

BLOXHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT JUBILEE HALL, BARLEY CLOSE, BLOXHAM ON MONDAY 6 JANUARY 2025 AT 7.00PM

PRESENT: Chairman, Councillor David Bunn; Councillors Russell Avens, Steve Craggs, Mike Fenner, Alex Harison, Neil Hegarty, Richard Morley, David Morris and Nick Rayner.

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

130/24 Apologies – Parish Councillor Joanna Barton submitted her apologies because she was unwell.

Parish Councillor Amanda Baxter submitted her apologies because she had another appointment.

Resolved that the apologies from Councillors Joanna Barton and Amanda Baxter be approved and the absences authorised.

131/24 Declarations of Interest

Minute Number 137/24, Parish Council Grants 2025/2026 – Councillor Dave Bunn declared an interest because he was a member of the Bloxham Bowls Club. Councillor Steve Craggs declared an interest because he was a School Governor at Bloxham Primary School.

132/24 Minutes – Prior to the meeting, the minutes of the meeting held on 2 December 2024 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 2 December 2024 be approved.

133/24 Matters Arising – There were no matters arising.

134/24 Chairman's Announcements

- Dewey Sports Centre Planning Application – The application had been deferred for a site visit by Cherwell District Council's Planning Committee. The recommendation was to grant permission subject to conditions. The Chairman had submitted additional comments to the case officer in respect of the following matters: previous floodlighting applications, landscaping, light zone clarification, conditions to manage noise and ring fencing the 18:00 curfew. No response had yet been received by the Chairman.
- Bloxham School – The leaves on Brickle Lane had been cleared by staff from Bloxham School.
- Smiths Family Memorial – The unveiling of the memorial had taken place and it was located on Courtington Lane by Bloxham Primary School.
- Public Rights of Way (PRoW) – The PRoW from Tadmarton Road to Donkey Field had been assessed by Oxfordshire County Council and tree roots had pushed up a section of the tarmac. There was now a plan for the repairs, but there was no confirmed date for the works.

The PRoW from The Goggs to Little Green had an area at the top of the footpath where it was in a poor condition. The County Council had accessed it and would be undertaking the repairs.

A meeting was also scheduled with the County Council for Monday 20 January 2025 to discuss the poor state of the access on the footpath from Green Hills Park to Queens Street.

- Flood Working Group – The first meeting was being held on Tuesday 7 January 2025 at 7pm at Jubilee Hall. Several residents had reported drain clearing activities around Queen Street, Green Garth and Workhouse Lane earlier that day.

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Bourton Drains had also visited Workhouse Lane and cleared pipes from Bloxham School to High Street. The CCTV survey was still to be undertaken and that report would be submitted to Tony Brummell at Cherwell District Council.

Councillor Neil Hegarty agreed to take the lead on behalf of the Parish Council and responding to residents.

- S106 Funds – The Chairman had attended a meeting at Cherwell District Council, with Councillor David Morris and the Clerk and it had been agreed that CDC would establish why funds had been allocated in an S106 agreement to Bloxham School, CDC would encourage developers to liaise with Parish Council at the pre-app stage and the Parish Council would review its Community Benefits list and prioritise the items and submit to CDC.
- Signs for A361 – The Parish Council were happy with the positioning of the signs, however it was requested that the speed limits be removed and only 'Welcome to Bloxham' was stated on the signs.

135/24 Open Forum – A resident reported that he had witnessed surveys being carried out in the field which bordered with the David Tyrrell Recreation Ground.

Councillor Steve Craggs reported that a resident had contacted him regarding the two silver birch trees next to 12 & 14 Gascoigne Way which needed to be cut back. Cotefield Treecare would be contacted to provide a quote and also provide an update on the works required in the Parish Council's Tree Survey. **Action TG**

A resident reported that three properties in Workhouse Lane had re-flooded the previous evening. Bourton Drains had also completed a second visit to the area to clear blockages and water was flowing much more freely following the clearance.

The Chairman thanked the residents for attending 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)

136/24 Reports from County and District Councillors – Prior to the meeting, County Councillor Kieron Mallon submitted his report to the Parish Council.

Councillor Mallon highlighted the possible local government re-organisation and the establishment of Unity Authorities and flooding issues in Bloxham.

Councillor Rob Pattenden reported that the staff move from Bodicote House to Castle Quay would be going ahead on 8 February 2025. Councillor Pattenden agreed to contact Councillor David Hingley regarding the date when the Dewey Hall planning application would be considered by the Planning Committee.

Councillors Mallon and Pattenden were thanked for their reports.

137/24 Parish Council Grants 2025/2026 – Prior to the meeting, the applications for Parish Council grants had been circulated to the Parish Council.

