

# BLOXHAM PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD AT JUBILEE HALL, BARLEY CLOSE, BLOXHAM ON MONDAY 8 JANUARY 2024 AT 7.00PM

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

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk & Responsible Financial Officer), District Councillors Rob Pattenden and Adam Nell and five members of the public.

**123/23 Apologies** – Parish Councillor Joanna Barton submitted her apologies because there had been a family bereavement.

The Chairman also reported that Stuart Begg had resigned from the Parish Council due to increased work commitments.

District Councillor David Hingley also submitted his apologies.

**Resolved** that the apologies from Joanna Barton be authorised and the absence be approved.

**124/23 Declarations of Interest** – There were no declarations of interest.

**125/23 Minutes** – Prior to the meeting, the minutes of the meeting held on 4 December 2023 had been circulated to the Parish Council and were taken as read.

Councillor Mike Fenner requested that his apologies be included in the minutes of 4 December 2023 and this was agreed.

**Resolved** that the minutes of the meeting held on 4 December 2023 be approved, with the inclusion of an apology from Mike Fenner, and signed by the Chairman.

**126/23 Matters Arising** – There were no matters arising.

### **127/23 Chairman's Announcements**

- Oxfordshire County Council's Town and Parish Councils Charter – Councillors were reminded to submit their comments on the proposed Charter.
- Memorial Bench in Jubilee Park – A memorial bench for Matthew Cowley would be erected in Jubilee Park. The Clerk confirmed she would be liaising with Matthew's family/friends and also the Jubilee Park Management Committee with regard to the ordering and installation of the bench.
- Footpath by Memorial Green - Nigel Prickett had cut back the footpath to its original width.
- Christmas Tree lights – A goodwill payment would be made to the resident to thank them for providing the power for the Christmas tree again.
- 20mph Speed Restrictions – The new speed restrictions were not yet in force and the Parish Council had not yet been advised of the implementation date. The Clerk and Chairman were liaising with the County Council's Officers on this matter. **Action DB/TG**
- Bloxham School Meeting – The Chairman's report had been circulated to the Councillors prior to the meeting and it covered items including the public access to the swimming pool and the removal of leaves from the footpath on Brickle Lane.
- Portable SID – The unit was still being repaired by Westcotec and had not yet been returned to the Parish Council.

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- Potholes – The Parish Council thanked the County Council for the repairs to the potholes which had been carried out prior to Christmas. The remaining repairs would be completed in due course.
- Yellow and White Lining – The officer at the County Council who had been dealing with this matter, had now left the County Council. County Councillor Kieron Mallon would be contacted to establish who was now dealing with these matters. **Action DB/TG**
- Deeley Homes Planning Application Appeal Reference APP/C3105/W/23/3327581 (23/00097/REF) – The Deeley Homes planning appeal hearing, relating to the refusal of their planning application for 30 dwellings on Ells Lane was being held on Wednesday 10 January 2024 at 10am at Bodicote House. Councillor Steve Craggs would be speaking at the hearing and addressing the Inspector in relation to the Parish Council's objection.
- War Memorial Bench – The circular bench needed to be repaired and quotes would be obtained for both a repair and replacement. **Action DB/TG**
- Ex-Servicemen's Hall Defibrillator – The defibrillator was registered with The Circuit and Councillor Alex Harrison would follow up on why the emergency services would not release the unit, when it was required during a recent emergency.
- Tree in Jubilee Park – Cotefield Treecare would be carrying out a site visit to review the fallen tree and a quote would follow in due course.
- Community Christmas Lunch – 48 people had attended the lunch and it had been a great success. The Parish Council thanked Bee Myson and her team of volunteers, for all their work. The Parish Council had received a thank you card for its £500 donation to the event.
- Air Quality – Two air quality tubes were located in the village; outside Godswell Care Home and on the A361 by Goose Walk. There was five years history relating to both tubes and when data had been collated followed the implementation of 20mph speed restrictions, the results would be compared to assess the impact of the reduction in the speed limit.
- County Council's Budget – Comments on the County Council's budget could be submitted as part of their consultation process.
- Parking - Thames Valley Police had provided the Parish Council with a flyer asking driver to park considerately and legally and it would be circulated in the village.

