

BLOXHAM PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 14 MAY 2018 AT 7.30PM

PRESENT: Chairman, Councillor Jenny Yates; Councillors David Bunn, Steve Craggs, Mary Groves, Gloria Lester-Stevens, Stephen Phipps and Sue Slater.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer), County Councillor Kieron Mallon, District Councillor Andrew McHugh and three members of the public.

APOLOGIES: Parish Councillor Nick Rayner submitted his apologies because he was on holiday, the apology was accepted and the absence authorised.

Parish Councillor Mike Hawtin submitted his apologies because he was on holiday, the apology was accepted and the absence authorised.

Parish Councillor Leonard Leigh submitted his apologies because he had a hospital appointment, the apology was accepted and the absence authorised.

District Councillors Christine Heath and Mike Bishop also submitted their apologies.

The Chairman welcomed everyone to the meeting, especially David Bunn as this was his first meeting of the Parish Council as a Councillor. The Chairman 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.

1/18 SIGNING OF DECLARATIONS OF ACCEPTANCE OF OFFICE - All members completed their Declarations of Acceptance of Office forms and returned them to the Clerk and Responsible Financial Officer.

2/18 APPOINTMENT OF CHAIRMAN FOR 2018/2019 - Councillor Jenny Yates asked for nominations for the position of Chairman for 2018/2019. Councillor Yates was proposed and seconded for the position of Chairman.

Resolved that Councillor Jenny Yates be appointed as Chairman for 2018/2019.

3/18 APPOINTMENT OF VICE-CHAIRMAN FOR 2018/2019 - The Chairman asked for nominations for the position of Vice-Chairman for 2018/2019. Councillor Sue Slater was proposed and seconded for the position of Vice-Chairman.

Resolved that Councillor Sue Slater be appointed as Vice-Chairman for 2018/2019.

4/18 DECLARATIONS OF INTEREST – There were no declarations of interest.

5/18 MINUTES - The minutes of the meeting held on 9 April 2018 were taken as read and duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 9 April 2018 be approved.

6/18 MATTERS ARISING

Minute Number 164/17 - Silent Soldier– There had not been any progress with the purchase of the Silent Soldier and it was still unclear if the project was going ahead. It was suggested that if a Silent Soldier was purchased, then it could be located by the War Memorial, possibly on the gravel foot path leading to Old Bridge Road as it would be prominent place in the village. However some concerns were raised about whether it might get vandalised in that location. It was also suggested that it could be located at the Ex-Serviceman's Hall, possibly above the doorway. The RBL to be contacted for an update. **Action TG**

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Minute Number 165/17 – Replacement Seat for Courtington Lane – The replacement seat had been delivered and engraved and it was now ready to be installed. The Clerk was asked to send a letter of thanks to David Gibbard for all his assistance with this matter and for engraving the new bench. **Action TG**

Minute Number 167/17 – The Chairman reported that a meeting had not yet been arranged with the County Council about potholes, but it was being progressed by County Councillor Kieron Mallon. **Action KM**

Minute Number 172/17 - Annual Parish Meeting – The Chairman suggested that a review of the Annual Parish Meeting should be included on the Parish Council agenda for the June or July meeting. **Action TG**

7/18 CHAIRMAN'S ANNOUNCEMENTS – The Chairman reported on the following:

- It was agreed that a vote of thanks would be sent to Melanie Rayner for her work on the Bloxham village column in the Banbury Guardian. **Action TG**
- David Godfrey, former Clerk to the Parish Council had sadly passed away. The Chairman had sent a card to his family on behalf of the Parish Council.
- There was a National Association of Local Councils Survey for Councillors to complete and details were in the April edition of the OALC newsletter. The Clerk would forward the newsletter to Councillors again. **Action TG**
- Cherwell District Council's Parish Liaison Meeting was being held on 20 June 2018. It was suggested that items should include planning enforcement and notification of applications submitted to Cherwell District Council, under the Licensing Act. **Action TG**
- A meeting with PC Paul Smith from Thames Valley Police had been held on 14 May 2018 with regard to parking patrols and the list of problems areas would be forward to him. **Action TG**
- A meeting with Cherwell District Council was being held on 21 May 2018 with regard to air pollution.

8/18 RESIDENTS' ISSUES – A resident addressed the Parish Council with regard to public health protection. The resident gave background information on the subject and the potential impact on peoples' health and he had previously provided some information to the Parish Council. He referred to statements by MP's as well as national policy and MP's had summarised the issue as follows, 'air quality was a national health emergency'

The resident asked for information about where air quality was being monitored in the village and what data had been collected already. He was particularly concerned about the congestion around the High Street because cars were constantly slowing and accelerating when the concentration of pedestrians in this area was at its highest. It was at these peaks when peoples' health was affected the most, especially because the area around the shops also trapped fumes. The Chairman asked the resident to send to the Clerk, all of the information which he had gathered.

The resident highlighted that air pollution from vehicles affected peoples' health, caused early death, asthma and lung problems and the fumes were especially bad for young children. He felt that problems of traffic volume and congestion were separate issues and at the current time, his concern were around public health issues.

The Chairman reminded the Parish Council that a meeting was scheduled with Trevor Dixon at Cherwell District Council on Monday 21 May 2018 where she hoped that a number of these questions would be answered.

The resident then went on to raise the issue of the potholes in the village and that his wife's car had been damaged by a pothole. He had submitted a claim to the County Council, supported by Councillor Kieron Mallon but officers had refused to compensate her and pay the bill of £585 because they did not feel that the Council was liable, even though the pothole had been reported on Fix My Street a number of times.

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There was a discussion with Councillor Mallon about the potholes repairs and also the highway issues which had been raised with County Officers during a meeting with the Parish Council in April 2017, which had included reference to the A361. The Clerk confirmed that Councillor Mallon had been invited to that meeting.

The Chairman thanked the resident for addressing the Parish Council.

9/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Prior to the meeting, County Councillor Kieron Mallon had circulated his report to the Parish Council.

Councillor Andrew McHugh reported that most of the issues which had been brought to his attention related to the Esso Garage and Councillor Christine Heath would be taking the matter forward. The issue of potholes had also been raised with him.

Resolved that the report be noted.

10/18 PLANNING

- i) Planning Items (not covered within the minutes of the Planning & Strategy Committee meeting held on 23 April 2018) – The Chairman of the Committee, Sue Slater, gave a brief report on the planning applications which had been submitted to Cherwell District Council by Mr John Wyatt. Mr Wyatt was present at the meeting.

Councillor Slater reported that the stables had been erected in 2001. In 2014, the Parish Council had not objected to the application for the conversion of the stables nor to the application for the erection of the polytunnels. These had been approved by CDC with conditions relating to landscaping and retail sales. During 2014, some conditions had been discharged, however this had been a split decision at CDC's Planning Committee.

In 2015, the Parish Council did not object to an application for another polytunnel. However the application was withdrawn as CDC planning officers raised concerns about the siting of the tunnel and its impact on the rural nature of the site. In addition, the development was outside of the built limits of the village and Mr Wyatt's agent withdrew the application.

In 2016, an application for a polytunnel was resubmitted and the Parish Council did not object and the application was approved by CDC. Also in 2016, the Parish Council did not object to the removal of a condition relating to retail sales.

In 2017, the Parish Council objected to the application for the conversion of the stables into a dwelling as it was outside the built limits of the village and contrary to the Bloxham Neighbourhood Development Plan and CDC's Local Plan policies. A query was raised about the need for a worker because not enough evidence had been provided. CDC planning officers advised Mr Wyatt to withdraw the application because they would refuse permission for these reasons and others. An email to this effect from the case officer, was available on CDC's Planning Portal.

Between 2014 and 2018, Mr Wyatt had attended meetings of the Parish Council's Planning & Strategy Committee and of the full Parish Council to talk about his applications. After the last withdrawal, the Chairman and Vice-Chairman of the Parish Council met with Mr Wyatt, they advised him to contact CDC for some professional pre-application advice. The advice, that he received from CDC, which he shared with the Parish Council, was that an application would be refused for all the reasons previously stated, however it was suggested that if he wanted to reapply, then he should include robust evidence to demonstrate why a worker was needed on site and that all other avenues had been explored.

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In 2018 a new application with supporting evidence had been submitted and this application would be discussed at the Parish Council's Planning & Strategy Committee on 24 May 2018. Therefore, it would not be procedurally correct to have any discussion about the application until that meeting as it could appear that the application had been predetermined by Councillors. It was also highlighted that this application did not include a tearoom.

When the application was considered by the Planning & Strategy Committee, comments submitted to CDC would be made based on planning policy, not on the personal feelings or opinions the Councillors had about the applicant or the application.

