

BLOXHAM PARISH COUNCIL

DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 7 JANUARY 2019 AT 7.30PM

PRESENT: Chairman, Councillor Jenny Yates; Councillors Joanna Barton, Amanda Baxter, Steve Craggs, Leonard Leigh, Gloria Lester-Stevens, Stephen Phipps and Nick Rayner.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer) County Councillor Kieron Mallon and District Councillor Andrew McHugh.

APOLOGIES: Parish Councillor David Bunn submitted his apologies because he had to attend an emergency, the apologies were accepted and the absence authorised.

Parish Councillor Mary Groves submitted her apologies because she was unwell, the apologies were accepted and the absence authorised.

District Councillors Mike Bishop and Christine Heath 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.

115/18 DECLARATIONS OF INTEREST

Minute Number 121/18 (iv) – Bloxham Service Station – Councillors Joanna Barton and Amanda Baxter declared an interest because they were neighbours to the site.

116/18 MINUTES – Prior to the meeting, the minutes of the meeting held on 3 December 2018 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 3 December 2018 be approved and signed by the Chairman.

117/18 MATTERS ARISING

Minute Number 104/18 – Street Lighting – Councillor Steve Craggs reported that the street light on Tadmarton Road would be working again by mid-January 2019.

Minute Number 109/18 – Village Matters – Defibrillator – Councillor Steve Craggs reported that with regard to locating a new village defibrillator at the Ex-Servicemen's Hall, the next Management Committee meeting was being held on 14 January 2019, however he was unable to attend to discuss this proposal with the Committee. Councillor Craggs would ask Councillor David Bunn to attend the meeting and if he was unable to do so, Councillor Nick Rayner would attend in his place. **Action SC/TG**

Minute Number 105/18 – Chairman's Announcements – Locality Funding – The Clerk reported that the Locality Funding application had been approved by the County Council and four signs had been purchased, two for Warriner School and two for Bloxham Primary School. County Councillor Kieron Mallon was thanked for supporting the application. With regard to traffic/parking issues around Warriner School, County Councillor Kieron Mallon reported that these matters would be covered by the County Council's on-going review of the A361.

Minute Number 106/18 – Open Forum – Enforcement Action – The Chairman reported that the alleged enforcement breach at a property in Courtington Lane had been investigated by Amy Sedman at Cherwell District Council (CDC). District Councillor Andrew McHugh gave an update and advised that the enforcement case had now been closed.

Minute Number 105/18 – Chairman’s Announcements – Boys Brigade – The Chairman reported that the Boys Brigade had been put in touch with Des Jones, Footpath Warden, with regard to assisting with the clearance of the vegetation on the public rights of way and the Circular Walk. The Emergency Planning booklets would be delivered to the Chairman on Tuesday 8 January 2019 and she would liaise with Nick Westbury from the Boys Brigade about the delivery to residents. **Action JY**

118/18 CHAIRMAN’S ANNOUNCEMENTS

- Patricia Hopkins - The Chairman reported that Patricia Hopkins, who had been a non-voting member of the Environment and Planning & Strategy Committees, had decided to step down due to the re-organisation of the Parish Council and Committee meetings. Patricia and her husband would still like to continue to clean the road signs and participate in the litter picking. It was agreed that a letter be sent to Patricia thanking her for all her valued support on the Environment and Planning & Strategy Committees. **Action TG**
- Drop-In and Chat – On the second Saturday of February, the Ex-Servicemen’s Hall was being used for a wedding reception, therefore, the Parish Council would need change the date of the February Drop-In and Chat. It was agreed that it would be held on Saturday 16 February 2019 instead. **Action TG/JY**
- Thames Valley Police Survey – Thames Valley Police had been consulting on a possible increase in Council Tax in 2019/2020 and the Chairman asked whether the Parish Council should respond. Councillors felt that the rise should be supported by the Parish Council. **Action TG**

119/18 OPEN FORUM – Councillor Stephen Phipps reported that following work outside the Miller Homes development on Tadmarton Road, the footpath opposite the Primary School was protruding into the highway and was dangerous. A number of vehicles had already hit it and the kerb stone was chipped. This issue had been raised with Mike Smith at the County Council before Christmas and he had advised that it would be dealt with as part of the road safety audit, following the S278 works. The Clerk was asked to contact Mike Smith again raising this issue with him and to establish when the road safety audit would be completed. **Action TG**

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents within its minutes)

120/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There was no report from Councillor Kieron Mallon.

