

# BLOXHAM PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 6 AUGUST 2018 AT 7.30PM

**PRESENT:** Chairman, Councillor Jenny Yates; Councillors Joanna Barton, David Bunn, Mary Groves, Mike Hawtin, Gloria Lester-Stevens, Leonard Leigh, Nick Rayner and Sue Slater.

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

**APOLOGIES:** Parish Councillor Amanda Baxter submitted her apologies because she was on holiday, the apology was accepted and the absence authorised.

Parish Councillor Steve Craggs submitted his apologies because he had another appointment, the apology was accepted and the absence authorised.

Parish Councillor Stephen Phipps submitted his apologies because he was on holiday, the apology was accepted and the absence authorised.

Districts Councillors Mike Bishop and Andrew McHugh and County Councillor Kieron Mallon 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.

### 44/18 DECLARATIONS OF INTEREST

Minute Number 47/18, Bloxham Service Station - Councillor Joanna Barton declared an interested in Bloxham Service Station because she was a neighbour to the site.

**Resolved** that the interest be noted.

**45/18 MINUTES** - The minutes of the meeting held on 2 July 2018 were taken as read and duly adopted and signed by the Chairman.

**Resolved** that the minutes of the meeting held on 2 July 2018 be approved.

### 46/18 MATTERS ARISING

Minute Number 33/18 Chairman's Announcements, Ellen Hinde Hall – Councillor David Bunn asked whether the Parish Council would be considering the request from the Ellen Hinde Hall Trustees to receive further Section 106 funds for their project. The Clerk reminded the Parish Council that as it had agreed not to support phase 2 of their project, it could not consider this matter again for six months, as stated in the Standing Orders.

### 47/18 CHAIRMAN'S ANNOUNCEMENTS

- Update on Bloxham Service Station – A meeting was being facilitated by District Councillor Andrew McHugh with Cherwell District Council (CDC) officers, scheduled for the end of August 2018 to discuss the issues at this site, including a possible review of the licence to sell alcohol 24 hours a day.

A meeting which had already been held at CDC only had CDC officers in attendance. Parish and District Councillors were excluded, despite requesting to attend. Councillor Christine Heath would be following this up with Adrian Colwell to establish why the Parish and District Councillors were not included.

Regarding the Planning Application for the garage forecourt lighting, Councillor Heath advised that if the full lighting survey was not submitted to CDC by the applicant, the application would be recommended for refusal at the CDC Planning Committee.

## BLOXHAM PARISH COUNCIL

Once the Clerk had received feedback from Councillor Heath, she would contact Jim Newton again to make it clear, that the Parish Council wished to discuss issues relating to the Esso Garage at the meeting at the end of August 2018. A draft agenda would be forwarded to CDC. **Action CH/TG/JY**

The Clerk was also asked to contact CDC to find out why there was a delay in the issuing a decision notice relating to 18/01112/ADV. **Action TG**

- Section 106 Funding Meeting –Wednesday 22 August 2018 at 7.30pm at Jubilee Hall for new Councillors and any other Councillors who feel this would be beneficial.
- Community Infrastructure Fund Meeting – Wednesday 5 September 2018 at 7.00pm at Jubilee Hall for all Councillors and any village organisations interested in receiving more information on the Fund.
- Strategic Plan Meeting – Thursday 13 September 2017 at 7.30pm at Godswell Park for all Councillors.
- Cherry Tree Centre Meeting – Monday 17 September 2018 at 1.30pm at Bloxham Primary School with the Head Teacher, Matthew Ingall to be attended by the Chairman, Vice-Chairman, Clerk and County Councillor Kieron Mallon.
- Oxfordshire County Council's 'Commitment to Thriving Communities' event - Thursday 4 October 2018 at Banbury Town Hall, 1 Bridge Street, Banbury from 6 to 9pm for all Councillors. Councillors to submit their names for places to the Clerk.
- The Slade – The opening event went very well. However, there had been an incident of children lighting a fire in The Slade and a second incident of two children camping overnight. It was suggested that the Environment Committee could work with Marie Jones to produce an information booklet about how to use the countryside safely. It was also suggested that a leaflet could be produced, providing information on all of the public rights of way and Bridle Ways in the village. These two issues would be discussed at the next meeting of the Committee on 24 September 2018. **Action TG**

The Meadow Cut Day had also gone very well, and scythe training was required for some of the volunteers at The Slade. **Action TG**

**48/18 OPEN FORUM** – A resident addressed the Parish Council with regard to finger posts and signage on the Water Lane Bridleway. The Chairman advised that there should now be signs at the end of the Bridleway by Bloxham School as the Bursar had been arranging for them to be erected on the wall. The Clerk would check with Beth Rutterford at the County Council and Charlie Little, Bursar at Bloxham School to establish where the signs were. **Action TG**

Des Jones would be asked for an update on the location of the finger posts for the public rights of way. **Action TG**

**49/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – District Councillor Christine Heath reported on the huge number of houses which would have to be built in the area due to the proposed Oxford to Cambridge Expressway.

