

BLOXHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT JUBILEE HALL, BARLEY CLOSE, BLOXHAM ON MONDAY 10 JANUARY AT 7.30PM

PRESENT: Chairman, Councillor Leonard Leigh; Councillors David Bunn, Mike Fenner, Daniel Goodwin and Stephen Phipps.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), District Councillor Adam Nell and one member of the public.

APOLOGIES: Councillor Joanna Barton submitted her apologies because she was unwell, the apologies were accepted and the absence authorised.

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

Parish Councillor Agnes Balassa was not present.

205/21 Declarations of Interest – There were no declarations of interest.

206/21 Minutes – Prior to the meeting, the minutes of the meeting held on 6 December 2021 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 6 December 2021 be approved and signed by the Chairman.
Action LL/TG

207/21 Matters Arising

Minute Number 191/21, Chairman's Announcements – A letter had been sent to Victoria Prentis MP and a reply was awaited.

Minute Number 191/21, Chairman's Announcements – The Clerk and Chairman had obtained advice from Cherwell District Council regarding new burial grounds and this was being progressed. The Law Society had also been contacted, but they had not yet responded.

Minute Number 191/21, Chairman's Announcements - Councillor Daniel Goodwin suggested that Parish Council priorities could be discussed at the Annual Parish Meeting.

208/21 Chairman's Announcements

- Dave Catling, Highways Officer at the County Council had advised that the traffic issues which had been highlighted by the Traffic Calming Working Group, would not be actioned until the spring and he would revert to Parish Council at this time.
- The Clerk highlighted the County Council's consultation regarding disabled parking bays. The Parish Council requested that the informal disabled parking bay outside of the Post Office on High Street and a new disabled parking bay outside the Ex-Servicemen's Hall, also on High Street, be included within the County Council's next round of consultations, in approximately eight months' time. **Action TG**
- John Wyatt was thanked for providing the village Christmas tree and for his staff assisting with planting of it on the Green.

209/21 Open Forum – A resident attended the meeting and thanked the Parish Council for supporting his planning application.

The resident highlighted a numbers of issues regarding trees in the village and it was agreed that the Chairman would arrange to meet the resident on site and report back to the Parish Council. **Action LL**

Councillor Daniel Goodwin raised an issue regarding recycling and whether items should be segregated on collection. Councillor Goodwin clarified that the resident who had contacted him had requested that new litter bins should be purchased to replace the current ones in the village and they would also like the new litter bins to allow

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for recycling to be separated. District Councillor Adam Nell advised that this matter should be raised with Cherwell District Council.

The Clerk reported that a resident had contacted the Parish Council with regard to verges which he currently cuts in The Avenue. Now that Cherwell District Council were charging for brown bins to be emptied, the resident asked whether the Parish Council would cover this cost. Councillors didn't feel that it would be appropriate to cover the costs of emptying the brown bins, but suggested that contact be made with the Parish Council's grass cutting contractor to find out if a solution could be found. The Parish Council very much appreciated residents taking pride in their surroundings and would encourage this wherever possible. **Action TG**

Councillor Stephen Phipps asked when the food waste collection service would be starting in the Cherwell area. Councillor Adam Nell advised that it was hoped it would start on 1 March 2022.

Councillor David Bunn reported that Old Bridge Road had become a rat run for vehicles trying to avoid the centre of the village and asked whether it would be possible to close the road permanently. The Chairman advised that this would be investigated by the Traffic Calming Working Group. **Action LL/DB**

The resident was thanked for addressing the Parish Council.

(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)

210/21 Reports from County and District Councillors – Councillor Adam Nell reported that District Councillors had been asked to encourage as many people as possible to get the Covid-19 vaccination.

Councillor Nell also reported that the District Council's budget consultation came to an end on 4 January 2022 and he had asked officers whether the process could be extended, but it could not. However, there would be other opportunities to comment on CDC's budget later in the process.

Councillor Nell highlighted the local Cycling/Walking Investment Plan, which was funding to enable new schemes to be designed, so that when funding became available, schemes were ready to be implemented. There would also be a consultation process on new cycle routes, starting in the near future.

Councillor Nell was thanked for his reports.

There was no report from County Councilor Kieron Mallon.

211/21 Environment/Village Matters

- i) Tree Works in Walsingham Close Amenity Area – The Parish Council discussed two complaints which had been received in respect of tree works carried out at Walsingham Close amenity area. A resident had also requested that the Parish Council replanted a hedge to screen his property.