The Councillors discussed whether the opinions of the public would be considered during the process. The Chairman advised that the village had made their opinions clear when they voted in favour of the Bloxham Neighbourhood Plan which included reference to developments outside the built limits of the village. Therefore, the Parish Council may submit comments based on that policy, as well as national policy and the Local Plan.

Residents comments would be considered and referenced in the Parish Council response to the application. If residents wished to support the application, their comments should be submitted to CDC and would be taken into consideration when CDC's Planning Committee considered the application.

Resolved that the report be noted.

11/18 PARISH COUNCIL MATTERS

- i) Co-option – The Parish Council considered two applications for co-option from Amanda Baxter and Joanna Barton.

Resolved that Joanna Barton and Amanda Baxter be co-opted onto the Parish Council. **Action TG**

- ii) Committee Memberships, Terms of Reference, Responsibilities and Appointments to Outside Bodies – Prior to the meeting, the list of Committee Memberships, responsibilities and appointments to outside bodies had been circulated to the Parish Council. Councillors noted that following her resignation, Gillian Roberts had offered her support as a non voting member on a Council Committee.

Resolved that:

- 1) the Committee Memberships, Terms of Reference, Responsibilities and Appointments to Outside Bodies be approved, as detailed in appendix 1 to the minutes; and
- 2) Gillian Roberts be invited to be a non-voting member of the Environment Committee. **Action TG**

- iii) Committee Minutes and Recommendations.

- **Environment Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for 7 June 2018.
- **Resources Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for 5 July 2018.
- **Planning & Strategy Committee** – Prior to the meeting, the minutes of the Planning & Strategy Committee meeting held on 23 April 2018 had been circulated to the Parish Council.

Resolved that the minutes be noted.

- **Staffing Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council.

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- iv) Drop-In and Chat – Session had been held on 14 April 2018 and 12 May 2018 – The report from the Drop-in and Chat on 14 April 2018 had been circulated and was available on the Parish Council website. No one had attended the session on 12 May 2018. The next session was on Saturday 9 June 2018 at Bloxham Fun Day.

Resolved that the report be noted.

- v) General Data Protection Regulations (GDPR) Compliance – Prior to the meeting, the Clerk had circulated a number of documents relating to GDPR.

Resolved that:

- a) the Data Map be approved;
- b) the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention be approved;
- c) the Privacy Notice be approved;
- d) it be noted that completed Security Compliance Checklists were received from Councillors;
- e) new Parish Council email addresses would be used from 25 May 2018;
- f) it be noted that the Parish Council is already registered as a Data Controller with the Information Commissioners Office; and
- g) it be noted that there is no legal requirement for the Parish Council to appoint a Data Protection Officer.

12/18 FINANCE

- i) General Power of Competence - The Clerk reported that the General Power of Competence gave Councils the power to do anything an individual could do, provided it was not prohibited by other legislation. The criteria was that a Parish Council must have two thirds of its Councillors appointed by an election and a Clerk who had the Certificate in Local Council Administration (CiLCA).

Resolved that Bloxham Parish Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk and has the General Power of Competence.

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

Resolved that the following accounts for payment be approved:

Payments	Amount	Cheque No
Theresa Goss – Salary for May 2018	£922.04	1328
Theresa Goss – Expenses for May 2018	£50.58	1328
Olivia William – Salary for April 2018	£42.92	1329
HMRC – Payment for May 2018	£390.43	1330
OCC Pension Fund – May 2018 payment	£353.98	1331
Pixel Concepts – Deposit for new web site	£519.74	1352
St Mary's Parish Rooms – Room Hire	£220.00	1333
NR Prickett – Grass Cutting	£1,218.00	1334
Wicksteed Playgrounds – Play equipment at Bloxham Recreation Ground	£6,949.80	1335
Eton College – Permissive path	£1.00	1336
Mr D Chandler - Removal of estate agents boards	£50.00	1337
Green Scythe Ltd - Grass cutting for Jubilee Park on 26.03.18	£89.40	1338
Came and Company - Parish Council Insurance for 2018/2019	£775.22	1339
The Warriner Multi-Academy Trust – Room Hire	£48.00	1340

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Grant Payments	Amount	Cheque No
St Mary's Parish Rooms – Grant 2018/2019	£500.00	1341
Bloxham Pre-School – Grant 2018/2019	£1948.00	1342
First Bloxham Scouts – Grant 2018/2019	£528.98	1343
Alan Griffin – Church Clock Maintenance 2018/2019	£150.00	1344
Bloxham Flower Club – Grant 2018/2019	£450.00	1345
Ellen Hinde Hall – Grant 2018/2019	£1000.00	1346
Ex-Serviceman's Hall – Grant 2018/2019	£1000.00	1347
Oxfordshire County Council – Cherry Tree Centre	£5000.00	1348
Bloxham Recreation Ground – Grant 2018/2019	£2500.00	1349
St Mary's Thursday Club – Grant 2018/2019	£1500.00	1350
Bloxham May Festival – Grant 2018/2019	£2000.00	1351

- iii) Bank Reconciliation– Prior to the meeting, the bank reconciliation as at 14 May 2018, had been circulated to the Parish Council.

Resolved that the bank reconciliation as at 14 May 2018 be noted.

- iv) Section 106 Funds

- a) The Parish Council received an update on the following issues:

- Jubilee Hall – A meeting was being held on 21 May 2018 to review the progress of the project.
- Ex-Serviceman's Hall – The planning application was ongoing and the Hall would be asked whether an external plug point at the Hall could be accommodated for the Christmas lights.
- Phase 2 of Play Equipment Projects – Prior to the meeting, the costings for phase two of the play equipment projects at Jubilee Park and Bloxham Recreation Ground had been circulated to the Parish Council. Section 106 funds of £36,500 had been allocated to the project and the total of the quotes came to approximately £12,500 more than that figure. Jubilee Hall had also asked for a contingency of £1500.
- Legal agreements for all of the projects – The legal agreements for the play equipment projects had been signed by the Clerk, Chairman and Vice-Chairman and they still needed to be signed by Cherwell District Council and the sub-agreements needed to be signed by the Trustees at Jubilee Hall and Bloxham Recreation Ground.

Resolved that:

- 1) the reports be noted;
 - 2) the Ex-Serviceman's Hall be asked whether an external plug point could be accommodated for the Christmas lights; and
 - 3) the quotes for phase 2 of the play equipment projects at Jubilee Park and Bloxham Recreation Ground be approved. **Action TG**
- b) Update on the progress with the amenity land on the Miller Homes, Milton Road site – The Vice-Chairman reported that a meeting had been held with Bob Duxbury and Paul Almond at Cherwell District Council and they had been advised that because the developer wanted the land to be transferred to the Management Company, they had no power to challenge that decision.

Resolved that the report be noted.

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- v) Accounts 2017/2018 – The Parish Council considered the Annual Return for the year ended 31 March 2018 and the Receipts and Payments as at 31 March 2018.

Resolved that:

- i) the Receipts & Payments Account as at 31 March 2018 be approved; and
- ii) the Annual Governance Statement 2017/2018 (Section 1) and the Accounting Statement for 2017/2018 (Section 2) be approved. **Action TG**

13/18 VILLAGE MATTERS

- i) Bloxham Fun Day – Saturday 9 June 2018 – Councillor Mary Groves reported that the meeting held on 29 April 2018 had been successful and the Parish Council was thanked for the grant of £2000.

Resolved that the report be noted.

- ii) Land in Gascoigne Way and Queen Street – The Chairman reported that the transfer of land from Kibswell to the Parish Council, in Gascoigne Way was progressing and that further information was being sent to the Land Registry to support the application for adverse possession in Queen Street.

Resolved that the report be noted.

- iii) Garage on A361 in Bloxham – The Chairman reported that a meeting was being held on 15 May 2018 at Cherwell District Council with District Councillors Christine Heath and Colin Clarke and the relevant officers from planning and enforcement. Residents had been asked to keep a log of the issues at the site and to forward this to the Parish Council and Councillor Heath.

The planning application had now been submitted to Cherwell District Council for the signage and would hopefully be considered by the Parish Council's Planning & Strategy Committee at its meeting on 24 May 2018. The application for the lighting had not yet been submitted to Cherwell District Council. However there were also issues with the deliveries to the site and the noise from the lorries during the early hours of the morning.

Resolved that the report be noted.

- 14/18 CORRESPONDENCE** – There had been a number of items of correspondence which related to issues including a busker outside the Co-op, the proposed wooden bollards on Kings Road and the planning application at Chequer Tree Farm. These items of correspondence had been acknowledged and where appropriate referred to the appropriate authority for action.