Councillor Andrew McHugh reported that he had attended a meeting with Parish Councillors Joanna Barton and Amanda Baxter at CDC with regard to the lighting survey for Bloxham Service Station. The planning application was now due to be re-submitted, mirroring the recommendations in the lighting report and would now include all of the lights on the site. This would be considered at the February 2019 meeting of Cherwell District Council’s Planning Committee.

During a discussion, the Parish Council highlighted their concerns about how this issue had been dealt with by the Cherwell District Council planning and enforcement officers. Therefore, it was felt that a letter should be written to Cherwell District Council’s Chief Executive and the Leader of the Council, expressing the Parish Council’s concerns. An invitation would also be made to the Enforcement Officer to attend the next Parish Council meeting to explain the process and how it had been dealt with.

Resolved that the report be noted.

121/18 PLANNING

- i) 18/01144/Q56, Barn at Wooden Hill Farm, Barford Road, Bloxham – The Parish Council noted the appeal against the refusal of planning permission for the change of use to convert an existing agricultural building into two dwellinghouses. Following a discussion, it was felt that no additional comments should be submitted, however the Parish Council’s previous comments would be submitted again.

Resolved that the report be noted, no additional comments would be submitted to the appeal however the Parish Council's previous comments would be re-submitted. **Action TG**

ii) Planning Applications

- 18/00480/DISC, Former The Bungalow, Queen Street, Bloxham – The Parish Council considered the discharge of condition 7(c) - (landscaping details) of 10/00551/F.

Resolved that the Parish Council does not object to application 18/00480/DISC. **Action TG**

iii) Tree Preservation Orders (TPO)

- 18/02080/TPO, Hill House Workhouse Lane Bloxham, Sycamore (T1) – The Parish Council considered an application to fell a tree, which was subject to TPO 17/2010

Resolved that the Parish Council does not object to the felling of the tree, subject to TPO 18/02080/TPO, but it would like to see the tree replaced by another suitable species. **Action TG**

iv) 18/01113/F - Bloxham Petrol Station, Lighting Survey – The Parish Council had received a copy of the Survey prior to the meeting.

Resolved that a letter be sent to Cherwell District Council's Chief Executive and Leader of the Council, expressing the Parish Council's concerns with the issue and the process which has been followed by planning and enforcement officers. An invitation would also be made to the Enforcement Officer to attend the next Parish Council meeting to explain the process and how it had been dealt with. **Action TG**

v) Other planning matters affecting the village:

- Miller Homes: Tadmerton Road – The Parish Council received an update on the status of the work to the pavement adjacent to Tadmerton Road and the landscaping and fencing works to the Country Park, adjacent to The Slade Nature Reserve.

The Chairman advised that the footpath was currently being installed around the Country Park, the fencing would then be erected, followed by the tree planting.

Councillor Gloria Lester-Stevens raised concerns about how dog mess would be controlled around the area of the new Country Park and following a discussion, it was felt that dog waste bins should be installed in this area, the Management Company.

Resolved that the Management Company, managing the Miller Homes site, be asked when they intend to install dog waste bins, together with holders for the waste bags at the Country Park and they ensure that the bins are emptied at least every fortnight, but preferably weekly. **Action TG**

- Miller Homes Milton Road – The Parish Council received an update on the enforcement action regarding storage of soil in the amenity area. CDC advised that this had been a breach of the planning consent, however now it had been moved, the breach had been resolved.

Resolved that the report be noted.

- Local Plan Hearing Oxford Unmet Need – The date of hearing had been confirmed as 5 February 2019 and the Parish Council was asked to consider whether:
 - a) it was content to rely its original representations;
 - b) it wished to submit further written comments on the matters identified by the Inspector (if agreed, the comments to be confirmed at the Parish Council meeting on 16 January 2019); or

- c) it wished to participate in the hearing discussions themselves (as above).