Resolved that:

- 1) the complaints be noted and in future, residents be advised prior to works being carried out at the Walsingham Close Amenity area;
 - 2) residents in Walsingham Close be encouraged to form a Residents Committee to agree between them how this area could be managed and this be fed back to the Parish Council; and **Action TG/LL**
 - 3) a meeting be arranged between the Chairman and the Walsingham Close resident who requested that a hedge be replanted to screen his property. **Action TG/LL**
- ii) Repairs to the Footpaths at The Gogs/Greenhills Park – The Parish Council discussed completing repairs to the footpaths at The Gogs and Greenhills Park.

Resolved that contact be made with the County Council to request that maintenance works are carried out to the footpaths at The Gogs and Greenhills Park. **Action TG**

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- iii) Dog Waste Bin on Footpath next to Bloxham Mill – The Parish Council discussed a request for a dog waste bin on the footpath.

Resolved that the purchase of the dog waste bin on Barford Road at the end of the footpath (next to Bloxham Mill) be approved. **Action TG**

- iv) Bloxham Annual Parish Meeting (APM) – The Chairman reported that the APM would be held on Wednesday 23 March 2022 at Jubilee Hall. It was hoped that the APM would be physical meeting, however it would depend on Government Guidance at the time.

Resolved that an informal meeting be arranged for Councillors to discuss the format of the APM. **Action TG/LL**

- v) The Queen's Platinum Jubilee Beacons – The Parish Council discussed this event to mark HM The Queen's Platinum Jubilee in June 2022.

Resolved that information be distributed around the village highlighting the Platinum Jubilee, asking residents to contact the Parish Council if they would like to be involved in any events. **Action TG**

212/21 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:

- | | |
|--------------|--|
| 21/03861/F | Side Acre, Queen Street, Bloxham,
Design changes following approval 21/01265/F - Renovation and change of appearance of the existing dwelling, creation of front gable extension, new entrance porch rear extensions and extension to existing outbuilding to form a proposed garage. Replacement of existing roof covering with natural slates. Creation of external stone walls and integrated gates. |
| 21/03664/F | 29 Schofields Way, Bloxham
To install a new front door and side window to the existing porch and to replace part of the existing flat roof that spans the front of the house and garage with an angled roof |
| 21/03919/TCA | High House, High Street, Bloxham
Tree works |
| 21/03865/LB | Cumberford Cottage, Cumberford, Bloxham
Single storey rear extension |
| 21/03990/NMA | Bloxham Plant Nursery, Chequer Tree Farm, Ells Lane, Bloxham
Amendment to the internal layout to one section of the Tea Room (proposed as nonmaterial amendment to 20/03653/F) |
| 21/03960/NMA | The Stables At Bloxham Nursery, Ells Lane, Bloxham
Minor amendment to the internal layout (proposed as non Material Amendment to 20/03653/F) |
| 21/03868/F | Chequer Tree Farm, Ells Lane, Bloxham
RETROSPECTIVE - Toilet building |

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- 21/04071/TPO The Chantry, Church Street, Bloxham
Tree works
- 21/03873/F Wooden Hill Farm, Barford Road, Bloxham
Replacement of extant barn conversion for two dwellings with a single new dwelling
(replacing approved scheme 19/01744/F)
- 21/03958/LB Dovecote Cottage, 15 Bradford Court, Bloxham,
Replace four existing wooden sash windows with four identical wooden double glazed
sash windows

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:

- 21/03773/F Lynton, Banbury Road, Bloxham
Single storey rear extension to form kitchen, diner and snug; first floor to be extended to
enlarge bedroom and create dressing area and en-suite - re-submission of 21/02209/F

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

- 21/04065/TCA Stone Hill House, Stone Hill, Bloxham
Tree works
- 21/04182/TCA Old Park Farm, Stone Hill, Bloxham
Tree works
- 21/04069/F 22 The Avenue, Bloxham
Erect a two storey extension to the rear of the property, a porch to the front and internal
alterations.

- 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.