15/18 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 16/18 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

- 16/18 CLERK AND RESPONSIBLE FINANCIAL OFFICER** – The Chairman reported that the national pay scales for the salary for the Clerk for 2018/2019 had been increased.

Resolved that the report be noted and the pay increase be approved.

17/18 MEETING DATES

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:

BLOXHAM PARISH COUNCIL

- 4 June 2018
- 2 July 2018
- 6 August 2018
- 3 September 2018

(The meeting ended at 9.45pm)

Chairman – 4 June 2018

BLOXHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 4 JUNE 2018 AT 7.30PM

PRESENT: Chairman, Councillor Jenny Yates; Councillors Joanna Barton, Amanda Baxter, David Bunn, Steve Craggs, Mary Groves, Mike Hawtin, Leonard Leigh, Gloria Lester-Stevens, Nick Rayner and Sue Slater.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer), District Councillors Christine Heath and Mike Bishop and five members of the public.

APOLOGIES: Parish Councillor Stephen Phipps submitted his apologies because he was on holiday, the apology was accepted and the absence authorised.

District Councillor Andrew McHugh also submitted his apologies.

The Chairman welcomed everyone to the meeting, especially Joanna Barton and Amanda Baxter as this was their first meeting of the Parish Council as a Councillor. The Chairman 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.

18/18 DECLARATIONS OF INTEREST

Minute Number 28/18 (iv) – Esso Garage on A361 in Bloxham - Councillors Joanna Barton and Amanda Baxter declared an interest because they lived close to the site of the garage.

Resolved that the interests be noted.

19/18 MINUTES - The minutes of the meeting held on 14 May 2018 were taken as read and duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 14 May 2018 be approved.

20/18 MATTERS ARISING

Minute Number 6/8 – Matters Arising, Silent Soldier – The Chairman reported that the Royal British Legion (RBL) was now progressing the project and had earmarked the £250 for the 'Silent Soldier'. There had been a suggestion that the figure could be located by the flagpole, near to the War Memorial. The RBL would also be contacting Bloxham School because they might also be interested in the project. The Clerk had passed on to the RBL, the Parish Council's suggestion that the figure could be placed above the doorway to the Ex-Serviceman's Hall and this suggestion would be considered.

Minute Number 6/18 – Matters Arising, Meeting with Highways – There was still no update on a meeting. County Councillor Kieron Mallon would be contacted again about the progress of the meeting. **Action TG/KM**

Minute Number 11/18 (ii) Parish Council Matters – The Chairman reported that she was currently the PC's representative on the CPRE.

Minute Number 11/18 (iii) Parish Council Matters, Resources Committee – The Chairman reported that there had been a request from the Royal British Legion that the Parish Council considered an early request for a grant application to cover half of the cost of maintenance work to the lettering on the plaque and scrolls in St Mary's Church. It was agreed that this would be discussed at the next meeting of the Resources Committee. **Action JY/TG**

21/18 CHAIRMAN'S ANNOUNCEMENTS

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- Meeting with Bloxham School held on 31 May 2018 – The Chairman reported the following had been discussed at the meeting:
 - Bloxham School would probably be submitting an application for floodlights for their all-weather hockey pitches in late July/August 2018;
 - Pre-App advice had been received from Cherwell District Council;
 - The School had reflected on comments made during the consultation process and amended plans in response to comments made;
 - 60 staff lived in the village/131 pupils resided in Cherwell;
 - The proposal now was:
 - 12.5m height floodlights
 - lower lux levels to a level that was fit for purpose for school and club hockey
 - minimise noise from backboards
 - higher fencing along The Ridgeway
 - Cut off at 9pm
 - Extend car park to take cars off the surrounding roads rather than to accommodate any expected increase in traffic
 - More landscaping around car park
 - A minimum of 20 hours community use of school facilities; and
 - Users of Dewey Centre would be reminded to keep the doors closed to minimise noise.
- OCC and CDC Joint Working – Due to the financial difficulties which Northamptonshire County Council was having, there was a risk that this burden could be passed down to the District Councils. Therefore, Cherwell District Council was severing its joint working arrangements with South Northants Council. Therefore, CDC was now investigating the possibility of joint working with Oxfordshire County Council (OCC).

22/18 OPEN FORUM – A resident addressed the Parish Council with regard to the proposal for flood lights on the hockey pitches at Bloxham School. He reported that an Enforcement Health Officer from Cherwell District Council had visited the School and he had advised that retrospective planning permission for the current flood lights in car park and squash courts was required. The School had also been asked to turn off the light at night, but it was alleged that this had not happened. It was also noted that the new lighting columns would now be shorter than originally proposed, but this could have implications with regard to light spill.

Councillor Amanda Baxter briefly brought up the issues at the Esso Garage on the A361 but this would be discussed in more detail later in the meeting. However, she highlighted that CDC wouldn't investigate a statutory nuisance, such as lighting pollution if a planning application had been, or was soon to be, submitted to CDC. The application at the Esso Garage would be considered at the meeting of CDC's Planning Committee on 21 June 2018.

A resident asked about the markers for the bridleway on Water Lane and Beth Rutterford, Footpaths Officer at Oxfordshire County Council had advised that she had put discs at one end, but at the end near to the School there was nowhere to put it. The Clerk would contact Ms Rutterford about this matter again. **Action TG**

The Parish Council also thanked the resident for completing the engraving on the new bench on Courtington Lane and everyone commented how nice it looked. A letter of appreciation be sent to Bloxham School for installing the bench. **Action TG**

23/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – District Councillor Christine Heath reported that there had been some discussion with regard to the piece of land in front of the Esso Garage on the A361. It was currently unclear who owned the land and it had still not yet been clarified. Councillor Heath would be contacting County Councillor Kieron Mallon for further assistance on this, as well as the County Council's highways officers who would be making comments on the retrospective planning application.

There was no report from County Councillor Kieron Mallon.

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Resolved that the report be noted.

24/18 PLANNING

- ii) Planning Items (not covered within the minutes of the Planning & Strategy Committee meeting held on 24 May 2018) – Councillor Sue Slater, Chairman of the Committee, highlighted that there was a letter on CDC's Planning Portal and it claimed that at the Planning & Strategy Committee on 24 May 2018, members of the public were not given the opportunity to speak.

Councillor Slater explained that everyone in attendance was given the opportunity to make their points to the Committee, then the Committee discussed the application before agreeing the comments which would be submitted to CDC.

It appeared from the correspondence that the member of the public did not understand that it was a Parish Council Planning & Strategy Committee meeting and not a public meeting and Standing Orders did not allow for a debate between the Parish Council and the members of the public.

Resolved that the report be noted.

25/18 VILLAGE MATTERS

- iv) Air Quality/Public Health Protection – Prior to the meeting, the Chairman had circulated to the Parish Council, a report from the meeting, held on 21 May 2018, with Trevor Dixon at Cherwell District Council.

Resolved that:

- 1) the report be noted; and
- 2) the notes of the meeting be forwarded to Councillors Chris Heath, Mike Bishop and Andrew McHugh and also Brian Smith. **Action TG**

- v) Bloxham Fun Day – Saturday 9 June 2018 – Councillor Mary Groves gave an update report on the Fun Day and it was hoped that it would be a good community event.

Resolved that the report be noted.

- vi) Play Area Strategy – Prior to the meeting, the Open Space and Play Area Strategy from Cherwell District Council had been circulated to the Parish Council.

Resolved that the report be noted and a response be sent to Cherwell District Council. **Action TG**

- vii) Garage on A361 in Bloxham – Councillor Amanda Baxter gave an update on the issues at the garage and reported that the consultation period for the retrospective planning application, ended on 11 June 2018. The application would be considered by Cherwell District Council's Planning Committee on 21 June 2018.

Councillor Baxter had been advised that the submission of the planning application for the lighting at the site was imminent, however she had been given this information four weeks ago and whilst the application was 'imminent', CDC's Enforcement Officers would not take action with regard to the light pollution on the site.

Resolved that the report be noted.

- viii) Defibrillator for the Village – Councillor David Bunn presented a proposal for additional defibrillators for the village. It was reported that there were two defibrillators publicly available at Bloxham School, plus there were two Community First Responders in Bloxham who also had defibrillators.

Therefore it was suggested that there should be signage located in all of the Halls in the village, advising on the appropriate action to be taken and where users could locate the nearest defibrillator.

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Resolved that the report be noted and signage relating to the defibrillators be investigated. **Action TG**

- ix) Annual Parish Meeting – The Chairman suggested that the review of the format of the Bloxham Annual Parish Meeting be deferred to the next meeting.

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

26/18 PARISH COUNCIL MATTERS

- vi) Committee Minutes and Recommendations.