**Resolved** that the report be noted.

**50/18 PLANNING** - Planning Items (not covered within the minutes of the Planning & Strategy Committee meeting held on 10 July 2018).

- i) Planning Applications - Councillor Sue Slater, Chairman of the Committee asked the Councillors to comment on three planning applications.

**Resolved** that the following comments be forwarded to Cherwell District Council:

## BLOXHAM PARISH COUNCIL

18/01099/F, Building 85 RAF Barford St John Bloxham Road Milton, Removal of 2no. existing antenna and installation of 2no. new antenna – No comments

18/01144/Q56, Barn At Wooden Hill Farm Barford Road Bloxham, change of use to convert existing agricultural building into two dwelling-houses – The Parish Council commented that:

Subject to determination of prior approval, it is noted that this is contaminated land and therefore there are concerns about development on this land. There are also concerns about any increase in traffic on Barford Road.

The proposed conversion is not in keeping with its rural location and it is difficult to see that a sympathetic conversion of the existing barns could be achieved.

Warriner School, Traffic Management Plan – The Parish Council has no further comments and is pleased to see the amendments to original scheme. However, the PC would like to reiterate that parking on roads around the school, in particular Chipperfield Park Road, must be monitored to ensure that this development does not exacerbate existing parking issues which continue to cause difficulties for local residents.

- ii) Land in Queen Street, Bloxham – Councillor Sue Slater reminded the Parish Council that the Land Registry had refused to allow the Parish Council to claim adverse possession of the land in Queen Street. However, the Planning Committee felt that despite this, it could not leave the land in the state that it was and therefore the Clerk had been asked to obtain quotes to tidy up the land and volunteers would be asked to repair the fence. The Clerk had also been asked to obtain quotes to cut back the overgrowing footpath over the bigger piece of land, which lead into Greenhills Park.

**Resolved** that:

- 1) the report be noted;
  - 2) two quotes be obtained for clearing the small area of land, in liaison with the Chairman and Vice-Chairman of the Parish Council; **Action TG**
  - 3) Nigel Prickett be asked to strim the footpath on the bigger area of land in Queens Street, which leads into Greenhills Park; and **Action TG**
  - 4) volunteers at The Slade to be approached for help with repairing the fence. **Action JY**
- iii) Street Lighting on Barford Road – Councillor Sue Slater reported that once the Barford Road footpath had been completed, there was approximately £35,000 still available in Section 106 funds which was specifically designated to Barford Road. It had been brought to the attention of the Parish Council that some residents on Barford Road had requested additional street lighting.

Therefore, Councillors Mary Groves, Stephen Phipps and Nick Rayner were requested to speak to Barford Road residents and ask if they wanted additional lighting. If a positive response was received from residents, then a meeting would be arranged with County Councillor Kieron Mallon. This would probably be part of a wider meeting about highway matters in Bloxham, including Councillor Mallon's request for a Puffin Crossing on the A361. There would also be a request for a new bench on Barford Road.

**Resolved** that the report be noted.

### 51/18 PARISH COUNCIL MATTERS

- i) Committee Minutes and Recommendations.
- **Environment Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for Monday 24 September 2018.
  - **Resources Committee** – Prior to the meeting, the draft minutes of the Resources Committee meeting held on 5 July 2018 had been circulated to the Parish Council. The next meeting was scheduled for Thursday 15 November 2018.

## BLOXHAM PARISH COUNCIL

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

- **Planning & Strategy Committee** – Prior to the meeting, the draft minutes of the Planning & Strategy Committee meeting held on 10 July 2018 had been circulated to the Parish Council. The next meeting was scheduled for Monday 10 September 2018 at 7.30pm. The application for new floodlights at Bloxham School would be considered at this meeting.

**Resolved** that the minutes be noted.

- **Staffing Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council.

- ii) Drop-In and Chat – The last session had been held on Saturday 14 July 2018. The Clerk was asked to contact CDC and ask for a report on the parking patrols in the village. The commissioning of the speed camera had been raised, Information was given to the meeting that indicated the speed camera was in operation. The next session was on Saturday 11 August 2018 at the Ex-Servicemen's Hall.

