

# BLOXHAM PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT JUBILEE HALL, BARLEY CLOSE, BLOXHAM ON MONDAY 12 MAY 2025 AT 7.00PM

**PRESENT:** Chairman, Councillor David Bunn; Councillors Russell Avens, Joanna Barton, Amanda Baxter, Mike Fenner, David Morris, Laura Noakes and Nick Rayner.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk & Responsible Financial Officer), Louise Stubbs from ONH Consulting, County Councillor/District Councillor David Hingley, District Councillors Gordon Blakeway and Rob Pattenden and four members of the public.

**1/25 Apologies** – Parish Councillor Alex Harrison submitted his apologies because he was at work.

Parish Councillor Neil Hegarty submitted his apologies because he was on holiday.

Parish Councillor Richard Morley submitted his apologies because he had another appointment.

**Resolved** that the apologies from Councillors Alex Harrison, Neil Hegarty and Richard Morley be approved and the absences authorised.

**2/25 Appointment of Chairman 2025/2025** – The Chairman asked for nominations for position of Chairman for 2025/2026. Councillor David Bunn was proposed and seconded.

**Resolved** that Councillor David Bunn be appointed as Chairman for 2025/2026.

The Chairman then signed the Chairman's Declaration of Acceptance of Office form.

**3/25 Appointment of Vice-Chairman 2025/2025** – The Chairman asked for nominations for the position of Vice-Chairman for 2025/2026. Councillor Joanna Barton was proposed and seconded

**Resolved** that Councillor Joanna Barton be appointed as Vice-Chairman for 2025/2026.

**4/25 Declarations of Interest** – There were no declarations of interest.

**5/25 Minutes** – Prior to the meeting, the minutes of the meeting held on 7 April 2025 had been circulated to the Parish Council and were taken as read.

**Resolved** that the minutes of the meeting held on 7 April 2025 be approved.

**6/25 Matters Arising** – There were no matters arising.

**7/25 Chairman's Announcements**

- Disused Railway Line Adjacent to The Slade – The landowner had been in contact with the Parish Council and had asked whether the land would be of interest to the Parish Council as a potential inclusion to The Slade. This matter would be discussed with the Warden at The Slade and at the next meeting of the Parish Council. **Action TG**
- Works at Bloxham School's Main Entrance on the A361 – The entrance was not yet finished, however the 'give-way' white lining had been completed in the interim. With regard to the broken pavement slabs, they would be replaced once the works to the SUDs had been completed, which was located under car park and ran to the middle of the A361. Temporary traffic lights would also be required during the works, therefore they would be completed during the summer holidays.

The formal meeting between the Parish Council and Bloxham School would be held in June 2025.

- Click-Clacking Manhole Covers – The manhole covers on Stone Hill had been repaired by the County Council.

## BLOXHAM PARISH COUNCIL

- Condition of The Ridgeway – The crushed materials which had been laid and rolled on The Ridgeway had contained pieces of laptops, sockets, cutlery and wiring. This had been reported to Cherwell District Council and they were investigating the matter.
- White and Yellow Lining – The County Council had confirmed that this work would be completed during 2025 and was a priority.
- Flashing Amber Lights – The County Council was waiting for new posts to be fitted, before the flashing amber lights could be installed. However, officers had confirmed that the County Council had recently changed contractors, which had caused delays to the project.

**8/25 Open Forum** – A resident addressed the meeting with regard to the planning application for 120 houses which had been submitted to Cherwell District Council on land east of Barford Road. The resident asked for advice on the actions he could take and how he could support the Parish Council.

The Chairman advised the resident on the procedure for commenting on planning applications and that once the William Davis application had been dealt with on Thursday 15 May 2025 at Cherwell District Council's Planning Committee, the Parish Council would then focus on the application from Ainscough Strategic Land. The resident was thanked for his offer of support.

