

# BLOXHAM PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD AT JUBILEE HALL, BARLEY CLOSE, BLOXHAM ON MONDAY 5 DECEMBER 2022 AT 7.00PM

**PRESENT:** Chairman, Councillor David Bunn; Councillors Russell Avens, Joanna Barton, Richard Boyce and Mike Fenner.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer), County Councillor Kieron Mallon, District Councillors Adam Nell and David Hingley and seven members of the public.

**119/22 Apologies** – District Councillor Mike Bishop submitted his apologies.

**Resolved** that the apologies be noted.

**120/22 Declarations of Interest** – There were no declarations of interest.

**121/22 Minutes** – Prior to the meeting, the minutes of the meeting held on 7 November 2022 had been circulated to the Parish Council and were taken as read.

**Resolved** that the minutes of the meeting held on 7 November 2022 be approved and signed by the Chairman.

### **122/22 Matters Arising**

Minute Number 107/22 – Chairman’s Announcements - Remembrance Day Parade – The event went very well however, Parish Council had received feedback that the Service at the War Memorial was a little too long. Therefore, the Parish Council and the Royal British Legion would meet in the New Year to complete a review prior to the 2023 event. **Action TG**.

Minute Number 110/22 (ii) – Environment/Village Matters, Community Speed Watch Scheme – The Chairman reported that following advice from Thames Valley Police, the Community Speed Watch Scheme could not join up with Adderbury because each village had a different postcode.

Minute Number 110/22 (iii) – Environment/Village Matters - Emergency Bleed Pack – The Chairman confirmed that the Emergency Bleed Pack would fit into the defibrillator cabinet at the Ex-Servicemen’s Hall. Therefore, the Clerk would now order the Pack. **Action TG**

### **123/22 Chairman’s Announcements**

- Meeting with Matthew Barber, Police and Crime Commissioner for Thames Valley – The meeting held on Wednesday 16 November 2022 at 7.30pm at Milcombe Village Hall had been a very high-level discussion, however it had been useful to meet Sargeant Sarah Nash from Thames Valley Police who covered the Rural Neighbourhood Team. Sargeant Nash agreed to improve their communications with Parish Councils and would also attend a Drop-In and Chat session in the New Year. **Action TG**
- David Tyrrell, Trustee at Bloxham Recreation Ground and former Parish Councillor – David had sadly passed away on 18 November 2022 and his funeral was being held on Tuesday 13 December 2022 at 1pm at St Mary’s Church, Bloxham.
- Community Christmas Lunch 2022 – The event was going ahead this year after a two year break due to Covid and the grant of £370 would be paid over to Bee Myson, who was organizing the event.
- Christmas Tree – John Wyatt was thanked for providing the Christmas tree which was in a planter. After Christmas, the tree would be removed and replanted and then returned to the green in December 2023.
- Parish Council Seat Relocation – The Clerk had asked Bloxham Museum whether it would agree to rehoming the seat on behalf of the Parish Council. The wooden seat had been made by Dave Gibbard some years ago, but now Parish Council meetings were no longer held in the Parish Rooms, the Committee had asked for the seat to be removed.

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- Collapsed Walls in the Village – The main issue was with the collapsed wall in Cumberford Hill. This had collapsed over 2 years ago and since then, no works to repair it had been undertaken. The Clerk advised that she had emailed County Councillor Kieron Mallon earlier that day, to ask for his assistance with the matter.
- Smith Family Memorial – The Parish Council was happy with the proposed wording for the Memorial and a site meeting would be arranged with Tom Smith to confirm the location, once Cherwell District Council had advised whether planning permission was required.
- Flashing Lights at Bloxham Primary School – It had been established that the light were the responsibility of the County Council and Christopher Marks was making the necessary arrangements for them to be connected to a power supply.
- Hedge at The Cottage on the A361/Cumberford Hill – This hedge had been trimmed back slightly, but needed much more work, so it would not be encroaching the footpath again in the spring. This had been raised with the County Council. **Action TG/DB**

**124/22 Planning Application - 22/03445/F** - Formerley The Bungalow, Queen Street, Bloxham – The Parish Council consider an application for a single storey reduced level extension to the existing bungalow, with associated landscaping.