213/21 Finance

- 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:

Theresa Goss – Salary and Expenses for January 2022	
HMRC – Payment for January 2022	
Oxfordshire County Council – Clerks Pension for January 2022	
Arthur Gallaher Insurance – Jubilee Hall Project Insurance	£860.81
Jubilee Park Management Committee – Room Hire	£30.00
N Prickett – Works to Hedges	£580.80
Greenways and Partners – Consultancy for Jubilee Hall Project	£660.00
Auditing Solutions Ltd – Internal Audit, Interim Report 2021/2022	£270.00
Green Scythe Ltd – Grass Cutting at Jubilee Park	£99.50
Cotefield Treecare – Tree Condition Report	£3000.00

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Royal British Legion – Annual Community Donation	£400.00
Stephen Phipps – Hand dryer at Jubilee Hall	£178.19
P Lester – Repair to Noticeboard	£26.00
Glasdon UK Ltd – Ground fixing Unit for Dog Waste Bin	£188.99
Clement Wyatt – Christmas Tree	£144.00

- ii) Bank Reconciliation – The Parish Council considered the bank reconciliation for the Unity Trust Bank accounts as at 10 January 2022.

Resolved that the bank reconciliation as at 10 January 2022 be noted.

- iii) Internal Audit 2021/2022, Interim Report – Prior to the meeting, the interim report from the Internal Auditor had been circulated to the Parish Council.

Resolved that the report be noted.

- iv) Budget Monitoring – Prior to the meeting, the budget monitoring report from April 2021 to January 2022 had been circulated to the Parish Council.

Resolved that the budget monitoring report from April 2021 to January 2022 be noted.

214/21 Parish Council Matters

- i) Tree Condition Report – The Parish Council considered the Tree Condition report from Cotefield Treecare.

Resolved that:

- 1) the Tree Condition Report be noted;
- 2) Cotefield Treecare Ltd be requested to provide a three year maintenance schedule for the trees detailed within the report. **Action TG**

- ii) Civility and Respect Project – Prior to the meeting, the Parish Council had received information on the new national Civility and Respect Project.

Resolved that the anti-bullying and harassment statement be adopted and published on the Parish Council web site. **Action TG**

215/21 Correspondence – There was no further correspondence.

216/21 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 217/21, 218/21, 219/21, 220/21 & 221/21 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

217/21 Tree Condition Report Quotes – The Parish Council considered the quotes for works to trees on Parish Council owned land, as recommended by Cotefield Treecare Ltd.

Resolved that:

- 1) the quote from Cotefield Treecare Ltd for the works to two trees in Painters Close (T019) and Greenhill Park (T002) and be accepted; and **Action TG**
- 2) a quote for the appropriate works to the trees in Jubilee Park be requested. **Action TG**

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218/21 Jubilee Park, Play Equipment – The Parish Council considered a quote from Kompan to repair to the rope swing and replace the toddler slide.

Resolved that the quote from Kompan to repair to the rope swing and replace the toddler slide be accepted.
Action SP/TG

219/21 Grass Cutting at Jubilee Park – The Parish Council considered a quote for the grass cutting contract at Jubilee Park from Green Scythe Ltd for either a one or three year contract.

Resolved that:

- 1) the quote for a three year contract with Green Scythe Ltd be accepted;
- 2) Green Scythe Ltd be asked to confirm that they will continue to remove the cuttings for the play area, as this is not stated in their quotes;
- 3) Bloxham Football Club be asked to confirm the number of cuts required between March and October each year to enable to Parish Council to budget properly for the grass cutting; and
- 4) at the end of the three year contract, three quotes be obtained for future contracts. **Action TG**

220/21 Bloxham Recreation Ground Pavilion – The Clerk reported that quotes for works to Bloxham Recreation Ground Pavilion with regard to the works to the roof were still awaited.

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

221/21 Jubilee Hall Project – The Chairman gave an update on the Jubilee Hall project.

Resolved that:

- 1) the report be noted;
- 2) a request be made that the works to create the access hatches and the 'boxing in' in the shower rooms are completed as gesture of goodwill at no cost to the Parish Council. **Action DB/TG**

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

222/21 Meeting Dates – The Chairman reported that the next Parish Council meetings would be held in St Mary's Parish Rooms, 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 7 February 2022
- Monday 7 March 2022
- Wednesday 23 March 2022 (Annual Parish Meeting)
- Monday 4 April 2022

223/21 Items for Future Agendas/Items of Information

- Bench in Gascoigne Way
- Condition of the footpath next to Warriner School
- 'Good Neighbour' Leaflet
- The Queen's Platinum Jubilee Beacons
- Bloxham Recreation Ground Pavilion

(The meeting ended at 9.30pm)

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Chairman – 7 February 2022