the Broadsheet and on social media, asking drivers to park safely and considerately.

With regard to the on-street EV charging points, Councillor Russell Avens would be obtaining guidelines for cables across public footpaths. **Action RA**

The Chairman also reported that professional dog walkers were exercising multiple dogs off their leads at the David Tyrrell Recreation Ground. This was intimidating to other users because it appeared that the person responsible for the dogs was not in control of them. There was also a risk of dog waste being missed and not picked up when one person was managing multiple dogs off their leads. It was agreed this would be discussed at the next meeting. **Action TG**

With regard to the 20mph speed restrictions, the Chairman reminded the Parish Council that it had requested the following:

the 20mph zone on the A361, to start just prior to the junction with Courtington Lane and continue until the entrance gate at the David Tyrrell Recreation Ground;

from the A361 junction with Courtington Lane to Warriner School, this to stay as a 30mph zone, but the 20mph speed restrictions are applied at school drop-off and collection times, and there are flashing warning signs to this effect in both directions; and

on Ells Lane the 30mph limit from A361 junction be moved to before Wyatts Nursery.

The matter would be discussed later in the meeting.

(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)

111/23 Reports from County and District Councillors – Prior to the meeting, County Councillor Kieron Mallon had circulated his report to the Parish Council and verbally highlighted a number of aspects of his report.

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Councillor Rob Pattenden reported on the HS2 vehicle movements through the village and that it was possible to apply for a grant, if there was an appropriate project in the village.

The Cherwell District Council budget consultation was ongoing, and the Prish Council was encouraged to submit tis comments.

The Councillors were thanked for their reports.

112/23 Environment/Village Matters

- i) Smith Family Memorial – The Parish Council discussed the proposals for a memorial in the village and received an update from the Chairman.

Resolved that the report be noted.

- ii) 20mph Speed Restrictions – The Parish Council discussed the implementation of 20mph speed restrictions in Bloxham and considered a draft response to the County Council. It was noted that Oxfordshire County Council had not adopted any of the proposed amendments which had been submitted by the Parish Council, as part of the County Council's consultation process.

Resolved that the draft response be approved, subject to any additional amendments from Councillors, in the next seven days. **Action ALL**

- iii) Parking on Courtington Lane – This item had been discussed earlier in the meeting.

- iv) New Public Right of Way – The Parish Council discussed an application which had been submitted to the County Council for a new public footpath in Bloxham and Milton parishes, ref 03609.

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

113/23 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:

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|---------------|---|
| 23/02768/F | Hillside Farm, Banbury Road, Bloxham,
Two single storey rear extensions, two first floor extensions, garage conversion, addition of a rooflight to the rear and two new garden walls |
| 23/02773/TCA | The Old Manor, Little Bridge Road, Bloxham,
T1 x Pine- Fell. We intend to replant a smaller, heritage apple tree in its place. |
| 23/02552/F | Coton Wood, Milton Road, Bloxham,
Single storey and first floor extensions to rear living accommodation |
| TPO 21/2023 | Various species of Trees located at Bloxham School, Banbury Road, Bloxham |
| 23/03049/TCA | Tanglewood, Queen Street, Bloxham
Tree works |
| 23/02973/CLUE | Westbury House, Milton Road, Bloxham,
Certificate of Lawfulness of Existing Development for a rear extension |
| 23/03187/TCA | Goggs Hill, Little Green, Bloxham
Tree works |

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23/03057/F Holmgard Corporate Finance, Lydstep , 1 Old Bridge Road, Bloxham
Removal of Conditions 4 (obscured-glass window), 5 (rooflights) and 7 (eaves and verge details) of 23/01846/F - Condition 4 - not necessary because there is no detrimental over looking first the opening has existed for well over 100 years and secondly the application of the 22m rule specifically applies to habitable rooms facing each other (as clearly demonstrated in diagram form in CDC's own Design guide for the alterations and extensions to domestic properties) and not at right angles. Condition 5 - removal of condition because it is contradicted by condition 2 "Architectural detailing" the roof lights have been selected to match the existing rooflights on our property and neighbouring properties. The roof lights have also been relocated from the front of the property to the rear as recommended in CDC's Design Guide. Condition 7 removal of condition as it is contradicted by condition 2 which we have complied with.

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:

Resolved that, it be noted that the Parish Council is considering the following planning applications/works to trees:

23/03121/F & Grey Roofs, Kings Road, Bloxham
23/03123/LB Formation of 2 No new windows within existing masonry wall

23/03199/F Springfield, Milton Road, Bloxham
Single storey rear extension replacing conservatory

- 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) 23/03077/CLUE, 5 Brickle Lane, Bloxham – The Parish Council considered an application for a Certificate of Lawful Use Existing for the continued use of a domestic shed positioned forward of the main house.