**Resolved** that the Parish Council objects to application 22/03445/F because it is contrary to the Bloxham Neighbourhood Plan polices as follows:

- *BL 9 - Policy on Regard for the Amenity of Existing Residents - All development shall where appropriate:*
  - a. Ensure that the living conditions of neighbouring residents are not materially harmed*
    - a. The proposed development is close to the boundary of neighbouring properties.*
    - b. Risk of harm to existing stone wall boundaries.*
  - b. Ensure that there is adequate wastewater and water supply capacity to serve the new development and to avoid the exacerbation of any existing problems.*

This proposal materially harms the living conditions of neighbouring residents because it is too close to the boundary line. There will be loss of the light and loss of privacy by the neighbours.

- *BL 10 - Policy on the Conservation Area - Development shall be permitted within the Conservation Area (shown on Map 2) where it can demonstrate that it: a. Preserves or enhances the character or appearance of the area; b. Takes account of the Conservation Area Appraisal (2007) or any successor documents.*

The proposal detracts from the character and appearance of the area because it is not in-keeping with the other properties in the street.

When the site was developed originally, the agreed plan showed the frontage onto Queen Street because the bungalow was a subsidiary building, which was in-keeping with the area and it also preserved views for neighbours.

When the footings are dug, they will be 1.5m deep and because they are so close to the boundary line, they will impact on the stability of the neighbouring walls placed along the boundary.

There will be a loss of green space. The size of the proposed development will take up much of the green space of the plot. Although not visible from outside the property boundaries, it is no less relevant

- *BL 11 - Policy on Contributing to the Rural Character of the Village - All development shall be encouraged to respect the local character and the historic and natural assets of the area. The design and materials chosen should preserve or enhance our rural heritage, landscape and sense of place.*
  - a. Relate in scale, massing and layout to neighbouring properties.*
    - a. This is particularly noticeable in the ratio of building to garden.*
  - c. Use materials in keeping with the distinctive character of our local brick or ironstone.*
  - f. Preserve existing areas of open space.*
    - a. Important considerations include the importance of garden space.*

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The proposal does not contribute to the rural character of the village because it is over development of the site and is not in-keeping with the street scene. The suggested materials also detract from the rural character of the area.

- *BL 12 – Policy on the Importance of Space and Key Street Scenes and Views*
  - b. *Development on residential gardens will not usually be permitted.*
    - a. *Significant development of an already developed site.*
    - b. *Cherwell District Council Open space assessment 2006, as updated 2011. The contribution of garden space to the overall visual impact should not be ignored and to prevent a potential cumulative loss of openness proposed development of gardens will not in general be supported.*

The proposal is an over development of the site and because it is three times bigger than the original bungalow which results in harm to the rural character of Queen Street and the village.

In the Local Plan (1996) C33, it states that the Council will seek to retain any undeveloped gap of land, which is important in preserving the character of a loose knit settlement structure.

In addition, if the Local Planning Authority is minded to approve the application, the applicant should provide a Traffic Management Plan to mitigate the impact on the neighbours during the building works.

**125/22 Open Forum** – A resident addressed the Parish Council with regard to potholes on Ells Lane which had not been repaired. He also raised concerns about the works which had been completed at the junction of Ells Lane/A361/Bloxham Grove Road by Galliford Try.

*(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)*

**126/22 Reports from County and District Councillors** – Prior to the meeting, District Councillor David Hingley had circulated his report to the Parish Council. Councillor Hingley highlighted that the Local Plan Review consultation would start in January 2023 and would last for six weeks. Cherwell District Council was also consulting on the Budget for 2023/2024 and Councillor Hingley encouraged the Councillors and residents to comment.

County Councillor Kieron Mallon reported that he had attended a meeting with Parish Councillors and County Council Highway Officers with regard to traffic calming schemes in the village and proposals were now being developed.

Councillor Mallon also reported on the impact of a number of traffic initiatives which had been implemented by the County Council in Oxford. These would possibly be rolled out in the whole of the County in due course.

