

## **BLOXHAM PARISH COUNCIL**

### **DRAFT MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 13 MAY 2019 AT 7.30PM**

**PRESENT:** Councillors Amanda Baxter, David Bunn, Steve Craggs, Sophie Floate, Mary Groves, Gloria Lester-Stevens, Leonard Leigh, Mike Morris, Stephen Phipps and Jenny Yates.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk & Responsible Financial Officer) and District Councillor Christine Heath.

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

Councillor Nick Rayner submitted his apologies because he had another appointment, the apologies were accepted and the absence authorised.

Apologies for absence were also received from District Councillor Mike Bishop and Andrew McHugh.

Councillor Jenny Yates 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.

**1/19 APPOINTMENT OF CHAIRMAN FOR 2019/2020** – Councillor Jenny Yates advised the meeting that she would not be standing for re-election as Chairman because she was resigning from the Parish Council.

The Parish Council expressed its thanks to Jenny for all of her hard work as a Councillor and more recently, as Chairman of the Parish Council.

Jenny Yates asked for nominations for the position of Chairman for 2019/2020.

**Resolved** that Councillor Steve Craggs be appointed as Chairman for 2019/2020.

**2/19 APPOINTMENT OF VICE-CHAIRMAN FOR 2019/2020** – The Chairman asked for nominations for the position of Vice-Chairman for 2019/2020.

**Resolved** that Councillor Nick Rayner be appointed as Vice-Chairman for 2019/2020.

**3/19 DECLARATIONS OF INTEREST** – There were no declarations of interest

**4/19 MINUTES** – Prior to the meeting, the minutes of the meeting held on 17 April 2019 had been circulated to the Parish Council, were taken as read and agreed with the following inclusion:

**Resolved** that the minutes of the meeting held on 17 April 2019 be approved and signed by the Chairman.

**5/19 MATTERS ARISING**

Minute Number 204/18 (ii) – Jubilee Hall – Councillor Stephen Phipps confirmed that he had asked Richard Walker about a timeline for the project and this would be received in due course.

**6/19 CHAIRMAN'S ANNOUNCEMENTS**

- It was agreed to enter the Christmas Tree Festival 2019 and Councillors Amanda Baxter and Sophie Floate volunteered to decorate the tree, on behalf of the Parish Council.
- The Parish Council expressed its thanks to Bloxham WI for their support at the Annual Parish Meeting where they served refreshments to those in attendance.

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- On Tuesday 21 May 2019 at 10.45am there would be a photo shoot at The Warriner School which is part of the official opening of the new MUGA. Parish Councillors were invited to attend, if they wished.
- Cherwell District Council would be drafting a Community Use Agreement for the new MUGA at The Warriner School and this was part of the agreement for the use of Section 106 funds on the project. A copy of the Community Use Agreement would be forwarded to the Parish Council in due course.

**7/19 OPEN FORUM** – There were no issues raised during the open forum.

*(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)*

**8/19 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – There was no report from County Councillor Kieron Mallon.

District Councillor Christine Heath reported that with regard to Bloxham Service Station, Cherwell District Council was waiting for a lighting report from Designs for Lighting and it was likely this application would now be considered at the Planning Committee in June or July 2019.

Councillor Amanda Baxter reported that MFG had installed two new lights at the site, which they did not have permission for. She would be reporting this formally to Cherwell District Council.

Councillor Heath also reported that Cherwell District Council was waiting for a report from Designs for Lighting with regard to the plans for lights on the car park and footpath at Bloxham School.

**9/19 PLANNING**

- i) Proposed SEND Academy, Options Appraisal – Prior to the meeting, comments on the Site Options Appraisal for the proposed SEND Academy in Bloxham Grove Road, Bloxham had been circulated to the Parish Council.

**Resolved** that the comments be approved for submission to Sulis Public Affairs. **Action TG**

- ii) Planning Applications

- 19/00617/F – The Parish Council considered an application for a part 2-storey, part 1-storey Special Education Needs (SEN) school with new access from Bloxham Grove Road, associated outdoor play areas, multi-use games area, staff parking, pupil drop-off and landscaping at land to the east of the Warriner School, Bloxham Grove Road, Bloxham.

**Resolved** that the Parish Council objects to application 19/00617/F on the following grounds:

The primary reason for the objection is that the location selected on Bloxham Grove Road is completely unsuitable. It is not based on whether or not such a School is needed, or even whether or not it should be located elsewhere in Bloxham, where there would seem to be more suitable locations.

The proposed location would be a disaster for the village and its users. Detailed objections are listed in the formal planning application response which can be accessed through the Planning Portal here, but a summary follows:-.

