

# BLOXHAM PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT JUBILEE HALL, BARLEY CLOSE, BLOXHAM ON MONDAY 9 MAY 2022 AT 7.30PM

**PRESENT:** Chairman, Councillor Leonard Leigh; Councillors Joanna Barton, David Bunn 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 one member of the public.

**APOLOGIES:** None

Councillor Richard Boyce was not present.

**1/22 Appointment of Chairman for 2022/2023** – The Chairman asked for nominations for the role of Chairman of the Parish Council for 2022/2023.

**Resolved** that Councillor Leonard Leigh be appointed as Chairman for 2022/2023.

**2/22 Appointment of Vice-Chairman for 2022/2023** – The Chairman asked for nominations for the role of Vice-Chairman of the Parish Council for 2022/2023.

**Resolved** that Councillor David Bunn be appointed as Vice Chairman for 2022/2023.

**3/22 Signing of Acceptance of Office Forms** – All Councillors who were present, signed and passed to the Clerk, their Acceptance of Office forms, following the uncontested election on 5 May 2022.

**4/22 Declarations of Interest** – There were no declarations of interest.

**5/22 Minutes** – Prior to the meeting, the minutes of the meeting held on 4 April 2022 had been circulated to the Parish Council and were taken as read.

**Resolved** that the minutes of the meeting held on 4 April 2022 be approved and signed by the Chairman.

**6/22 Matters Arising**

Minute 256/21, Matters Arising, Bus Shelter – The new bus shelter on the A361 (near to the junction of Strawberry Terrace, on the opposite side of the road) would be replaced shortly. The works to the base would be completed by the end of the month and then the shelter could be erected. This was being funded by Section 106 funds.

Minute Number 260/21 Environment/Village Matters, Queen Street Land – The Parish Council had not received a reply from the County Council regarding the request to fill in the pot holes in Queen Street. County Councillor Kieron Mallon agreed to follow this up with the Highways Department. **Action KM**

**7/22 Chairman's Announcements**

- Traffic Calming Update – Parish Council was waiting for the results from the Survey Monkey questionnaire which had also be published in the Broadsheet. The deadline was 31 May 2022. There had not been any update on the yellow lining for Courtington Lane and the white lining for the A361.
- A letter had been sent to Victoria Prentis regarding a request to the Government for the reintroduction of virtual meetings.
- A response had been sent to Cherwell District Council in support of Bodicote Parish Council and its request for its Ward Members to be part of the Community Governance Review Working Group

**8/22 Open Forum** – The resident did not wish to address the Parish Council.

Councillor David Bunn reported that due to the works at the Thames Water plant, there had been an increase in vehicles, particularly lorries, travelling along the Ridgeway and they were moving too quickly. It was agreed that Councillor Bunn would contact Thames Water about this issue and the Parish Council would purchase a 10mph

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sign to be erected on The Ridgeway. The road had not been adopted and therefore the County Council did not need to be involved. **Action DB**

*(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)*

- 9/22 Reports from County and District Councillors** – County Councillor Kieron Mallon provided a lengthy report covering a number of issues including; the County Council's change of Administration and their priorities, the Women's Cycle Tour, cycle schemes in Oxford, proposed 20mph speed restrictions, parking enforcement, zero emission zones and Council tax rises.

Councillor Mallon was thanked for his report.

Councillor Adam Nell gave an update on the Homes for Ukraine Scheme and applications in Oxfordshire were now being processed. Over 75's were being encouraged to have their Covid-19 spring booster and there was a new affordable housing project in Hook Norton.

Councillor Nell was thanked for his report.

Councillor David Hingley, the newly elected District Councillor for Bloxham, thanked the Parish Council for inviting him to the meeting and he looked forward to working with the Parish Council. The Chairman congratulated Councillor Hingley on his election.

**Resolved** that the reports be noted.

### 10/22 Environment/Village Matters

- i) EV Electric Charging Points – The Parish Council discussed installing EV electrical charging points in the village, including Jubilee Hall.

**Resolved** that Councillor David Bunn to investigate this matter further and report back to a future meeting. **Action DB**

- ii) Bloxham Fun Day – The Parish Council discussed having a stall at Bloxham Fun Day on Saturday 11 June 2022. However, given there are only five Councillors, it was agreed that the Parish Council did not have the capacity to run a stall all day.