- **Environment Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for 7 June 2018.
- **Resources Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for 5 July 2018.
- **Planning & Strategy Committee** – Prior to the meeting, the draft minutes of the Planning & Strategy Committee meeting held on 24 May 2018 had been circulated to the Parish Council.

Resolved that the minutes be noted.

- **Staffing Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council.

- vii) Drop-In and Chat – There had not been a session since the last meeting of the Parish Council

Resolved that the report be noted.

27/18 FINANCE

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

Resolved that the following accounts for payment be approved:

Payments	Amount	Cheque No.
Theresa Goss – Salary for June 2018		
Theresa Goss – Expenses for June 2018		
Olivia Williams – Salary for May 2018		
HMRC – Payment for June 2018		
OCC Pension Fund – June 2018 payment		
Walker Graham Architects – Jubilee Hall Project	£604.80	1358
OALC – Roles and Responsibilities Training for three Councillors	£288.00	1359
Green Scythe Ltd – Grass cutting at Jubilee Park	£260.40	1360
Arrow Accounting – Internal Audit Fee for 2017/2018	£337.02	1361
Mr D Chandler - Bench on Courtington Lane	£100.00	1362
Theresa Goss – Litter Picking Equipment	£64.56	1363
Viking – Gloves for litter picking	£15.86	1365
Oxfordshire County Council – Room Hire	£52.00	1366
Prysebros Ltd – Weed Control in the village	£564.00	1367
Nigel Prickett – Grass cutting for May 2018	£1218.00	1368

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- ii) Bank Reconciliation– Prior to the meeting, the bank reconciliation as at 4 June 2018, had been circulated to the Parish Council.

Resolved that the bank reconciliation as at 4 June 2018 be noted.

- iv) Section 106 Funds

c) The Parish Council received an update on the following issues:

- Jubilee Hall – Tenders had been received and further negotiations would be undertaken with the preferred contractor. There was a discussion about additional funding, in addition to the Section 106 funds it was clarified this had already been previously considered.
- Ex-Serviceman’s Hall – A request had been received for release of funding for building regulations and recently identified repairs to the existing kitchen roof. The Parish Council required clarification regarding the cost before a decision could be made to release the funds.
- Phase 2 of Play Equipment Projects – This was currently on hold until further quotes had been received which could then be submitted to Cherwell District Council.
- Legal agreements for all of the projects – These were still on-going.

Resolved that:

- 4) the reports be noted; and
- 5) clarification be requested from the Ex-Serviceman’s Hall about the request for release of funds.

Action TG

28/18 CORRESPONDENCE – A number of emails had been received, which mainly concerned the planning application at Chequer Tree Farm and these had already been circulated to the Parish Council.

29/18 MEETING DATES

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:

- 2 July 2018
- 6 August 2018
- 3 September 2018
- 1 October 2018
- 5 November 2018
- 3 December 2018

(The meeting ended at 9.25pm)

Chairman – 2 July 2018

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 2 JULY 2018 AT 7.30PM

PRESENT: Chairman, Councillor Jenny Yates; Councillors Joanna Barton, Amanda Baxter, Steve Craggs, Mary Groves and Sue Slater.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer), County Councillor Kieron Mallon, District Councillors Christine Heath and Mike Bishop and one member of the public.

APOLOGIES: Parish Councillor Mike Hawtin submitted his apologies because he had another appointment, the apology was accepted and the absence authorised.

Parish Councillor Leonard Leigh submitted his apologies because he was on holiday, the apology was accepted and the absence authorised.

Parish Councillor Gloria Lester-Stevens submitted her apologies because she was ill, the apology was accepted and the absence authorised.

Parish Councillor Stephen Phipps submitted his apologies because he was on holiday, the apology was accepted and the absence authorised.

Parish Councillor Nick Rayner submitted his apologies because he was on holiday, the apology was accepted and the absence authorised.

District Councillor Andrew McHugh also submitted his apologies.

Parish Councillor David Bunn was not present.

The Chairman 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.

30/18 DECLARATIONS OF INTEREST – There were no declarations of interest.

31/18 MINUTES - The minutes of the meeting held on 4 June 2018 were taken as read and duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 4 June 2018 be approved.

32/18 MATTERS ARISING

Minute Number 22/18 Open Forum – The Chairman reported that the markers had been provided for the Water Lane bridleway and Bloxham School would install them on the wall.

33/18 CHAIRMAN'S ANNOUNCEMENTS

- Report on Cherwell District Council's Parish Liaison Meeting held on 20 June 2018 – The Chairman reported that information from the Parish Liaison Meeting had been circulated and the meeting was also available to view on CDC's web site. At the meeting, the Chairman had highlighted issues with enforcement and Adrian Colwell would be looking into these issues further.
- Silent Soldier – The Chairman reported that the Royal British Legion were continuing to pursue the purchase of the Silent Soldier.
- Locality Funding – This funding was available via County Councillor Kieron Mallon and he would provide more details later in the meeting.

BLOXHAM PARISH COUNCIL

- Section 106 Funds - Carmen Guard had contacted the Parish Council to make a request that if there were any further Section 106 funds available, then Ellen Hinde Hall would like to be considered again. They were currently applying for grant funding from other organisations to assist with the projects at the Hall.
- The Slade Open Event was being held on Sunday 15 July from 2.00-4.00pm and volunteers were required to marshal the cars into the Recreation Ground.

34/18 OPEN FORUM – John Wyatt addressed the Parish Council and thanked all those who had supported him during the process for his recent planning application. He was grateful to those who acted with responsibility, but felt very strongly that members of the Parish Council should not be abused whilst undertaking their role in Local Government. Mr Wyatt would like to draw a line under the recent events and he offered to continue to support the Parish Council.

Mr Wyatt also asked if he could tend to the trees which he had donated to the village as they were struggling in the hot weather. This was referred to the Environment Committee to action. **Action TG**

35/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Prior to the meeting, County Councillor Kieron Mallon had circulated his report to the Parish Council.

District Councillor Christine Heath updated the Parish Council on the planning application for the Esso garage on the A361. There were currently two applications which were being considered, one was for the totem and the other for the lighting.

Planning officers were currently negotiating with the applicants with regard to the totem and Councillor Heath had already called-in this application to ensure that it was considered by CDC's Planning Committee. This would possibly be discussed at the July meeting of the Committee.

Councillor Heath highlighted issues with the lighting application because the demonstrations did not show any light spill, which was not realistic of the effects of the lighting. She felt that a full lighting survey was required by an independent expert and it should be assessed by Environmental Health officers too. This application would possibly be discussed at the August meeting of the Committee.

It was also discussed and agreed that an email should be sent to Cherwell District Council's Chief Executive, the Leader of the Council Barry Wood and Adrian Colwell outlining the impact of the 24 hour licence and the planning applications at the Esso garage because there was no communication between the Licensing and Planning departments at Cherwell District Council. **Action JY/TG**

A request would also be made for the Licensing Committee to review the decision to approve a 24 hour licence for the sale of alcohol at the Esso garage. **Action JY/TG**

Resolved that the reports be noted.

36/18 PLANNING

- iii) Planning Items (not covered within the minutes of the Planning & Strategy Committee meeting held on 12 June 2018) – Councillor Sue Slater, Chairman of the Committee reported that comments on the Construction Traffic Management Plan for the Warriner School needed to be submitted to the County Council by 3 July 2018. The Plan had not been available at the last meeting of the Planning & Strategy Committee.

Resolved that the report be noted and comments on the Construction Traffic Management Plan for the Warriner School be submitted to Oxfordshire County Council. **Action TG/SS**

37/18 VILLAGE MATTERS

BLOXHAM PARISH COUNCIL

- x) Bloxham Fun Day, Saturday 9 June 2018 – Councillor Mary Groves reported on the success of the Fun Day and everyone involved wished to stay on the Committee and build upon the success for next years' event. The Committee thanked the Parish Council for its financial report and Councillor Groves also thanked the Mid-Counties Co-op for all their support and the volunteers.

The Parish Council thanked the Committee for all their hard work on the event.

Resolved that the report be noted.

- xi) Annual Parish Meeting 2018 – The Chairman highlighted all of the time and effort which had gone into the presentation for the meeting this year, however the projector at the Warriner School had failed and the information wasn't then referred to during the meeting.

The Chairman suggested that rather than having a presentation, a speaker be invited to talk about issues which affected the village and the Chairman could then give a verbal report on the work of the Parish Council, for the previous 12 months.

It was also felt that Jubilee Hall was a far more suitable venue for the meeting, than the lecture theatre at Warriner School.

Resolved that further consideration be given to a speaker for the Annual Parish Meeting for 2019 and this be discussed later in the year. **Action TG**

38/18 PARISH COUNCIL MATTERS

- viii) Committee Minutes and Recommendations.