Resolved that:

- 1) the report be noted;
- 2) the Parish Council participates in the hearing, starting on 5 February 2019; and
- 3) the Parish Council to add to its previous comments to reflect the pre-hearing submissions made by a Developer concerning land on Milton Road to the Inspector.

Action TG/JY

- Consultation on the Oxfordshire Plan Statement of Community Involvement – The Chairman advised that comments on the consultation had to be submitted by 11 January 2019.

Resolved that:

- 1) the report be noted;
- 2) the comments circulated by the Chairman be approved and submitted; and
- 3) any additional comments on the consultation be forwarded to the Clerk.

Action TG/JY

- Consultation on Cherwell District Council's Draft Housing Strategy 2018-2023 – The Chairman advised that comments on the consultation had to be submitted by 25 January 2019.

Resolved that:

- 1) the report be noted;
- 2) it be highlighted that there is not enough emphasis on shared ownership and this should be encouraged to help first time buyers; and
- 3) any additional comments on the consultation be forwarded to the Clerk by Monday 14 January 2019. **Action TG**

122/18 ENVIRONMENT/VILLAGE MATTERS

- i) Britain in Bloom – Councillor Amanda Baxter suggested to the Parish Council that it could take part in Britain in Bloom for 2019.

Following a discussion, it was felt that some elements of Britain in Bloom could be incorporated into Bloxham Fun Day and/or sunflower/meadow seeds could be distributed at a Drop-In and Chat session later in the year.

Resolved that

- 1) the report be noted;
- 2) sunflower/meadow seeds be distributed at the April Drop-in and Chat session; **Action JY/GLS**
- 3) Cherwell District Council be contacted about the possibility of a village 'Britain in Bloom' style competition; **Action TG**
- 4) it be suggested that a flower growing competition be incorporated in Bloxham Funday; and **Action SC/MG**
- 5) Katharine House Hospice be contacted to establish whether it is holding a 'Best Kept Garden' competition this year. **Action SC**

- i) Traffic Calming Working Group – Prior to the meeting, the Parish Council had received a report with regard to the appointment of a Traffic Calming Working Group, which could investigate the Section 106 funds which were available for the village to introduce traffic calming measures.

Resolved that Councillors Joanna Barton, Amanda Baxter, Mary Groves and Nick Rayner, be members of the Traffic Calming Working Group. **Action TG**

123/18 PARISH COUNCIL MATTERS

- i) Code of Conduct – Prior to the meeting, the Parish Council received a report from Councillor Leonard Leigh with regard to a review of the Parish Council’s Code of Conduct, following advice from Cherwell District Council’s Monitoring Officer.

Resolved that the amended Code of Conduct be approved. **Action TG**

- ii) Planning & Strategy Committee – Prior to the meeting, the draft minutes from the Planning & Strategy Committee meeting held on Tuesday 11 December 2018 had been circulated to the Parish Council.

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

- iii) Co-option – The Chairman reported that there had been an application from Mike Morris for one of the vacancies on the Parish Council. There was still one remaining vacancy on the Parish Council.

Resolved that:

- 1) Mike Morris be co-opted onto the Parish Council; and **Action TG**
- 2) the one remaining vacancy continue to be advertised. **Action TG**

- iv) Working Practices – Prior to the meeting, Councillor Stephen Phipps had circulated some suggestions with regard to Parish Council working practices.

Following a discussion, it was felt that it would be appropriate for the new format for the Parish Council meetings to be allowed to settle in before any changes were made to working practices, although many of the suggestions were already followed.

Resolved that the report be noted.

- v) Drop-In and Chat – Prior to the meeting, a report from the Drop-In and Chat held on Saturday 8 December 2018 had been circulated to the Parish Council. The next sessions at the Ex-Servicemen’s Hall were being held on Saturday 12 January 2019 and Saturday 16 February 2019.

Resolved that the report be noted.

- vi) Reports from Parish Council Representatives – There were no reports from Parish Council representatives.

Resolved that the report be noted.