**Resolved** that the Parish Council will not have a stall at Bloxham Fun Day on 11 June 2022. **Action TG**

- iii) Burial Ground – The Parish Council discussed progressing the investigation into a new burial ground for Bloxham.

**Resolved** that a meeting be arranged with Daniel Goodwin, Steve Craggs (as the representative from St Mary's Church), Parish Councillor Joanna Barton, the Clerk and the Chairman. **Action TG**

- iv) Dog Waste Bins – The Parish Council discussed a request to relocate one of the new dog waste bins on Bloxham Grove Road.

**Resolved** that this item be deferred to enable Councillor David Bunn to meet with the resident who made the request, and/or their agent, to discuss the matter further. **Action DB**

### 11/22 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:

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- 22/00975/F Hornton House, Chapel Street, Bloxham  
Demolition of existing out buildings, proposed single storey rear and side and first floor rear extension, internal alterations, new porch and creation of parking and turning areas
- 22/01058/TCA Land Adjacent To Hillcrest, Queen Street, Bloxham  
T1 x Sycamore - Pruning to clear the BT cables to create up to 1 metre of clearance, crown lifting to a height of approximately 5 metres above the road, removal of all deadwood from the crown with an attachment size of 25mm or greater, stripping of the ivy from the tree and removal of branch which is approximately 50% debarked.  
T2 x Ash - Removal of all deadwood from the crown with an attachment size of 25mm or greater, stripping of the ivy from the tree and removal of branch which is approximately 50% debarked.  
T3 x Ash - Removal of all deadwood from the crown with an attachment size of 25mm or greater and stripping of the ivy from the tree.
- 22/00960/F Bakers Thatch, High Street, Bloxham  
Change of use of ground floor retail area to additional residential accommodation
- 22/00992/F Belvedere, Barford Road, Bloxham,  
Demolition of existing extensions and construction of single storey rear extension, a 1.5 storey side extension, 2 storey infill extension, internal modifications and re-modelling, over-rendering the existing facing brickwork, replacement doors and windows and associated landscaping.
- 22/01014/F 22 The Avenue, Bloxham  
Two storey rear extension, porch to the front of the house and drop the kerb from the local highway onto the site - re-submission of 21/04069/F
- 22/00770/F Oak Lodge, Courtington Lane, Bloxham  
Raising of the roof height of the main house to match the eaves height of surrounding properties, alterations to window openings, addition of a single storey side and rear extension and replacement garage outbuilding

**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:

- 22/01088/F 2A Strawberry Hill, Bloxham, Banbury  
Single storey front porch extension and incorporation of garage to provide a utility room and study
- 22/01076/F Owens, Queen Street, Bloxham  
Replacement outbuilding
- 22/01147/F & 22/01148/LB Brook Cottage, Little Bridge Road, Bloxham  
Rear single storey extension
- 22/01231/TCA Goggs Hill, Little Green, Bloxham  
Tree works
- 22/01145/LB Little Bennetts, Rose Bank, Bloxham  
Installation of secondary double glazing to 7 windows to improve thermal performance and reduce local noise.
- 22/01167/LB & 22/01166/F Seymour Cottage , Queens Street, Bloxham,  
Single storey monopitch rear extension

- 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.

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

**Resolved** that Russell Avens be co-opted onto the Parish Council. **Action TG**

- ii) Parish Council Priorities – The Parish Council discussed the Parish Council priorities for 2022 – 2026 and it was felt that the list should be published in the Broadsheet, to enable the wider community to comment on the priorities for the new Parish Council.

**Resolved** that the priorities list be published in the Broadsheet to enable the wider community to make comments. **Action TG**

- iii) Membership of Staffing Committee, Working Groups and Outside Bodies for 2022/2023 – The Parish Council discussed the memberships of the Staffing Committee, Working Groups and Outside Bodies for 2022/2023.

**Resolved** that this item be deferred to the next meeting when the two new Councillors are also in attendance. **Action TG**

- iv) Parish Council Documents & Policies 2022/2023 – The Parish Council reviewed a number of documents which had been available to view on the Parish Council web site.