- **Environment Committee** – Prior to the meeting, the minutes of the meeting held on 7 June 2018 had been circulated to the Parish Council.

Councillor Steve Craggs gave an update on the progress of the Christmas lights project and he was in communication with Amey with regard to different solutions for gaining power on the green, by the War Memorial, to light the Christmas tree.

Resolved that the minutes be noted and approved.

- **Resources Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for 5 July 2018 at 12.30pm at Bloxham Mill.
- **Planning & Strategy Committee** – Prior to the meeting, the draft minutes of the Planning & Strategy Committee meeting held on 12 June 2018 had been circulated to the Parish Council. The next meeting was scheduled for 10 July 2018 at 7.30pm.

Resolved that the minutes be noted.

- **Staffing Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council.

- ix) Drop-In and Chat – The last session had been held on Saturday 9 June 2018 at Bloxham Fun Day. Issues which had been raised related to the planning application at Chequer Tree Farm, parking in the village and the new footpath opposite the Primary School, by the Miller Homes site on Tadmarton Road.

The next session was on Saturday 14 July 2018 at the Ex-Servicemen's Hall.

Resolved that the report be noted.

BLOXHAM PARISH COUNCIL

39/18 FINANCE

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

Resolved that the following accounts for payment be approved:

Payments	Amount	Cheque No.
Theresa Goss – Salary for July 2018		
Theresa Goss – Expenses for July 2018		
Olivia Williams – Salary for June 2018 & 2017/2018 holiday pay		
HMRC – Payment for July 2018		
OCC Pension Fund – July 2018 payment		
Cherwell District Council – Building Control Fees for the Ex-Servicemen’s Hall project	£840.00	1374
Green Scythe Ltd – Grass cutting for Jubilee Park for May 2018	£381.00	1375
Glasdon UK – New Dog Waste Bin for Courtington Lane	£333.85	1376
Cherwell District Council – Election fees	£39.00	1377
Information Commissioner – Data protection Registration Fee	£40.00	1378
Adderbury Parish Council – Use of laptop and printer	£30.00	1379
Adderbury Parish Council – SLCC Membership	£46.25	1379
NR Prickett – Grass Cutting for June 201	£1218.00	1380

- ii) Bank Reconciliation– Prior to the meeting, the bank reconciliation as at 2 July 2018, had been circulated to the Parish Council.

Resolved that the bank reconciliation as at 2 July 2018 be noted.

- iii) Cherwell District Council's Community Infrastructure Capital Grant Fund – Prior to the meeting, information on the CDC's Community Infrastructure Fund had been circulated to the Parish Council.

The Chairman gave an overview of the criteria for the Fund and a meeting for village organisations and CDC officers to attend, would be facilitated by the Parish Council.

Resolved that a meeting for village organisations and CDC officers to attend, be facilitated by the Parish Council. **Action TG**

- iv) Section 106 Funds

- d) The Parish Council received an update on the following issues:

- Jubilee Hall – There was no further update on the tenders, however, Cherwell District Council had agreed to lower the price for the building regulations.
- Ex-Serviceman’s Hall – The Chairman confirmed that the building regulation costs were included in original request for funding. However Cherwell District Council had agreed to reduce these costs by £250. It was also confirmed that the cost of the roof replacement would be met by the Ex-Servicemen’s Hall.
- Phase 2 of Play Equipment Projects – Prior to the meeting, quotes for phase two of the play equipment project had been circulated to the Parish Council. The total cost was now £38,434.80 and the shortfall, which could not be covered by Section 106 funds, was £1934.80. There had also been a request for a £1500 contingency fund and as this should be applied to

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both play areas, a further £3000 was required. Therefore the total amount required was £4934.80.

- Legal agreements for all of the projects – The work on the legal agreements was still on-going.

Resolved that:

- 6) the reports be noted;
- 7) the shortfall of £1934.80 on the play equipment projects be funded by New Homes Bonus; and
- 8) the contingency fund of £3000 (£1500 for both Jubilee Park and Bloxham Recreation Ground) be funded by New Homes Bonus, unless funds can be found from Community Infrastructure funds. **Action TG**

Action TG

- v) Locality Funding – County Councillor Kieron Mallon reported that any applications for the Locality Funding had to be supported by him before the application could be submitted and approved by the County Council.

Resolved that the report be noted and the fund be highlighted to groups in the village. **Action TG**

40/18 CORRESPONDENCE – The Chairman reported that the Parish Council had received a request for a new street light on Brickle Lane, which had been refused by the County Council due to a lack of funds. However the Parish Council had not budgeted for this expenditure and did not have the necessary funds either, therefore this request could not be supported. **Action TG**

41/18 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 42/18 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

42/18 LAND IN GASCOIGNE WAY – The Chairman reported that Kibswell Homes had agreed to transfer an area of land in Gascoigne way to the Parish Council, but they had inserted overage provisions. This provided that if within 20 years from the date of completion, any planning permission for development (which was defined as any use other than open space) was obtained, then the Parish Council must pay to Kibswell Homes the full market value of the land with the benefit of the planning permission at that time.

Resolved that the agreed action be approved. **Action JY/TG**

43/18 MEETING DATES

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:

- 6 August 2018
- 3 September 2018
- 1 October 2018
- 5 November 2018
- 3 December 2018

(The meeting ended at 9.15pm)

Chairman – 6 August 2018

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 6 AUGUST 2018 AT 7.30PM

PRESENT: Chairman, Councillor Jenny Yates; Councillors Joanna Barton, David Bunn, Mary Groves, Mike Hawtin, Gloria Lester-Stevens, Leonard Leigh, Nick Rayner and Sue Slater.

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

APOLOGIES: Parish Councillor Amanda Baxter submitted her apologies because she was on holiday, the apology was accepted and the absence authorised.

Parish Councillor Steve Craggs submitted his apologies because he had another appointment, the apology was accepted and the absence authorised.

Parish Councillor Stephen Phipps submitted his apologies because he was on holiday, the apology was accepted and the absence authorised.

Districts Councillors Mike Bishop and Andrew McHugh and County Councillor Kieron Mallon also submitted their apologies.

The Chairman 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.

44/18 DECLARATIONS OF INTEREST

Minute Number 47/18, Bloxham Service Station - Councillor Joanna Barton declared an interested in Bloxham Service Station because she was a neighbour to the site.

Resolved that the interest be noted.

45/18 MINUTES - The minutes of the meeting held on 2 July 2018 were taken as read and duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 2 July 2018 be approved.

46/18 MATTERS ARISING

Minute Number 33/18 Chairman's Announcements, Ellen Hinde Hall – Councillor David Bunn asked whether the Parish Council would be considering the request from the Ellen Hinde Hall Trustees to receive further Section 106 funds for their project. The Clerk reminded the Parish Council that as it had agreed not to support phase 2 of their project, it could not consider this matter again for six months, as stated in the Standing Orders.

47/18 CHAIRMAN'S ANNOUNCEMENTS

- Update on Bloxham Service Station – A meeting was being facilitated by District Councillor Andrew McHugh with Cherwell District Council (CDC) officers, scheduled for the end of August 2018 to discuss the issues at this site, including a possible review of the licence to sell alcohol 24 hours a day.

A meeting which had already been held at CDC only had CDC officers in attendance. Parish and District Councillors were excluded, despite requesting to attend. Councillor Christine Heath would be following this up with Adrian Colwell to establish why the Parish and District Councillors were not included.

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Regarding the Planning Application for the garage forecourt lighting, Councillor Heath advised that if the full lighting survey was not submitted to CDC by the applicant, the application would be recommended for refusal at the CDC Planning Committee.