- The proposal is not plan led and as such is contrary to the NPPF (2019)
- The proposal contravenes CDC Local Plan Part 1:
- The proposal specifically contravenes the BNDP:

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- See BL 2, BL 5, BL 9, BL 11, BL 12, BL 14 The proposal does not cover the issue of Air Quality at all, despite the Cherwell DC's Air Quality report (2017) stating that Bloxham is an area of concern
- The proposal greatly exacerbates current issues with traffic and parking around the junction of Bloxham Grove Road and A361 for residents and parents/carers of children attending the Warriner School, threatening citizens' safety and well-being while also increasing the likelihood of public disorder
- As a general concern, this proposal appears:
  - a) to have been approved by Oxfordshire County Council Councillors, without any consultation with Bloxham Parish Council; and
  - b) considered favourably by Cherwell District Planning Officers despite it not forming part of the Cherwell District Council Local Part 1 adopted in July 2015, following a Hearing held in December 2014.

If the Planning Committee is minded to approve the application, the Parish Council would expect the necessary funds to be allocated, via a Section 106 agreement, to enable highway works to be completed on both the A361 and Bloxham Grove Road and at the junction where these two roads meet. In addition, there should also be highways funds available that are not restrictive which enables them to be spent in other areas of the village, where there are unforeseen traffic impacts on the village and these need to be addressed at a later date.

*(The full objection to the application is available on the Cherwell District Council web site)*

- 19/00662/F – The Parish Council considered an application for the demolition of an existing conservatory for replacement with single storey rear extension at Meadow House, Barford Road, Bloxham.  
**Resolved** that the Parish Council has no objection to 19/00662/F. **Action TG**
- 19/00572/F – The Parish Council considered an application for the demolition of a pre-cast garage and the erection of single storey side and rear extension at (Netherby) Fawn House, The Ridgeway, Bloxham.  
**Resolved** that the Parish Council has no objection to 19/00572/F. **Action TG**
- 19/00314/F – The Parish Council considered an application for the change of use of the existing commercial agricultural buildings to commercial for general purpose storage and light Industrial use at Brickhouse Farm Bloxham Road Milton -  
**Resolved** that the Parish Council objects to 19/00314/F because there is no plan in place for mitigating the increase in traffic volume and size. **Action TG**
- R3.0040/19 – The Parish Council considered an application for the installation of a relocatable building, comprising four classrooms, for a period of two years, construction of a parking area for 20 cars and details pursuant to condition 4 (Travel Plan) of planning permission ( 18/00852/OCC) at The Warriner School, Banbury Road, Bloxham, Oxfordshire, OX15 4LJ  
**Resolved** that the Parish Council objects to application R3.0040/19 because the travel plan has no reference to how it interacts and takes account of the proposal for the new SEN School on Bloxham Grove Road. **Action TG**

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- iii) Bloxham Neighbourhood Development Plan (BNDP) Working Group – Prior to the meeting, the Parish Council had received a report on proposals from the BNDP Working Group to update the Plan.

**Resolved** that the updates to the BNDP be approved and submitted to Cherwell District Council Planning Policy, for their consideration. **Action TG**

#### 10/19 ENVIRONMENT/VILLAGE MATTERS

- i) Emergency Planning Working Group – Prior to the meeting, a draft Emergency Plan had been circulated to the Parish Council.

**Resolved** that:

- i) the Bloxham Emergency Plan be approved and adopted;
- ii) the Plan be submitted to the Oxfordshire County Council Emergency Planning Officer;
- iii) the Plan be reviewed on an annual basis; and
- iv) John Lloyd be thanked for all his work on the Plan and be appointed as the Bloxham Community Emergency Co-ordinator.

**Action TG**

- ii) Bloxham FunDay – Prior to the meeting, a report on Bloxham FunDay, being held on Saturday 8 June 2019 had been circulated to the Parish Council.

**Resolved** that the report be noted and Mr Facon be contacted to confirm his insurance arrangements for the event. **Action TG**

#### 11/19 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 minute numbered 12/19 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

#### 12/19 BLOXHAM RECREATION GROUND – Prior to the meeting, a report and quotes had been circulated with regard to a new project at Bloxham Recreation Ground pavilion.

**Resolved** that

- a) funding be approved for the electrical work and works to the toilets; and
- b) a meeting be arranged with the Recreation Ground Trustee about future expenditure.

**Action TG**

*(At the conclusion of the item, the public and press were invited back into the meeting)*

#### 13/19 ENVIRONMENT/VILLAGE MATTERS

- i) Dog Fouling/Dogs on Leads on Footpaths in Bloxham – Prior to the meeting, the Parish Council had received information on the issue of dog waste not being collected and dogs being kept under control along the Circular Walk, Public Rights of Way and Permissive Footpaths in the village. The minutes of a meeting held on 24 April 2019 to discuss the issue had also been circulated.