- vii) Councillors Training Courses – The following training courses are available to Councillors:

Date	Subject	Half/full day	location
Thursday January 10th	1.Understanding Internal Audit	Half /morning 10-12.30	Warwick Hall, Burford OX18 4RY

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Wednesday 16 January 2019

	2. So you want to be an Internal Auditor?	Half /afternoon 2-4.30	
Tuesday January 22 nd	Planning	7pm to 830pm	Godswell House, Bloxham
Thursday January 24 th	3. Preparing for End of Year Audit	Full day	Warwick Hall, Burford OX18 4RY
Wednesday February 27 th	4. RFO's Year, month by month, the key duties	Full day	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF
Wednesday 13 th March	5. Minutes and agendas; a guide to good practice	Half/ morning	West Oxfordshire District Council OX28 1NB
Thursday March 21 st	6. The Clerks Year, essential tasks on a month by month basis	Full day	Warwick Hall, Burford OX18 4RY
Wednesday April 17 th	7. Risk Management for parish councils 8. Strategic Planning. Where is your council going? Thinking more strategically about serving your community	Half/morning Half/afternoon	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday May 15 th	9. Allotment management for parish councils	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday June 19 th	10. Roles and Responsibilities for new councillors and clerks	full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Saturday 6 th July	11. Roles and Responsibilities for new councillors and clerks	full day note 9.30am start	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday July 17 th	12. Chairmanship skills	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday September 18 th	13. Roles and Responsibilities for new councillors and clerks	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday October 2 nd	14. Budgeting and financial management for Councillors 15. VAT for clerks (and Councillors)	Half/ morning Half/ afternoon	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF

Resolved that the report be noted.

124/18 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 January 2019		
Theresa Goss – Expenses for January 2019		
HMRC – Payment for January 2019		
OCC Pension Fund – for January 2019		
Bloxham Royal British Legion	£400.40	1452
Bloxham Mill Ltd – Room Hire	£120.00	1448
DJ Andrews Electrical – Christmas Lights	£282.23	1455
DJ Andrews Electrical – Christmas Lights	£229.30	1455
Pixel Concepts – New Parish Council web site	£1055.23	1453
Oxfordshire County Council – Room hire at Primary School	£75.00	1456
Cotswold Kindling – Christmas Tree	£75.00	1457
Signs Direct – ‘No Parking’ Signs for The Warriner School and Bloxham Primary School	£593.89	1458
Jenny Yates – Printing of the Bloxham Neighbourhood Development Plan	£74.72	1459

- ii) Bank Reconciliation – Prior to the meeting, the bank reconciliation as at 7 January 2019, had been circulated to the Parish Council.

Resolved that the bank reconciliation as at 7 January 2019 be noted.

- iii) Section 106 Funds – Prior to the meeting, the Parish Council received a report on the progress with the project at Jubilee Hall.

Resolved that:

- 1) the report be noted; and
- 2) the quote from the Cost Consultant, of £2000, plus VAT from ESP Business Services Limited, be accepted. **Action TG**

125/18 CORRESPONDENCE – The Parish Council had been contacted regarding the erection of an Electric Fence on the PROW on Hobb Hill, this had been referred to Beth Rutherford at the County Council to provide advice to the landowner.

Attention had also been drawn to another electric fence leading from the Ridgeway. This would be referred to Beth Rutherford at the County Council.

It was highlighted by Councillors, that there were a number of small issues which had become apparent with regard to the Circular Walk. Therefore, it was agreed to request that Des Jones, Footpath Warden completes an audit of the Walk and highlights any issues which need to be addressed by the Parish Council. **Action TG**

The Chairman also reported that an email had been received from a resident with regard to litter which had accumulated outside of the shops on High Street. It was agreed that a letter be sent to the shops advising that Cherwell District Council had agreed to empty the litter bins, but that they should continue to keep the area litter free too. **Action TG**

126/18 MEETING DATES

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Wednesday 16 January 2019

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:

- 16 January 2019
- 4 February 2019
- 20 February 2019
- 4 March 2019
- 20 March 2019
- 1 April 2019
- 24 April 2019 (Annual Parish Meeting)

127/18 ITEMS FOR THE NEXT AGENDA

1. Traffic Calming Working Group

(The meeting ended at 9.25pm)

Chairman – 16 January 2019