Once the Clerk had received feedback from Councillor Heath, she would contact Jim Newton again to make it clear, that the Parish Council wished to discuss issues relating to the Esso Garage at the meeting at the end of August 2018. A draft agenda would be forwarded to CDC. **Action CH/TG/JY**

The Clerk was also asked to contact CDC to find out why there was a delay in the issuing a decision notice relating to 18/01112/ADV. **Action TG**

- Section 106 Funding Meeting –Wednesday 22 August 2018 at 7.30pm at Jubilee Hall for new Councillors and any other Councillors who feel this would be beneficial.
- Community Infrastructure Fund Meeting – Wednesday 5 September 2018 at 7.00pm at Jubilee Hall for all Councillors and any village organisations interested in receiving more information on the Fund.
- Strategic Plan Meeting – Thursday 13 September 2017 at 7.30pm at Godswell Park for all Councillors.
- Cherry Tree Centre Meeting – Monday 17 September 2018 at 1.30pm at Bloxham Primary School with the Head Teacher, Matthew Ingall to be attended by the Chairman, Vice-Chairman, Clerk and County Councillor Kieron Mallon.
- Oxfordshire County Council's 'Commitment to Thriving Communities' event - Thursday 4 October 2018 at Banbury Town Hall, 1 Bridge Street, Banbury from 6 to 9pm for all Councillors. Councillors to submit their names for places to the Clerk.
- The Slade – The opening event went very well. However, there had been an incident of children lighting a fire in The Slade and a second incident of two children camping overnight. It was suggested that the Environment Committee could work with Marie Jones to produce an information booklet about how to use the countryside safely. It was also suggested that a leaflet could be produced, providing information on all of the public rights of way and Bridle Ways in the village. These two issues would be discussed at the next meeting of the Committee on 24 September 2018. **Action TG**

The Meadow Cut Day had also gone very well, and scythe training was required for some of the volunteers at The Slade. **Action TG**

48/18 OPEN FORUM – A resident addressed the Parish Council with regard to finger posts and signage on the Water Lane Bridleway. The Chairman advised that there should now be signs at the end of the Bridleway by Bloxham School as the Bursar had been arranging for them to be erected on the wall. The Clerk would check with Beth Rutterford at the County Council and Charlie Little, Bursar at Bloxham School to establish where the signs were. **Action TG**

Des Jones would be asked for an update on the location of the finger posts for the public rights of way. **Action TG**

49/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – District Councillor Christine Heath reported on the huge number of houses which would have to be built in the area due to the proposed Oxford to Cambridge Expressway.

Resolved that the report be noted.

50/18 PLANNING - Planning Items (not covered within the minutes of the Planning & Strategy Committee meeting held on 10 July 2018).

- i) Planning Applications - Councillor Sue Slater, Chairman of the Committee asked the Councillors to comment on three planning applications.

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Resolved that the following comments be forwarded to Cherwell District Council:

18/01099/F, Building 85 RAF Barford St John Bloxham Road Milton, Removal of 2no. existing antenna and installation of 2no. new antenna – No comments

18/01144/Q56, Barn At Wooden Hill Farm Barford Road Bloxham, change of use to convert existing agricultural building into two dwelling-houses – The Parish Council commented that:

Subject to determination of prior approval, it is noted that this is contaminated land and therefore there are concerns about development on this land. There are also concerns about any increase in traffic on Barford Road.

The proposed conversion is not in keeping with its rural location and it is difficult to see that a sympathetic conversion of the existing barns could be achieved.

Warriner School, Traffic Management Plan – The Parish Council has no further comments and is pleased to see the amendments to original scheme. However, the PC would like to reiterate that parking on roads around the school, in particular Chipperfield Park Road, must be monitored to ensure that this development does not exacerbate existing parking issues which continue to cause difficulties for local residents.

- ii) Land in Queen Street, Bloxham – Councillor Sue Slater reminded the Parish Council that the Land Registry had refused to allow the Parish Council to claim adverse possession of the land in Queen Street. However, the Planning Committee felt that despite this, it could not leave the land in the state that it was and therefore the Clerk had been asked to obtain quotes to tidy up the land and volunteers would be asked to repair the fence. The Clerk had also been asked to obtain quotes to cut back the overgrowing footpath over the bigger piece of land, which lead into Greenhills Park.

Resolved that:

- 1) the report be noted;
 - 2) two quotes be obtained for clearing the small area of land, in liaison with the Chairman and Vice-Chairman of the Parish Council; **Action TG**
 - 3) Nigel Prickett be asked to trim the footpath on the bigger area of land in Queens Street, which leads into Greenhills Park; and **Action TG**
 - 4) volunteers at The Slade to be approached for help with repairing the fence. **Action JY**
- iii) Street Lighting on Barford Road – Councillor Sue Slater reported that once the Barford Road footpath had been completed, there was approximately £35,000 still available in Section 106 funds which was specifically designated to Barford Road. It had been brought to the attention of the Parish Council that some residents on Barford Road had requested additional street lighting.

Therefore, Councillors Mary Groves, Stephen Phipps and Nick Rayner were requested to speak to Barford Road residents and ask if they wanted additional lighting. If a positive response was received from residents, then a meeting would be arranged with County Councillor Kieron Mallon. This would probably be part of a wider meeting about highway matters in Bloxham, including Councillor Mallon's request for a Puffin Crossing on the A361. There would also be a request for a new bench on Barford Road.

Resolved that the report be noted.

51/18 PARISH COUNCIL MATTERS

- x) Committee Minutes and Recommendations.
- **Environment Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for Monday 24 September 2018.

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- **Resources Committee** – Prior to the meeting, the draft minutes of the Resources Committee meeting held on 5 July 2018 had been circulated to the Parish Council. The next meeting was scheduled for Thursday 15 November 2018.

Resolved that the minutes be noted and the recommendations approved.

- **Planning & Strategy Committee** – Prior to the meeting, the draft minutes of the Planning & Strategy Committee meeting held on 10 July 2018 had been circulated to the Parish Council. The next meeting was scheduled for Monday 10 September 2018 at 7.30pm. The application for new floodlights at Bloxham School would be considered at this meeting.

Resolved that the minutes be noted.

- **Staffing Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council.

- xi) Drop-In and Chat – The last session had been held on Saturday 14 July 2018. The Clerk was asked to contact CDC and ask for a report on the parking patrols in the village. The commissioning of the speed camera had been raised, Information was given to the meeting that indicated the speed camera was in operation. The next session was on Saturday 11 August 2018 at the Ex-Servicemen’s Hall.

Resolved that:

- 1) the report be noted; and
- 2) CDC be requested to send a report to the Parish Council on the parking patrols in the village. **Action TG**

- xii) Councillors Training Courses – The following training courses were available to Councillors:

- Code of Conduct – Thursday 12 September 2018 at 5pm at Cherwell District Council, Bodicote House, Bodicote, Banbury for all Councillors, especially new Councillors
- Roles & Responsibilities – Wednesday 19 September 2018 at Civic Hall, Britwell Road, Didcot for new and less experienced Councillors (full day)
- GDPR, Progress on Implementation – Wednesday 17 October 2018 at Civic Hall, Britwell Road, Didcot for all Councillors (half day)
- Planning, How Town and Parish Councils fit into the planning system and how to make effective responses to planning applications – Thursday 15 November 2018 at Committee Rooms 1 and 2, Woodgreen Office, West Oxfordshire District Council, Witney (half day).

Resolved that:

- 1) the report be noted; and
- 2) Cherwell District Council be asked if they could provide a training course for Parish Councils on ‘How Town and Parish Councils fit into the planning system and how to make effective responses to planning applications’. **Action TG**

52/18 FINANCE

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

Resolved that the following accounts for payment be approved:

Payments	Amount	Cheque No.
Theresa Goss – Salary for August 2018	£1026.30	1384
Theresa Goss – Expenses for August 2018	£37.35	1384
Olivia Williams – Salary for July 2018	£42.92	1385

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HMRC – Payment for August 2018	£459.27	1386
OCC Pension Fund – August 2018 payment	£336.48	1387
Mr D Chandler – Remove old dog waste bin and replace with new	£170.00	1388
M. Timms – Architectural services for Ex-Servicemen’s Hall	£527.40	1389
Aplins Solicitors – Legal work for the Section 106 agreements	£2160.00	1390
Cotefield Tree care – Tree work in Painters Close	£474.00	1391
Green Scythe Ltd - Grass cutting at Jubilee Park	£291.60	1392
Mrs J Yates – Items for The Slade	£37.42	1393
Viking – Stationery order	£29.23	1394
Bloxham Mill Ltd – Room hire	£54.00	1395
Banbury Litho – Signage for The Slade	£171.60	1396

Resolved that the following payments made since the last meeting be approved:

Payments	Amount	Cheque No.
OALC – Good Councillors Guides	£10.40	1381
Kompan – Deposit for Jubilee Park Play Equipment	£2805.12	1382

- ii) Bank Reconciliation– Prior to the meeting, the bank reconciliation as at 6 August 2018, had been circulated to the Parish Council.

Resolved that the bank reconciliation as at 6 August 2018 be noted.

- iv) Section 106 Funds

e) The Parish Council received an update on the following issues:

- Jubilee Hall – Funding had been confirmed by CDC and there was enough to meet the cost of the most competitive quote which had been received. A meeting was being held with the architect on 16 August 2018.
- Ex-Serviceman’s Hall – The project was progressing and the building regulations had been submitted to Cherwell District Council.
- Phase 2 of Play Equipment Projects – Orders had been placed for the new equipment and a deposit for the Jubilee Park equipment had been paid. Start dates were yet to be confirmed, but it would probably be after the school summer holidays in September 2018.
- Legal agreements for all of the projects – The work on the legal agreements was still on-going.