A review of the County Council boundaries would be starting shortly, in readiness for 2025 County Council elections. The new Parliamentary boundaries had been confirmed earlier that day and there were changes to the constituencies, in and around Banbury and Bicester.

District Councillor Adam Nell highlighted the District Council's consultation on the budget and also the warm spaces initiatives in the District.

The Councillors were thanked for their reports.

**Resolved** that the reports be noted.

### **127/22 Environment/Village Matters**

- i) **Burial Ground** – The Clerk reported that she had contacted the PCC and was waiting for a response with regard to whether it was possible to dig graves in the proposed extension to the burial ground, due to the rock which was in the ground.

**Resolved** that the report be noted.

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- ii) Community Speed Watch Scheme – The Parish Council received an update on the Community Speed Watch Scheme and the Chairman requested that a speed gun and signage be purchased to enable the Scheme to start.

A local resident Stuart Begg, who was in attendance at the meeting, was helping to progress the Scheme with the Chairman and suggested sites were being registered with Thames Valley Police.

**Resolved** that:

- 1) the report be noted; and
- 2) the purchase of a speed gun and signage up to a cost of £500, be approved. **Action DB/TG**

- iii) Siting of Dog Waste Bin on Bloxham Grove Road – The Parish Council discussed a request from a local Farmer, Mr Adams, to re-locate of the dog waste bin further along Bloxham Grove Road, in the direction of the A361. The bin was currently located at the end of his farm track, at the junction with Bloxham Grove Road.

**Resolved** that:

- 1) the report be noted;
- 2) the dog waste bin be relocated, approximately 30m along Bloxham Grove Road, in the direction of the A361;
- 3) permission be sought from the County Council (as the land owner) to move the dog waste bin to this location; and **Action TG**
- 4) it be noted that, Mr Adams would cover the costs for this work. **Action TG/DB**

- iv) Anti-Social Parking – Councillor Richard Boyce raised issues with regard to anti-social parking in the village.

It was confirmed that parking issues were dealt with by either the County Council or Thames Valley Police and this matter was within the remit of the Traffic Calming Working Group.

**Resolved** that the report be noted.

### 128/22 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:

22/02664/F      Chequer Bloxham Plant Nursery, Ells Lane, Bloxham  
Erection of 14m x 10m Agricultural Polytunnel

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

22/03203/F      The Croft, Little Bridge Road, Bloxham  
Side extension over existing garage and single storey rear extension to provide granny annexe accommodation

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

22/03364/TCA    The Woodlands, Workhouse Lane, Bloxham  
Tree works

22/03395/F      Bloxham Dental Practice, Godswell House, Church Street, Bloxham

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Proposed single storey extension to provide additional dental treatment rooms and staff facilities in coordination with internal phased alterations. In addition to new hard landscaping to extend parking spaces and temporary provisions for a staff site cabin for use during the proposed phased construction

22/03451/TCA The Malt House Barn, Queen Street, Bloxham, OX15 4QQ  
Tree works

- 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.

### 129/22 Parish Council Matters

- i) Vacancies – The Clerk reported that there was one application for co-option onto the Parish Council.

**Resolved** that Steve Craggs be co-opted onto the Parish Council and the remaining six vacancies continue to be advertised. **Action TG**

- ii) Drop-In and Chat – Councillor Richard Boyce reported that he had attended the Drop-In and Chat held on 12 November 2022 and there had been a query regarding the condition of the round bench on the green, outside the Joiners Arms. A letter which had been sent to the Parish Council relating to this matter was passed to the Clerk. **Action TG**

Councillor Boyce also reported on incidents of anti-social behaviour in both the Post Office and the Co-op on High Street. The Chairman advised that the owners of the shops should contact local schools, if they felt this was an issue on their premises.

**Resolved** that:

- 1) the report be noted; and
- 2) a quote for a replacement bench on the green be obtained and submitted to the next meeting of the Parish Council for consideration. **Action RB**

### 130/22 Finance

- i) Accounts for Payment/Uncashed Payments and Income - The Clerk submitted to the Parish Council, the accounts for payment, uncashed payments and the income since that last meeting.