Resolved that comments be submitted to Cherwell District Council, once advice from the planning officers has been received. **Action TG**

- iv) Bloxham Neighbourhood Development Plan (BNDP) – Councillors Steve Craggs reported that there had been a discussion with a consultant and he had advised on the likely areas which needed to be updated in the Plan. There would also be a review of the changes proposed in 2019.

Resolved that the report be noted.

114/23 Parish Council Matters

- i) Vacancies – The Clerk reported that there were no applications for co-option onto the Parish Council.

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

- ii) Drop-In and Chat – The Parish Council was advised that a resident had attended the Drop-In and Chat and reported an overgrowing hedgerow.

Resolved that the report be noted and this be reported to the County Council's Fix My Street web site.
Action DM

- iii) Parish Council Policies – The Parish Council considered three new policies for approval.

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Resolved that the following policies be deferred to the next meeting of the Parish Council:

- Treasury Management Policy
- Reserves Policy
- Publication Scheme

- iv) Cherwell District Council's Parish Liaison Meeting – The Chairman provided feedback from the meeting held on 8 November 2023.

Resolved that the report be noted.

- v) County Council Charter – The Parish Council was advised that individual Councillors could comment on the County Council's Town and Parish Council's Charter.

Resolved that the report be noted and the link to the consultation be sent again to Councillors. **Action TG**

115/23 Finance

- i) Accounts for Payment, Uncashed Payments & Receipts and Receipts Since the Last Meeting - The Clerk submitted to the Parish Council, the accounts for payment, receipts since the last meeting, uncashed payments & uncashed receipts.

Resolved that the income since the last meeting, uncashed payments and uncashed receipts be noted and the accounts for payment be approved, as detailed in appendix 1 to the minutes.

- ii) Bank Reconciliation – The Parish Council considered the bank reconciliation for the Unity Trust Bank accounts as at 4 December 2023.

Resolved that the bank reconciliation as at 4 December 2023 be noted.

- iii) Budget Monitoring 2023/2024 – Prior to the meeting, the Parish Council had received a budget monitoring report from April to December 2023.

Resolved that the budget monitoring report as at 4 December 2023 be noted.

- iv) General and Ear Marked Reserves – Prior to the meeting, the Parish Council had received a report on its general and ear marked reserves as at 4 December 2023.

Resolved that the general and ear marked reserves, as at 4 December 2023, be noted.

- v) Budget and Precept 2024/2025 – The Parish Council considered the budget and precept for 2024/2025.

Resolved that the budget for 2024/2025 be approved and the precept be agreed as £104, 047.55 for 2024/2025. **Action TG**

116/23 Correspondence – There was no further correspondence.

117/23 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 118/23, 119/23 & 120/23 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

118/23 Staffing Matters – The Clerk reported that the National Joint Council for Local Government Services had reached a pay agreement and advised on the increase in salary for the Clerk & Responsible Financial Officer, which was back dated to 1 April 2023

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Resolved that the report be noted and salary for the Clerk & Responsible Financial Officer be amended to reflect the agreed increase and it be back dated to April 2023.

119/23 Grass Cutting Contracts for 2024/2025 – The Parish Council discussed quotes for the grass cutting contracts for the village areas and at Jubilee Park.

Resolved that:

- 1) Nigel Prickett be awarded the grass cutting contract for 2024/2025 for the village areas; and
- 2) Green Scythe Ltd be awarded the grass cutting contract for Jubilee Park for 2024/2025.

Action TG

120/23 Bloxham Neighbourhood Development Plan (BNDP) – The Parish Council considered a quote for a health check of the BNDP by a Consultant and discussed submitting a grant funding application to Locality to cover these costs.

Resolved that the quote be accepted and an application be submitted to Locality for grant funding. **Action SC/TG**

(The public and press were invited back into the meeting at the conclusion of this item)

121/23 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 January 2024
- Monday 5 February 2024
- Monday 4 March 2024
- Monday 8 April 2024
- Wednesday 24 April 2024 (Annual Parish Meeting)
- Monday 13 May 2024
- Monday 3 June 2024
- Monday 1 July 2024

122/23 Items for Future Agendas/Items of Information

- Traffic Calming Working Group
- Investing Parish Council Funds
- Maintenance to Round Bench on The Green
- Electric Vehicle Microhubs
- Treasury Management Policy
- Reserves Policy
- Publication Scheme
- New Public Right of Way, The Ridgeway to Milton
- Professional dog walkers in playing fields

(The meeting ended at 9.05pm)

Chairman – 8 January 2024