**128/23 Open Forum** – A resident addressed the Parish Council about air quality and suggested that detectors were located by the shops. The Chairman advised that this request would be made to Cherwell District Council. **Action DB**

The resident asked about the planning permission for the Inpost boxes outside the Co-op. The Chairman advised that the boxes had been installed without planning permission and a retrospective application had been refused. Therefore, the boxes must be removed by the end of January 2024.

The Chairman advised that the matter would be dealt with by the Traffic Calming Working Group and a meeting would be arranged shortly. As mentioned earlier in the meeting, the Officer from the County Council who had been dealing with traffic calming matters, had left the organisation but it was still hoped the white and yellow lining work would be completed.

A resident raised the issue of HS2 traffic in the village. District Councillor Rob Hingley reported that he had been in contact with the Construction company and the lorries were using the A361 to visit Rollright and Enstone.

Contractors could not be told to avoid Bloxham and Councillor Hingley was waiting for further information. He would keep the Parish Council updated in due course. The Chairman felt that some of the drain covers were wearing away and this should be reported to the County Council. **Action DB**

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Councillor Pattenden also reminded the Parish Council that grant funding was available for specific projects in the Parish.

A resident raised the issue of Bloxham School upgrading their pavilion. The Chairman advised that the pavilion and other works would be part of a forthcoming planning application. Communication between the Parish Council and Bloxham School had greatly improved over recent months and the Parish Council was grateful for the information the School was now providing.

The Chairman reported that some residents who were unable to store their wheelie bins at the rear of their properties, were locating them at the front, but in front of their neighbours property. A note had been circulated on Facebook asking residents to locate their wheelie bins on their own land and it would be repeated in the next Parish Council newsletter. **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, unless they were speaking in an official capacity)*

**129/23 Reports from County and District Councillors** – District Councillor Rob Pattenden reported that a resident had contacted him about parking issues in Crabtree Close and around Warriner School.

Also, the Banbury 2040 consultation was still open and the Parish Councillors were encouraged to submit their comments.

Councillor Pattenden confirmed that District Councillor David Hingley would be at the Deeley Homes appeal hearing on Wednesday to support the Parish Council in its objection.

District Councillor Adam Nell reported that a new Chief Executive had been appointed by Cherwell District Council and he had started the role that day. Councillor Nell also gave an update on the office move from Bodicote House to Castley Quay.

The District Council's budget would be considered in February 2024 and comments could still be submitted to Cherwell District Council. The expenditure for 2024/2025 would be reduced slightly however the Council would produce a balanced budget.

Parish Councillor Steve Craggs asked about the about five year housing land supply. Councillor Nell advised that Cherwell District Council planners had confirmed that there was a five year land supply, however an Inspector had allowed an appeal in Milcombe because he had felt there was not a five year housing land supply in the District. The Deeley Homes appeal would not be affected by that decision because the decision made in Milcombe, was not a precedent for determining other appeals.

The Councillors were thanked for their reports.

### **130/23 Environment/Village Matters**

- i) Remembrance Poppies – The Parish Council discussed funding large remembrance poppies to be attached to lampposts in the village to mark Remembrance Sunday.

**Resolved** that the Parish Council to fund the poppies for 42 at £5 each. **Action TG/AH**

- ii) Smith Family Memorial – The Parish Council discussed the proposals for a memorial in the village and also a plaque in St Mary's Church and received an update from the Chairman on each matter.

With regard to the memorial to be located on the corner of Courtington Lane by the Primary School, the Chairman confirmed that it had been approved by the County Council and Cherwell District Council's Conservation Officer would now be consulted.

With regard to the application for a plaque to be located in St Mary's Church, the petitioner (a local resident) had approached the Parish Council for its support. Support for the application was proposed but there was not seconded. Councillors felt that the erection of a plaque in St Mary's Church, was a matter for the Parochial Church Council to consider, in consultation with the petitioner.

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**Resolved** that the report be noted and the progression of a Smith Family memorial on Courtington Lane be supported. **Action DB/TG**

- iii) 20mph Speed Restrictions – The Parish Council discussed the implementation of 20mph speed restrictions in Bloxham. The Clerk and Chairman were liaising with the County Council about the issues which had been raised.