**Resolved** that:

- 1) the report be noted; and
- 2) CDC be requested to send a report to the Parish Council on the parking patrols in the village. **Action TG**

- iii) Councillors Training Courses – The following training courses were available to Councillors:

- Code of Conduct – Thursday 12 September 2018 at 5pm at Cherwell District Council, Bodicote House, Bodicote, Banbury for all Councillors, especially new Councillors
- Roles & Responsibilities – Wednesday 19 September 2018 at Civic Hall, Britwell Road, Didcot for new and less experienced Councillors (full day)
- GDPR, Progress on Implementation – Wednesday 17 October 2018 at Civic Hall, Britwell Road, Didcot for all Councillors (half day)
- Planning, How Town and Parish Councils fit into the planning system and how to make effective responses to planning applications – Thursday 15 November 2018 at Committee Rooms 1 and 2, Woodgreen Office, West Oxfordshire District Council, Witney (half day).

**Resolved** that:

- 1) the report be noted; and
- 2) Cherwell District Council be asked if they could provide a training course for Parish Councils on 'How Town and Parish Councils fit into the planning system and how to make effective responses to planning applications'. **Action TG**

### 52/18 FINANCE

- i) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment.

**Resolved** that the following accounts for payment be approved:

Payments	Amount	Cheque No.
Theresa Goss – Salary for August 2018	£1026.30	1384
Theresa Goss – Expenses for August 2018	£37.35	1384
Olivia Williams – Salary for July 2018	£42.92	1385
HMRC – Payment for August 2018	£459.27	1386
OCC Pension Fund – August 2018 payment	£336.48	1387
Mr D Chandler – Remove old dog waste bin and replace with new	£170.00	1388
M. Timms – Architectural services for Ex-Servicemen's Hall	£527.40	1389
Aplins Solicitors – Legal work for the Section 106 agreements	£2160.00	1390
Cotfield Tree care – Tree work in Painters Close	£474.00	1391

## BLOXHAM PARISH COUNCIL

Green Scythe Ltd - Grass cutting at Jubilee Park	£291.60	1392
Mrs J Yates – Items for The Slade	£37.42	1393
Viking – Stationery order	£29.23	1394
Bloxham Mill Ltd – Room hire	£54.00	1395
Banbury Litho – Signage for The Slade	£171.60	1396

**Resolved** that the following payments made since the last meeting be approved:

Payments	Amount	Cheque No.
OALC – Good Councillors Guides	£10.40	1381
Kompan – Deposit for Jubilee Park Play Equipment	£2805.12	1382

- ii) Bank Reconciliation– Prior to the meeting, the bank reconciliation as at 6 August 2018, had been circulated to the Parish Council.

**Resolved** that the bank reconciliation as at 6 August 2018 be noted.

- iv) Section 106 Funds

- a) The Parish Council received an update on the following issues:

- Jubilee Hall – Funding had been confirmed by CDC and there was enough to meet the cost of the most competitive quote which had been received. A meeting was being held with the architect on 16 August 2018.
- Ex-Serviceman’s Hall – The project was progressing and the building regulations had been submitted to Cherwell District Council.
- Phase 2 of Play Equipment Projects – Orders had been placed for the new equipment and a deposit for the Jubilee Park equipment had been paid. Start dates were yet to be confirmed, but it would probably be after the school summer holidays in September 2018.
- Legal agreements for all of the projects – The work on the legal agreements was still on-going.

**Resolved** that the reports be noted.

**53/18 CORRESPONDENCE** – There was no further correspondence.

### **54/18 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 55/18 & 56/18 on the grounds that, it could involve the likely disclosure of private and confidential information which was not in the public domain.

**55/18 POST INSTALLATION INSPECTIONS/ANNUAL INSPECTIONS OF PLAY EQUIPMENT** – The Parish Council considered quotes from John Hicks to (1) complete the post installation inspections once the new play equipment has been installed at Jubilee Park and Bloxham Recreation Ground; and (2) complete the annual play area inspections.

**Resolved** that the quotes from John Hicks to complete the post installation inspections once the new play equipment has been installed at Jubilee Park and Bloxham Recreation Ground and to also complete both of the annual play area inspections in 2019 be accepted and approved. **Action TG**

**56/18 CHURCH SCROLLS** – The Parish Council considered a request from the Royal British Legion to cover half of the cost of the work to the Church Scrolls, which would be funded by the grant allocated to the Royal British Legion by the Parish Council, for 2018/2019. The Parish Council also considered two quotes for this work.

## **BLOXHAM PARISH COUNCIL**

**Resolved** that half of the costs for the work to the scrolls be met by the Parish Council and this be funded from the grant for 2018/2019, which is allocated to the Royal British Legion. **Action TG**

### **57/18 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:

- 3 September 2018 (Start time 7.00 pm)
- 1 October 2018
- 5 November 2018
- 3 December 2018

(The meeting ended at 9.00pm)

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Chairman – 3 September 2018