However, due to the lateness of the hour, the Chairman proposed that this item be deferred to the next meeting of the Parish Council.

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

- iii) Parking Around the Primary School – Prior to the meeting, the Parish Council had received a report regarding a request from a resident for two more signs to encourage drivers to park safely and considerately around Bloxham Primary School.

However, due to the lateness of the hour, the Chairman proposed that this item be deferred to the next meeting of the Parish Council.

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

## 11/19 PARISH COUNCIL MATTERS

- i) Staffing Committee Membership & Terms of Reference, Responsibilities and Appointments to Outside Bodies – The Parish Council reviewed the terms of reference and membership of the Staffing Committee and appointed the Parish Council representatives on other bodies.

**Resolved** that:

- 1) the terms of reference for the Staffing Committee be approved; and
- 2) the Staffing Committee membership and the appointments to other bodies be approved, as detailed in appendix 1 to the minutes.

**Action TG**

- ii) Reports from Parish Council Representatives – Prior to the meeting, the Parish Council had received a report on the CPRE's AGM and Committee meeting.

**Resolved** that the report be noted.

- iii) Drop-In and Chat – Prior to the meeting a report from the session held on 11 May 2019 has been circulated to Councillors.

**Resolved** that the report be noted.

- iv) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated.

**Resolved** that the report be noted.

## 12/19 FINANCE

- i) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment.

**Resolved** that:

- i) Councillors Steve Craggs, Mary Groves, Leonard Leigh and Nick Rayner and Theresa Goss, Clerk and Responsible Financial Officer, be approved as signatories on the Parish Council's bank accounts; and
- ii) the following accounts for payment be approved:

Payments	Amount	Cheque No.
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Theresa Goss – Salary for May 2019		
Theresa Goss – Expenses for May 2019		
HMRC – Payment for May 2019		
OCC Pension Fund – May 2019		
Adderbury Parish Council – Use of Laptop and Printer	£30.00	1511
Walker Graham Architects – Jubilee Hall Employers Agent Role	£324.00	1512
N R Prickett – Grass Cutting for April 2019	£1218.00	1513
Green Scythe Ltd – Grass cutting at the Jubilee	£94.80	1514
KA Perkins – Work at the Ex-Servicemen’s Hall	£15,000	1536
JPMC – Room Hire	£25.00	1516
Mr D Chandler – Fitting of two litter bins and one dog waste bin	£260.00	1534
Viking – Stationery order	£62.96	1535

<b>Grants for 2019/2020</b>	<b>Amount</b>	<b>Cheque No.</b>
Bloxham Senior Citizen's Club	£300.00	1517
Ex-Servicemen's Hall	£1,000.00	1518
St Mary's Parish Rooms	£500.00	1519
Bloxham Village Museum	£119.94	1520
St Mary's Church	£1,000.00	1521
Bloxham Bowls Club	£1,825.00	1522
Ellen Hinde Hall	£2,000.00	1523
Bloxham Pre School	£1,005.41	1524
Bloxham Boys Brigade	£1,200.00	1525
First Bloxham Scout Group	£1,013.68	1526
Flower Club	£350.00	1527
Oxfordshire County Council - Cherry Tree Centre Grant	£5,000.00	1528
Bloxham St Mary's Thursday Club	£1,500.00	1529
Alan Griffin - Church Clock	£150.00	1530
Bloxham Recreation Ground	£2,500.00	1531
Royal British Legion	£400.95	1532
Bloxham May Festival (Fun Day)	£1,000.00	1533

- ii) Jubilee Hall & Ex-Servicemen’s Hall, Section 106 Projects – Due to the lateness of the hour, the Chairman proposed that these items be deferred to the next meeting of the Parish Council.

**Resolved** that these items be deferred to the next meeting of the Parish Council. **Action TG**

**13/19 CORRESPONDENCE** – The Clerk reported that she had received an email from the owner of a mobile takeaway van who wished to park in the layby next to Bloxham Museum. The Clerk had clarified that the business had the appropriate licenses and the Parish Council confirmed it had no objection to this request. **Action TG**

**14/19 MEETING DATES**

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**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:

- 21 May 2019
- 3 June 2019
- 18 June 2019 (Change to the original scheduled date of 19 June 2019)
- 1 Jul 2019
- 16 July 2019
- 5 August 2019
- 21 August 2019
- 2 Sept 2019
- 17 Sept 2019

#### **15/19 ITEMS FOR THE FUTURE AGENDAS**

- Additional Christmas lights
- Good Neighbour Scheme
- Jubilee Hall & Ex-Servicemen's Hall, Section 106 Projects
- Parking Around the Primary School
- Dog Fouling/Dogs on Leads on Footpaths in Bloxham

(The meeting ended at 9.30pm)

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Chairman – 21 May 2019