**Resolved** that the following documents and policies be approved for 2022/2023:

- Asset Register
- Risk Management Log and Risk Schedule
- Financial Regulations
- Standing Orders
- Code of Conduct
- Complaints Policy
- Vexatious Complaints Procedure
- Freedom of Information Policy
- Dispute Resolution Process
- Dignity at Work Policy
- Grievance Procedure
- Data Breach Policy
- Data Protection Policy
- Records Retention Policy
- Subject Access Request Procedure
- Press and Media Policy
- Safeguarding Policy
- Training Policy

- v) Drop-In and Chat – The Parish Council discussed whether the Drop-in and Chat sessions should recommence from June 2022. It was highlighted that the second Saturday of June was the day of Bloxham Fun Day.

**Resolved** that:

- 1) the Drop-In and Chat sessions will recommence on Saturday 11 June 2022;
- 2) the Fun Day organisers be contacted to establish whether the session could be incorporated into the Fun Day and held at Jubilee Hall during the afternoon of 11 June 2022; and **Action TG**
- 3) a review be undertaken in September 2022 which will be based on the number of residents who have attended the sessions during June, July and August 2022. **Action TG**

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- 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 April 2022	
HMRC – Payment for April 2022	
Oxfordshire County Council – Clerks Pension for April 2022	
Paul Lester – Works to Bus Stops	£10.00
Jubilee Park Management Committee – Room Hire	£25.00
Auditing Solutions Ltd – Final Audit report for 2021/2022	£120.00
Green Scythe Ltd – Grass cutting Jubilee Park	£102.00
Angel Electrical Services – Jubilee Hall electrical work	£48.00
Engineering Ingenuity Ltd (Ian Harban) – Jubilee Hall Project	£4638.91
Oxfordshire County Council -Traffic Survey	£780.00
Nigel Prickett – Grass Cutting	£1218.00
Cotefield Treecare Ltd – Tree works at Jubilee Park	£1003.20
ONPA – Annual Subs	£50.00
Bloxham Recreation Ground Trustees – Tiling works to the pavilion	£756.88

- ii) Bank Reconciliation – The Parish Council considered the bank reconciliation for the Unity Trust Bank accounts as at 9 May 2022.

**Resolved** that the bank reconciliation as at 9 May 2022 be noted.

- iii) Accounts 2021/2022 – The Parish Council considered the Annual Governance and Accountability Return for the year ended 31 March 2022 and the Receipts and Payments as at 31 March 2022.

**Resolved** that:

- i) the Receipts & Payments Account as at 31 March 2022 be approved; and
  - ii) the Annual Governance Statement 2021/2022 (Section 1) and the Accounting Statement for 2021/2022 (Section 2) be approved. **Action TG**
- v) Internal Auditor’s Report 2021/2022 – Prior to the meeting, the Parish Council had received the Internal Auditors final report for 2021/2022.

**Resolved** that the report and recommendations be noted.

**14/22 Correspondence** – There was no further correspondence.

**15/21 Jubilee Hall Project** – Councillor David Bunn gave an update on the Jubilee Hall project.

**Resolved** that:

- 1) the report be noted; and
- 2) the request to cover the costs of showers will be considered by the Parish Council, in due course. **Action TG/DB**

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

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**16/22 Meeting Dates** – The Chairman reported that the next Parish Council meeting would be held at Jubilee Hall, Barley Close, Bloxham. The meeting would commence at 7.30pm.

**Resolved** that it be noted that, future meeting dates for Bloxham Parish Council are as stated below.

- Monday 6 June 2022
- Monday 4 July 2022
- Monday 1 August 2022
- Monday 5 September 2022
- Monday 3 October 2022
- Monday 7 November 2022
- Monday 5 December 2022

### **17/22 Items for Future Agendas/Items of Information**

- Bench in Gascoigne Way
- Condition of the footpath next to Warriner School
- 'Good Neighbour' Leaflet
- Bloxham Recreation Ground Pavilion
- Ability Transport Service
- Electric Charging Points

(The meeting ended at 8.40pm)

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Chairman – 6 June 2022