Councillors highlighted their concerns regarding the accuracy of the information contained in the Cherwell District Council's Case Officer's report in respect of the William Davis Homes planning application for 130 homes (24/02541/OUT). There were a number of incorrect statements and the Parish Council's objection had not been published on Cherwell District Council's web site. The Case Officer's report had not been published on the planning portal either. It was also reported that the notification of the application had not been sent to neighbours who lived close to the site.

It was proposed and seconded that a request be submitted to Cherwell District Council requesting that the application be deferred due to the lack of a proper notification process and that the decision being made at the meeting, would be relying on incorrect and inaccurate information contained in the Case Officer's report.

District Councillor David Hingley asked the Clerk to submit the request in writing to him and he would follow it up with the planning officers on behalf of the Parish Council. **Action TG/DH**

*(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)*

**9/25 Reports from County and District Councillors** – The Chairman congratulated David Hingley on his election as County Councillor for the Adderbury, Bloxham and Bodicote division.

County Councillor Hingley thanked the Chairman for updating him on the issues regarding the installation of the flashing amber lights and white/yellow lining which the County Council should be progressing. He reported that the County Council had a Liberal Democrat majority and at the Council meeting on Tuesday 20 May 2025, the Party would form an Administration. All the villages surrounding Banbury now had a Liberal Democrat Councillor and he asked that the Parish Council kept him up to date with matters which involved the County Council.

District Councillor Rob Pattenden reported that the official opening of Castle Quay had taken place. The Local Plan was expected to be considered by the Executive in early July 2025 and would be recommended to the Council to approve at the end of July 2025. The Plan would then be sent to the Planning Inspector and no time limit on that process, although it was hoped to receive the results in early 2026.

The District Councillors all appreciated the Parish Council's frustrations with the number of planning applications which were being submitted in respect of Bloxham and they would support as much as they could.

The Chairman thanked the Councillors for their reports and support.

**10/25 Environment/Village Matters**

## **BLOXHAM PARISH COUNCIL**

- i) Flooding – The Chairman reported that the ‘blue dye test’ carried out by the County Council had determined the flow of water from Bloxham School onto Courtington Lane. A report was now awaited detailing the works required to address the issue, including the capacity of the pipework. With regard to The Brook, the ‘Slow the Flow’ initiative set out medium terms plan, but short term plans such as the drains being cleared had already been completed. There was also a plan for structured maintenance moving forward.

**Resolved** that the report be noted.

- ii) New Defibrillator – The Parish Council had been due to discuss purchasing a publicly accessible defibrillator and cabinet to be installed on a private house on South Newington Road, Bloxham. However, in the absence of Councillor Alex Harrison it was agreed to defer the item to the next meeting.

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

- iii) First Response Vehicle – The Parish Council had been due to discuss how the Parish Council and community could mitigate the imminent decommissioning of the First Response Vehicle, currently located at Godswell Park. However, in the absence of Councillor Alex Harrison it was agreed to defer the item to the next meeting.

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

- iv) Donation of 20 Saplings – The Parish Council discussed an offer from Bloxham School for 20 saplings to be planted in the village.

**Resolved** that a note be included in the Parish Council’s newsletter, requesting volunteers from the community to suggest locations for planting, to assist with the planting and also regularly watering the saplings whilst they were establishing. **Action TG**

### **11/25 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 observations had been made by the Parish Council in respect of the following planning applications/works to trees:

25/00999/TCA The Malt House Barn, Queen Street, Bloxham

T1 x Leylandii - Removal of a leylandii which is in poor condition. It is the last remaining tree from a previous approval 10 years ago to remove an entire leylandii hedge but never got removed. It now has had several trees planted around it which are maturing nicely, are much nicer and need the light such as a cherry tree, Indian bean tree and acer

**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 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:

25/00815/F Hornton House, Chapel Street, Bloxham

Variation of Condition 2 (plans) of 20/02054/F - Following some demolition work and detailed design work, minor design changes are proposed to the plans. Amendments include a slight increase to the building size, a shift in its footprint away from the boundary, and the introduction of two dormer windows to the south elevation