**Resolved** that the income since the last meeting and the uncashed payments be noted and the following accounts for payments be approved:

Eco Web Hosting - Email Hosting	£5.99
Theresa Goss – Salary for December 2022	
HMRC – Payment for December 2022	
Oxfordshire County Council – Clerks Pension for December 2022	
Pixel Concepts – Web site hosting annual fee	£315.60
Green Scythe Ltd – Grass Cutting	£384.00
Jubilee Park Management Committee – Room hire	£20.00
Bee Myson – Christmas Lunch	£370.00

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- ii) Bank Reconciliation – The Parish Council considered the bank reconciliation for the Unity Trust Bank accounts as at 5 December 2022.

**Resolved** that the bank reconciliation as at 5 December 2022 be noted.

- iii) Budget Monitoring – The Parish Council considered the budget monitoring report from April to December 2022.

**Resolved** that the budget monitoring report from April to December 2022 be noted.

- iv) Cherry Tree Centre – The Parish Council discussed the Community Donation to the Cherry Tree Centre from 2024/2025 onwards.

**Resolved** that:

- 1) the report be noted; and
  - 2) the Community Donation of £6300 be approved, subject to:
    - the Parish Council receiving detailed information and figures on how and where the Cherry Tree Centre will bridge the funding gap between the Parish Council's donation of £6300 and the £9000 which is required to run the service for 2023/2024;
    - the Cherry Tree Centre approaching County Councillor Kieron Mallon and the Bloxham Feoffees for financial support;
    - a representative from the Cherry Tree Centre attending the Parish Council meeting on 9 January 2023, 6 February 2023 or 6 March 2023 to discuss the above; and
    - should the above three points not be progressed by the Cherry Tree Centre, the Parish Council will reconsider its Community Donation of £6300 for 2023/2024 at the Parish Council meeting on 3 April 2023.
- v) Appointment of Internal Auditor 2023/2024 – The Parish Council discussed the appointment of the Internal Auditor for 2022/2023.

**Resolved** that Auditing Solutions Ltd be appointed as the Internal Auditor for 2023/2024. **Action TG**

- vi) Grant Applications, Budget and Precept 2023/2024 – The Parish Council considered grant applications, a draft budget and discussed the precept figure for 2023/2024.

**Resolved** that:

- 1) the following Parish Council Grants and Community Donations be approved for 2023/2024:

Bloxham Biodiversity Group	£1000.00
Friends of Bloxham Primary School	£3000.00
Bloxham Bowls Club	£300.00
St Mary's Church	£1800.00
Standing the Gap	£500.00
Ellen Hinde Hall (To be released in staged payments)	£3000.00
First Bloxham Scout Group	£524.00
Bloxham Flower Club	£400.00
Jubilee Park Management Committee (for grass cutting)	£1611.00
Cherry Tree Centre (Subject to conditions)	£6300.00
Bloxham St Mary's Thursday Club	£5250.00
Alan Griffin for Maintenance of St Mary's Church Clock	£150.00
Bloxham Christmas Lunch	£370.00
Bloxham Funday	£2000.00
Royal British Legion	£400.00

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Bloxham Recreation Ground
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£2500.00
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- 2) the Budget for 2023/2024 be approved and the Precept for 2023/2024 be approved as £99, 092.90.  
**Action TG**

**131/22 Correspondence** – There was no further correspondence.

## **132/22 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 133/22 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**133/22 Staffing Matters** – The Clerk advised that the National Joint Council for Local Government Services had notified the Parish Council that the local government pay agreement for 2022/2023 had been finalised, which related to the salary of the Clerk and Responsible Financial Officer.

**Resolved** that the amended pay scales be noted and the new scales be back dated to 1 April 2022. **Action TG**

**132/22 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 9 January 2023 (starting at 7.15pm)
- Monday 6 February 2023
- Monday 6 March 2023
- Monday 3 April 2023
- Thursday 13 April 2023 (Annual Parish Meeting)

## **133/22 Items for Future Agendas/Items of Information**

- Traffic Calming Working Group
- Queen Street Land
- Energy Crisis

(The meeting ended at 9.15pm)

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Chairman – 9 January 2022