Resolved that the following grants applications and community donations for 2025/2026 be approved:

Organisation	Amount
FOCAL	£200
Bloxham Biodiversity	£1000
Bowls Club	£715
Bloxham Flower Club	£450
Bloxham Pre-School	£1680
Boys' Brigade	£1345
Broadsheet	£2000
Ellen Hinde Hall	£2000

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Standing The Gap	£750
Volunteer Driver Service	£500
Bloxham Recreation Ground	£2500
Bloxham Christmas Lunch	£500
Jubilee Park Management Committee	£3000
St Mary's Church Clock Maintenance	£150
St Mary's Thursday Club	£5250
Royal British Legion	£400

Resolved that the following grant applications for 2025/2026 be refused:

Organisation	Reason
Playful Kitchen	Parish Council grants cannot be allocated to a business.

Resolved that the following grants applications for 2025/2026 be deferred for further information:

Organisation	Reason
Bloxham Primary School	The application for £6000 does not state how much the Primary School is contributing to the proposed projects and the Parish Council would like clarification.
St Mary's Church	The application for £7500 does not state how much will be spent on the doors to prevent the anti-social behaviour. Therefore quotes be requested.

Resolved that for future grant applications, organisations be requested to confirm their bank balances, with details of the funds which are already ring-fenced for other projects. **Action TG**

138/24 Environment/Village Matters

- i) Flooding – Following the recent flooding in the village, the Parish Council discussed the impact on residents and how the flooding issues could be addressed.

Resolved that this matter be discussed further and in more detail at the Flooding Working Group meeting on 7 January 2025.

- ii) Air Quality – The Clerk reported that the Parish Council had received the response below from Trevor Dixon at Cherwell District Council, following a request that air quality be monitored on High Street.

The measured levels at the two monitoring sites at Bloxham Hill and Church Street are low and below the air quality objective level for nitrogen dioxide of 40 µg/m³, see my email of 1 November 2024. We did have a third monitoring location on the High Street, but as the levels here were lower than at Bloxham Hill and Church Street it was moved to the Barford Road/A361 junction in 2019. You had requested monitoring at this

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location. The measured levels at the Barford Road/A361 junction were even lower than the High Street and so this diffusion tube was removed in 2021.

We are reducing the number of diffusion tubes across the district, and it is likely that one of the monitoring locations in Bloxham will be removed. Also, as it is the trend, as well as the actual levels, that we are interested in it will be better to leave the diffusion tubes at the current locations.

For these reasons we will not be undertaking additional monitoring or moving one of the existing diffusion tubes to the High Street as requested.

Resolved that the report be noted and quotes be obtained to hire equipment to measure air quality in High Street. **Action TG**

- iii) Village Defibrillators – The Parish Council discussed the responsibilities for defibrillators in the village.

Resolved that subject to agreement of Bloxham Football Club, the Parish Council will take responsibility for the two defibrillators located at Jubilee Park and Bloxham Primary School and will check both units and replace the pads and batteries, when required. **Action TG**

- iv) Remembrance Day Parade 2025 – The Parish Council discussed its role in the event in 2025.

Resolved that the Parish Council's role be reviewed and discussed at the next meeting. **Action AH/TG**

- v) School Warning Flashing Amber Lights – The Parish Council discussed the County Council's consultation on school warning flashing amber lights and the deadline for comments was 10 January 2025.

Resolved that the following comments be submitted to the County Council:

Warriner:

South bound coming into the village, flashing 20mph (north facing sign). Proposed location ok.

North bound coming out of village, flashing 20mph (south facing sign). Position further south on the same post as the 30mph repeater.

Bloxham school area:

South bound (north facing sign) flashing. Proposed location ok.

North bound (south facing sign), coming up from the shops, position at the location of the redundant FAL.

Reason for this position is because many residents from Chipperfield Park estate walk their children to the Primary school through the estate, crossing the A361 between Strawberry Terrace and the Courtington Lane junction

- vi) Repair of Drainage Channel at Jubilee Park – The Parish Council discussed a quote from Bloxham School regarding the repairs to the drainage channel along the access road to Dewey Hall at Jubilee Park.

Resolved that the quote be deferred until Bloxham School's planning application for work at Dewey Hall has been determined. **Action TG**

- vii) Christmas Lights – Councillor Nick Rayer reported that the Christmas lights had been a success this year, however there were a few issues with the power from the street lights, as well an issue with the connection for the Christmas tree power.