## BLOXHAM PARISH COUNCIL

- 25/00868/F 6 Lawrence Leys, Bloxham,  
Single storey wrap around extension
- 25/00867/LB The Woodlands, Workhouse Lane, Bloxham  
Demolition of existing conservatory and infilling of existing patio door opening including new casement window
- 25/00917/F 2 Colegrave Road, Bloxham  
Single storey side and front extensions; rear single storey extension
- 25/00984/F Creek Cottage, Little Bridge Road, Bloxham  
Variation of Condition 2 (plans) of 24/01276/F - amend design and reduce size of 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.

- iii) William Davis Homes, Planning Application 24/02541/OUT- Land South of 3 - 5 Hartshill Close, Bloxham – The Parish Council discussed addressing Cherwell District Council's Planning Committee on 15 May 2025 in objection to application 24/02541/OUT, for an outline planning application (with all matters reserved except for primary means of vehicular access from the A361) for the residential development of up to 130 dwellings, alongside associated access, green and blue infrastructure (including public open space, a play area, and drainage), required ground remodeling and supporting infrastructure.

**Resolved** that Cherwell District Council be requested to defer consideration of the planning application at its meeting of the Planning Committee on 15 May 2025, however, should the Committee continue to consider and determine the application, Councillor Amanda Baxter be authorised to address the Committee in respect of the Parish Council's objection. **Action TG/AB**

- iv) Gladman Developments Ltd, Planning Application 23/01265/OUT, Appeal References APP/C3105/W/25/3363572 & APP/C3105/W/23/3329533 – The Parish Council discussed the two appeals for an outline planning application for the erection of up to 60 dwellings with public open space, landscaping, sustainable drainage system (SuDS) and vehicular access point. All Matters Reserved except for means of access - re-submission of 23/01265/OUT.

Cherwell District Council had confirmed that the Section 106 agreement could be amended now the application was being considered again by the Planning Inspectorate.

**Resolved** that the report be noted.

- v) Bloxham Neighbourhood Development Plan – The Parish Council received an update on the progress with updating the Plan. Louise Stubbs from ONH Consulting was present to discuss the Plan with the Parish Council.

Louise confirmed that she would liaise with AECOM to propose suitable sites for the Parish Council to consider for inclusion in the Plan.

At the meeting with Chris Cherry at Cherwell District Council on 1 May 2025, it was confirmed that should the application for the 130 houses submitted by William Davis Homes be approved, these would count towards the housing numbers which the Parish Council would be allocating in its Neighbourhood Plan. However, the Plan would still need to include an allocation for more housing in the village.

It was confirmed that the members of the Steering Group were the Chairman and Councillors Joanna Barton, David Morris and Nick Rayner.

**Resolved** that the report be noted.

## BLOXHAM PARISH COUNCIL

- vi) Bloxham Conservation Area Re-Appraisal – The Parish Council discussed Cherwell District Council's consultation on the Bloxham Conservation Area Re-Appraisal.

**Resolved** that the Re-Appraisal be noted.

### 12/25 Parish Council Matters

- i) Drop-In and Chat – The Chairman reported on the issues which had been raised at the last session held on 10 May 2025. The next session was being held on 14 June 2025.

**Resolved** that the report be noted.

- ii) EV Charging Points – Councillor Russell Avens provided an update on the EV charging points project, which introduced new charging points at Jubilee Park.

**Resolved** that the project be paused until the County Council's commences its Micro Hub programme, as working with the County Council was the Parish Council's preferred route for progressing the project.

- iii) Parish Council Insurance – The Parish Council reviewed its insurance policy and considered a quote for 2025/2026.