**Resolved** that the report be noted.

- iv) New Public Right of Way – The Parish Council considered an application to add a footpath from The Ridgeway Bloxham to Bloxham Grove Road and to Milton Footpath No. 1 in the Parishes of Bloxham and Milton, on the Definitive Map and Statement for Oxfordshire.

**Resolved** that the Parish Council has no comments on the application for a new public right of way. **Action TG**

- v) Professional Dog Walkers – The Parish Council discussed professional dog walkers using the David Tyrrell Recreation Ground and Jubilee Park.

**Resolved** that the report be noted and Chris Cundy, the Dog Warden at Cherwell District Council be contacted for advice. **Action TG**

### 131/23 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:

23/03121/F & Grey Roofs, Kings Road, Bloxham

23/03123/LB Formation of 2 No new windows within existing masonry wall

23/03395/TCA Willow Nook, Steeple Close, Bloxham  
Tree works

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

23/03077/CLUE 5 Brickle Lane, Bloxham,  
Certificate of Lawful Use Existing - Continued use of domestic shed positioned forward of the main house

23/03354/F 85 Courtington Lane, Bloxham  
Demolition of existing porch. New porch and changes to front elevation. Garage conversion. Single storey and 2 storey rear extension.

23/03369/F The Warriner School, Banbury Road, Bloxham,  
New build classroom block

23/03358/F 49 Gascoigne Way, Bloxham  
Subdivision of house to create separate 1 bed flat

23/03390/F 1 Sutton Drive, Bloxham  
Addition of two dormers to the front elevation and three rooflights to the rear to facilitate the conversion of the roof space to habitable accommodation

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**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: None

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

23/03539/F          Hornton Barn, Painters Close, Bloxham,  
Erection of 1 bedroom flat above existing garage

- 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) Bloxham Neighbourhood Development Plan (BNDP) – Councillors Steve Craggs reported that the Locality grant had been approved, but not yet received. Once it had been received, the consultant would be instructed to start work on the BNDP's health check.

Councillor Craggs had contacted Christina Cherry at Cherwell District Council and received some advice about when to implement the BNDP, taking into consideration the timescales around the Local Plan.

**Resolved** that the report be noted.

### 132/23 Parish Council Matters

- i) Vacancies – The Parish Council considered one application for co-option onto the Parish Council.

**Resolved** that Neil Hegarty be co-opted onto the Parish Council. **Action TG**

- ii) Drop-In and Chat – The Parish Council was advised that a resident had attended the Drop-In and Chat and commented on the HS2 traffic, the condition of the bench by the War Memorial and complained about Stone Hill not being included in the yellow lining scheme.

**Resolved** that the report noted.

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

**Resolved** that the following policies be approved:

- Treasury Management Policy
- Reserves Policy
- Publication Scheme

### 133/23 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 8 January 2024.

**Resolved** that the bank reconciliation as at 8 January 2024 be noted.

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

**Resolved** that the budget monitoring report for 2023/2024 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 8 January 2024.

**Resolved** that the general and ear marked reserves, as at 8 January 2024, be noted.

- v) Parish Council Reserves – The Parish Council discussed investing a proportion of the Parish Council's reserves into other bank accounts.

**Resolved** that:

- 1) the Clerk, in consultation with the Chairman and Parish Councillor Mike Fenner, be given delegated authority to move £85,000 from the Unity Trust Bank account into another bank account which they deem suitable and reflects the requirements of the Parish Council's Reserves Policy; and
- 2) the Clerk, in consultation with the Chairman and Parish Councillor Mike Fenner, be given delegated authority to review the current account at Unity Trust Bank and move the funds to another Unity Trust Bank account, should there be an account more suitable for earning interest than the current account.

**Action TG**

- vi) Internal Audit 2023/2024 – The Parish Council considered the interim Internal Auditor's report for 2023/2024.

**Resolved** that the interim Internal Auditor's report for 203/20224 be noted.

**134/23 Correspondence** – There was no further correspondence.

**135/23 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 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

**136/23 Items for Future Agendas/Items of Information**

- Traffic Calming Working Group
- Maintenance to Round Bench on The Green
- Electric Vehicle Microhubs
- Grants 2024/2025
- Bloxham Emergency Plan

(The meeting ended at 8.40 pm)

# **BLOXHAM PARISH COUNCIL**

Chairman – 5 February 2024