Resolved that the reports be noted.

53/18 CORRESPONDENCE – There was no further correspondence.

54/18 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 55/18 & 56/18 on the grounds that, it could involve the likely disclosure of private and confidential information which was not in the public domain.

55/18 POST INSTALLATION INSPECTIONS/ANNUAL INSPECTIONS OF PLAY EQUIPMENT – The Parish Council considered quotes from John Hicks to (1) complete the post installation inspections once the new play equipment has been installed at Jubilee Park and Bloxham Recreation Ground; and (2) complete the annual play area inspections.

BLOXHAM PARISH COUNCIL

Resolved that the quotes from John Hicks to complete the post installation inspections once the new play equipment has been installed at Jubilee Park and Bloxham Recreation Ground and to also complete both of the annual play area inspections in 2019 be accepted and approved. **Action TG**

56/18 CHURCH SCROLLS – The Parish Council considered a request from the Royal British Legion to cover half of the cost of the work to the Church Scrolls, which would be funded by the grant allocated to the Royal British Legion by the Parish Council, for 2018/2019. The Parish Council also considered two quotes for this work.

Resolved that half of the costs for the work to the scrolls be met by the Parish Council and this be funded from the grant for 2018/2019, which is allocated to the Royal British Legion. **Action TG**

57/18 MEETING DATES

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:

- 3 September 2018 (Start time 7.00 pm)
- 1 October 2018
- 5 November 2018
- 3 December 2018

(The meeting ended at 9.00pm)

Chairman – 3 September 2018

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 3 SEPTEMBER 2018 AT
7.00PM

PRESENT: Chairman, Councillor Jenny Yates; Councillors Joanna Barton, Amanda Baxter, David Bunn, Steve Craggs Mary Groves, Gloria Lester-Stevens, Leonard Leigh, Stephen Phipps and Sue Slater.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer), Carol MacKay, Emergency Planning Officer at Oxfordshire County Council and District Councillor Andrew McHugh.

APOLOGIES: Parish Councillor Nick Rayner submitted his apologies because he was on holiday, the apology was accepted and the absence authorised.

Apologies were also received from County Councillor Kieron Mallon and District Councillors Mike Bishop and Christine Heath.

Parish Councillor Mike Hawtin was not present.

The Chairman 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.

58/18 DECLARATIONS OF INTEREST – There were no declarations of interest.

59/18 EMERGENCY PLANNING – The Chairman welcomed Carol MacKay, Emergency Planning Officer at Oxfordshire County Council.

Carol reported that she was Manager of the County's Emergency Planning Unit which was part of the County Council's Fire and Rescue Service. Her Unit was on call 24 hours a day, ready to respond to any emergency across the County.

Part of her role was to help villages become more resilient and one suggestion to assist in an emergency, was for everyone to have a 'message in a bottle' which was a plastic container stored in the fridge which gave medical information to the emergency services about the occupants of the house, if it was required.

Carol also had leaflets about what to do in an emergency, such as snow and flooding and these should be made available for everyone in the community.

There was also a leaflet about the Oxfordshire Flood Toolkit which provided information regarding flooding and how to prepare for it. Carol also highlighted that funding was available from the SSE Community Fund and applications could be submitted for up to £20,000 per year to make villages more resilient.

There were 'Oxfordshire Be Ready' leaflets which gave information about what to do if the gas, electricity and water supply was cut off. Those who had a child under 5, were aged over 65 years or had a medical disability could be on the priority register. There was no cost to registering with the utilities companies. Items such as generators and bottled water could then be provided to those people in this type of emergency.

There was also an information and alerts leaflet which provided emergency information about how to sign up for alerts.

There was also information about Business Continuity Planning which would be useful to small businesses or those who worked at home about how to prepare for an emergency.

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Carol emphasised the importance of Community Emergency Plans and encouraged all villages to develop them. These Plans could feed into the 'Be Ready' leaflet and if there was an emergency in the village, residents could then make contact and check on vulnerable residents if there was snow, for example. If there was a county wide emergency, there were not enough Emergency Planning Officers to cover the whole county, so villages needed to plan and make their parish resilient.

Carol was thanked for attending the meeting and left at this point.

Resolved that:

- 1) the report be noted;
- 2) a supply of emergency planning leaflets be sent to the Clerk for distribution at the Drop-In and Chat sessions; **Action TG**
- 3) the emergency planning leaflets also be sent to the Clerk electronically so they can be loaded onto the Parish Council web site; **Action TG**
- 4) the Environment Committee to look into emergency planning in more depth at its next meeting; and **Action TG**
- 5) information be provided on emergency planning with possible attendance by Carol MacKay, at the Bloxham Fun Day 2019. **Action MG**

60/18 MINUTES - The minutes of the meeting held on 6 August 2018 had been circulated to the Parish Council prior to the meeting and were taken as read.

Resolved that the minutes of the meeting held on 6 August 2018 be approved and signed by the Chairman.

61/18 MATTERS ARISING – There was a discussion about a possible Actions List and although the Chairman highlighted this had been used previously, but the decision had been taken to cease using it as it duplicated work and information already reported in the minutes. In view of the concern raised it would be more appropriately discussed further at the Strategic Plan meeting on 13 September 2018.

The Chairman asked whether the Barford Road Councillors had contacted their neighbours with regard to the proposal for possible additional street lighting on Barford Road. The Parish Council was advised that some neighbours had been contacted but this consultation would be continued when Councillor Nick Rayner had returned from holiday.

There had also been some positive feedback with regard to the new footpath on Barford Road.

Resolved that the reports be noted.

62/18 CHAIRMAN'S ANNOUNCEMENTS

- Update on Bloxham Service Station – A meeting had been facilitated by District Councillor Andrew McHugh with Cherwell District Council (CDC) officers on 28 August 2018 to discuss the issues at this site, including a possible review of the licence to sell alcohol 24 hours a day.

It appeared from the meeting that there had not been a coordinated approach between the planning and licensing departments at Cherwell District Council (CDC), however Richard Webb had now taken responsibility for the matter. Mr Webb would be seeking to devise an efficient logging system to capture all data reported to CDC by residents and it was hoped that all relevant departments would now work together.

There was a discussion regarding whether or not the Parish Council should obtain legal advice regarding a review of the granting of a licence to sell alcohol 24 hours a day and this action would be considered in more depth at a future meeting.

- Community Infrastructure Fund Meeting – Wednesday 5 September 2018 at 7pm at Jubilee Hall for all Councillors and village organisations interested in receiving more information on the Fund.

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- Strategic Plan Meeting – Thursday 13 September 2017 at 7.30pm at Godswell Park for all Councillors.
- Cherry Tree Centre Meeting – Monday 17 September 2018 at 1.30pm at Bloxham Primary School for the Chairman, Vice-Chairman, Clerk and County Councillor Kieron Mallon.
- CPRE 'Fight for Beauty' – Tuesday 18 September 2018 at Doctorow Hall, St Edmund Hall, Oxford for all Councillors to attend.
- CPRE JSSP – Monday 17 September 2018 at 7.00pm to 9.00 pm in Banbury for all Councillors to attend.
- Oxfordshire County Council's 'Commitment to Thriving Communities' Event - Thursday 4 October 2018 at Banbury Town Hall, 1 Bridge Street, Banbury from 6 to 9pm open to all Councillors to attend.
- Rural Community Forum – The Chairman had attended a meeting of the Rural Community Forum and a lot of information had been presented. Thames Valley Police and Oxfordshire Fire Brigade would be holding joint events and attending meetings where the most relevant members of the communities were present, to offer advice and guidance.

Volunteers were also required to assist with the Community Speed Watch Scheme to try and address speeding in the County. Councillor Amanda Baxter agreed to assist with this in the village. **Action TG/AB**

- Parking Patrols – The Clerk was waiting for information on the parking patrols from Cherwell District Council and Thames Valley Police.

63/18 OPEN FORUM – Councillor Gloria Lester-Stevens raised an issue with regard to a business in residential areas. She highlighted concerns that home based businesses did not have any restrictions on the times work could start and finish and that work could also be carried out on bank holidays and weekends. Information on this issue would be sent to District Councillor Andrew McHugh and he would follow it up with the Planning Department at Cherwell District Council. **Action GLS/AMc**

The Clerk was asked to contact the County Council to establish when the street light on Tadmarton Road was due to be replaced. **Action TG**

The Chairman asked whether the policy of dogs being kept on leads at The Slade could be enforced. The Clerk would ask the Dog Warden at CDC whether he could to patrol the area. **Action TG**

Councillor David Bunn reported that part of a footpath from The Ridgeway to Warriner School, had been blocked recently by the land owner. This was not an official Right of Way but had been walked for around 40 years. It was suggested that it could be included as part of Circular Walk at a later date. Councillor Bunn would identify the area on a map and it was agreed that the location be forwarded to the County Council. **Action DB/TG**

Resolved that the report be noted.