**Resolved** that the review of the insurance policy be approved and the quote from Hiscox for the Parish Council insurance for 2025/2026 be accepted. **Action TG**

- iv) Membership of Staffing Committee, Working Groups and Outside Bodies for 2025/2026 – The Parish Council discussed the memberships of the Staffing Committee, Working Groups and outside bodies.

**Resolved** that the appointments be approved, as detailed in appendix 2 to the Minutes. **Action TG**

- iv) Parish Council Documents & Policies 2025/2026 – 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 2025/2026:

- Asset Register
- Risk Management Log and Risk Schedule
- Financial Regulations
- Standing Orders
- 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
- Sexual and General Harassment Policy

### 12/25 Finance

- i) Financial Matters – Prior to the meeting, a number of financial documents were circulated to the Parish Council.

# BLOXHAM PARISH COUNCIL

**Resolved** that:

- 1) the accounts for payment be approved, as detailed in appendix 1 to the minutes;
- 2) the receipts since the last meeting, the uncashed payments & uncashed receipts and the bank reconciliation, as at 12 May 2025 for the bank accounts at Unity Trust Bank be noted; and
- 3) it be noted that Councillor Joanna Barton, as Councillor for monitoring the Parish Council's internal controls, has signed the uncashed payments list, the uncashed receipts list, the bank reconciliation as at 30 April 2025 and the Unity Trust bank statements for April 2025.

- ii) Budget Monitoring 2025/2026 – Prior to the meeting, the Parish Council received budget monitoring report for 2025/2026.

**Resolved** that the report be noted.

- iii) Bank Signatories – The Parish Council discussed the signatories on the Parish Council bank accounts.

**Resolved** that the signatories on the Parish Council bank accounts be the Clerk and Responsible Financial Officer Theresa Goss and Councillors Russell Avens, Joanna Barton, David Bunn and Nick Rayner. **Action TG**

- iv) General, Ring-Fenced and Ear-Marked Reserves – Prior to the meeting, the general, ring-fenced, and ear-marked reserves had been circulated to the Parish Council.

**Resolved** that the report be noted and the reserves be approved.

**13/25 Correspondence** – There was no further correspondence.

**14/25 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 15/25, 16/25 & 17/25 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**15/25 Right of Access** – The Parish Council discussed its agreement with Bloxham School regarding the right of access across Jubilee Park to Dewey Sports Centre.

**Resolved** that the report be noted.

**16/25 Quote for Lights at St Mary's Church** – The Parish Council had previously considered a quote for works to the lights at St Mary's Church tower, which were a Parish Council asset. However, the contractor was now unable to undertake the work and another contractor was required.

**Resolved** that quotes be obtained for the replacement lights at St Mary's Church tower. **Action TG**

**17/25 Tree Survey at The Slade** – The Parish Council considered quotes for a Tree Survey at The Slade and for Priority one tree work highlighted in the main Parish Council Tree Survey.

**Resolved** that the quote from Cotefield Treecare Ltd be approved for the Tree Survey at The Slade and the quote for the priority one tree work be deferred to the next meeting. **Action TG**

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

## **BLOXHAM PARISH COUNCIL**

**18/25 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 2 June 2025
- Monday 7 July 2025
- Monday 4 August 2025
- Monday 1 September 2025
- Monday 6 October 2025
- Monday 3 November 2025
- Monday 1 December 2025

### **19/25 Items for Future Agendas/Items of Information**

- Traffic Calming Working Group
- Wildlife Corridors
- Staffing Committee
- 25/01009/OUT – Ainscough Strategic Land, Land East Of, Barford Road, Bloxham, Outline application for the demolition of existing building and development of up to 120 dwellings (Use Class C3) alongside open space, sustainable drainage and ancillary infrastructure. All Matters Reserved except for primary means of vehicular access from Barford Road.
- Disused Railway Line adjacent to The Slade
- First Response Vehicle
- New Defibrillator

(The meeting ended at 9.10pm)

---

Chairman – 2 June 2025