Resolved that:

- 1) Oxfordshire County Council be contacted regarding the faults with the connections at the top of the street lights; and
- 2) the following be thanked for their support with the Christmas tree and Christmas lights:
 - John Wyatt for supplying the village Christmas tree
 - Residents of Woodbine Cottage for allowing the power to the Christmas tree to come from their property

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- David Andrews for his work on the Christmas lights and repairing the connection to the Christmas tree

139/24 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:

24/02858/TPO Grey Roofs, Kings Road, Bloxham,

T1 - Norway Maple (*Acer Platanoides*) - Removal to ground level due to evidence of structural damage to the nearby boundary stone wall directly next to the tree's stem, suppression of adjacent vegetation and neighbouring garden and lack of suitability for TPO status including a lack of public visibility (less than half of the upper crown) and species type (non-native) - subject to TPO 05/2023

24/02951/F Ivy Dene Barn, 15a Church Street, Bloxham
Conversion of an existing storage barn into a live/work unit

24/03263/F 7 Gascoigne Way, Bloxham,
Rear extension with associated internal and external works

24/03298/R56 Oak View, Bloxham Road, Milcombe
Prior approval application for the conversion of an agricultural building to Use Class E, specifically E(g), it is proposed that the building be converted into 5 separate units

24/03277/TPO Grey Roofs, Kings Road, Bloxham,
T1 (Sycamore) - Fell to ground level and re-plant with replacement tree - subject to TPO 05/2023

Resolved that, it be noted and approved that, objections 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) Local Plan 2042 Consultation – The Parish Council considered Cherwell District Council's Local Plan 2042. The deadline for comments was 14 February 2025.

Resolved that comments from Councillors be forwarded to the Clerk for submission to Cherwell District Council. **Action ALL**

- iv) Bloxham Neighbourhood Development Plan – The Parish Council received an update from Councillor Steve Craggs on the review of the Bloxham Neighbourhood Development Plan and reviewed the Housing Needs Assessment.

Resolved that the report be noted and the Housing Needs Assessment be deferred to the next meeting.
Action TG

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- v) Potential Single Dwelling Development in Bloxham – The Parish Council discussed a request from a resident to present details of a potential single dwelling on his land in Bloxham.

Resolved that the Parish Council will consider the proposal when it is formally consulted by Cherwell District Council as part of the planning application process. **Action DB**

140/24 Parish Council Matters

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

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

- ii) Drop-In and Chat – The Chairman reported on the issues which had been raised at the last session held on 14 December 2024. The session in February 2025 would be focusing on proposed developments in the village, following the high level of interest at the session held on 14 December 2024.

Resolved that the report be noted.

- iii) EV Charging Points – Councillor Russell Avens updated the Parish Council on the progress with the proposed EV Charging Points.

Resolved that the report be noted.

141/24 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 & uncashed receipts and the bank reconciliation, as at 6 January 2025 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, has signed the uncashed payments list, the uncashed receipts list, the bank reconciliation as at 31 December 2024 and the Unity Trust bank statements for December 2024.

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

Resolved that the report be noted.

- iii) General and Ear-Marked Reserves – Prior to the meeting, the general and ear-marked reserves had been circulated to the Parish Council.

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

- iv) Section 106 Funds – The Parish Council discussed the Section 106 funds held at Oxfordshire County Council, which had been allocated to Bloxham.

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

- v) Members' Allowances 2024/2025 – The Parish Council considered the Report of the Independent Parish Remuneration Panel.

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Resolved that basic allowances not be paid to Councillors, however travel and subsistence can be claimed on production of receipts.

142/24 Correspondence – There was no further correspondence.

143/24 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 144/24, 145/24 and 146/24 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

144/24 Bloxham Neighbourhood Development Plan – The Parish Council considered a quote for support from a consultant to progress the BNDP.

Resolved that the quote be deferred until additional quotes from two other consultants have been obtained.

Action TG

145/24 Right of Access – The Parish Council discussed its agreement with Bloxham School regarding the right of access across Jubilee Park to Dewey Sports Centre.

Resolved that the report be noted.

146/24 Grass Cutting Contract 2024/2025 – The Parish Council considered a quote from Nigel Prickett for the grass cutting of the village areas and grass verges.

Resolved that the quote from Nigel Prickett for the grass cutting contract for 2025/2026. **Action TG**

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

147/24 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 3 February 2025
- Monday 3 March 2025
- Monday 7 April 2025
- Thursday 24 April 2025 (Bloxham Annual Parish Meeting)
- Monday 12 May 2025

148/24 Items for Future Agendas/Items of Information

- Traffic Calming Working Group
- Local Plan 2042
- Building our Future – St Mary's Church Project
- Internal Audit Interim Report 2024/2025
- Grass cutting contract 2025/2026 for Jubilee Park
- Flooding Working Group
- Remembrance Day Parade
- Section 106 Funds, including a proposal adult gym equipment
- Housing Needs Assessment
- Jubilee Park Drainage Channel
- Tree Survey
- Parish Council Grants 2025/2026

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(The meeting ended at 9.00pm)

Chairman – 3 February 2025

DRAFT