64/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – A report from County Councillor Kieron Mallon had been circulated prior to the meeting.

Councillor Andrew McHugh reported that he would be attending the Thames Valley Police Crime Panel and would be raising the issue of speeding and road safety in Bloxham.

Councillor McHugh also reported that Oxfordshire villages and Banbury were being targeted by drug gangs from Birmingham, Coventry and London and residents were asked to be vigilant.

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Also a Joint Working Committee had been set up between CDC and the County Council to enable the joint working project to progress.

Resolved that the report be noted.

65/18 PLANNING - Councillor Sue Slater, Chairman of the Committee, had no further planning matters to bring to the attention of the Parish Council.

Resolved that the report be noted.

66/18 VILLAGE MATTERS

i) Parish Council's Storage Container at Jubilee Park – The Parish Council discussed the removal and/or disposal of the container stored at Jubilee Park before work on Jubilee Hall commenced. An alternative site would also be required for the contents currently stored in the container.

Resolved that:

- 1) the report be noted;
- 2) Bloxham School and Smiths of Bloxham be approached to establish whether they would like to buy the container; and
- 3) the Recreation Ground Trustees be asked whether the contents of the container could be stored in the Pavilion at Bloxham Recreation Ground. **Action TG**

67/18 PARISH COUNCIL MATTERS

xiii) Committee Minutes and Recommendations.

- **Environment Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for Monday 24 September 2018.
- **Resources Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for Thursday 15 November 2018.
- **Planning & Strategy Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for Monday 10 September 2018 at 7.30pm. The application for new floodlights at Bloxham School would be considered at this meeting.

Resolved that the minutes be noted.

- **Staffing Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council.

xiv) Drop-In and Chat – The last session had been held on Saturday 11 August 2018 and a report was in Drop Box. Issues raised during this session were being addressed by the Parish Council.

The next session was on Saturday 8 September 2018 at the Ex-Servicemen's Hall.

Resolved that the report be noted.

xv) Councillors Training Courses – The following training courses were available to Councillors:

- Code of Conduct – Wednesday 12 September 2018 at 5pm at Cherwell District Council, Bodicote House, Bodicote, Banbury for all Councillors, especially new Councillors
- Roles & Responsibilities – Wednesday 19 September 2018 at Civic Hall, Britwell Road, Didcot for new and less experienced Councillors (full day)

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- GDPR, Progress on Implementation – Wednesday 17 October 2018 at Civic Hall, Britwell Road, Didcot for all Councillors (half day)
- Planning, How Town and Parish Councils fit into the planning system and how to make effective responses to planning applications – Thursday 15 November 2018 at Committee Rooms 1 and 2, Woodgreen Office, West Oxfordshire District Council, Witney (half day).

Resolved that the report be noted.

68/18 FINANCE

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

Resolved that the following accounts for payment be approved:

Payments	Amount	Cheque No.
Theresa Goss – Salary for September 2018	£881.20	1397
Theresa Goss – Expenses for September 2018	£23.58	1397
HMRC – Payment for September 2018	£361.65	1398
OCC Pension Fund – September 2018 payment	£336.48	1399
Green Scythe Ltd – Grass Cutting at Jubilee Park for July 2018	£291.60	1400

- ii) Bank Reconciliation– Prior to the meeting, the bank reconciliation as at 3 September 2018, had been circulated to the Parish Council.

Resolved that the bank reconciliation as at 3 September 2018 be noted.

- iii) Section 106 Funds

f) The Parish Council received an update on the following issues:

- Jubilee Hall – The preferred contractor had been selected and negotiations were ongoing. It was hoped that work would start in October 2018.
- Ex-Serviceman’s Hall – The project was progressing and the application for building regulations had been submitted to Cherwell District Council.
- Phase 2 of Play Equipment Projects – It was hoped that work would start at Jubilee Park and the Recreation Ground in September 2018.

Resolved that:

- 1) the reports be noted; and
- 2) SCM be approved as the preferred contractor for the work at Jubilee Hall and their quote be accepted, subject to further negotiations. **Action SS**

- xvi) Internal Audit 2018/2019 – The Parish Council considered the Letter of Engagement from Arrow Accounting to complete the Internal Audit for 2018/2019.

Resolved that Arrow Accounting be appointed to complete the internal audit for 2018/2019. **Action TG**

- 69/18 CORRESPONDENCE** – There had been an email from a resident with regard to litter outside of the shop on the High Street. A letter be sent to the Co-op and the Pharmacy asking them to ensure litter bins were emptied regularly. **Action TG**

70/18 PUBLIC AND PRESS

BLOXHAM PARISH COUNCIL

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 71/18 & 72/18 on the grounds that, it could involve the likely disclosure of private and confidential information which was not in the public domain.

71/18 QUEEN STREET MAINTENANCE WORK – The Parish Council considered a quote from Nigel Prickett for the work to the land in the Queen Street square. He had also agreed to clear, free of charge, the footpath from Queen Street to Greenhills Park.

Resolved that the quote from Nigel Prickett for the work to the land in the Queen Street square be accepted and approved. **Action TG**

72/18 CHRISTMAS LIGHTS – The Parish Council considered a report tabled by Councillor Craggs providing quotes and various costed options with regard to the Christmas lights for 2018.

Resolved that:

- 1) the report be noted;
- 2) if possible, the new bench on The Memorial Green required as part of the Christmas Lights project be made from wood; **Action SC**
- 3) a leasing agreement from Field and Lawn for 3 years for the Christmas lights, (not including icicles for the first year) be approved; **Action SC/TG**
- 4) the quote from Amey LG Ltd, for competing the work to the infrastructure to the lighting columns be approved; **Action SC/TG**
- 5) St Mary's Church and Bloxham School be requested to make a contribution; **Action SC**
- 6) the owners of the shops on the High Street be asked if they would like to include the icicles, at their expense; and **Action SC**
- 7) authority be delegated to Councillor Steve Craggs, in consultation with the Chairman and Clerk & Responsible Financial Officer, to continue negotiations with the contractors and make any urgent decisions.

73/18 MEETING DATES

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:

- 1 October 2018
- 5 November 2018
- 3 December 2018

74/18 ITEMS FOR THE NEXT AGENDA

- Bloxham Service Station – Review of 24 Hour Alcohol Licence
- Speeding on A361 through Bloxham and volunteers for the Community Speed Watch Scheme

(The meeting ended at 9.45pm)

Chairman – 1 October 2018

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 1 OCTOBER 2018 AT
7.30PM

PRESENT: Chairman, Councillor Jenny Yates; Councillors Joanna Barton, Amanda Baxter, David Bunn, Gloria Lester-Stevens, Leonard Leigh, Stephen Phipps and Sue Slater.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer) District Councillor Andrew McHugh and two members of the public.

APOLOGIES: Parish Councillor Steve Craggs submitted his apologies because he was on holiday, the apology was accepted and the absence authorised.

Parish Councillor Nick Rayner submitted his apologies because he was on holiday, the apology was accepted and the absence authorised.

Parish Councillor Mary Groves submitted her apologies because she had another appointment, the apology was accepted and the absence authorised.

Parish Councillor Mike Hawtin submitted his apologies because he had another appointment, the apology was accepted and the absence authorised.

Apologies were also received from District Councillors Mike Bishop and Christine Heath.

The Chairman 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.

75/18 DECLARATIONS OF INTEREST

Minute Number 82/18 (iii) – Bloxham Service Station – Councillors Joanna Barton and Amanda Baxter declared an interest because they were neighbours to the site of the property.

76/18 MINUTES - The minutes of the meeting held on 3 September 2018 had been circulated to the Parish Council prior to the meeting and were taken as read.

Resolved that the minutes of the meeting held on 3 September 2018 be approved and signed by the Chairman.

77/18 MATTERS ARISING

Minute Number 59/18 Emergency Planning – The Chairman suggested that emergency bags could be provided at the November and December Drop-In and Chat sessions. They could also be made available at Bloxham Surgery and Bloxham Pharmacy. Carol MacKay would be contacted again about the leaflets to be included on the web site and whether the Parish Council could have a supply of the emergency bags. The availability of the bags would then be advertised around the village. **Action TG**

It was highlighted that the volunteers who distributed the Broadsheet were unable to assist with distributing the emergency planning leaflets. Therefore, it was suggested by a member of the public, that the Boys Brigade might be able to assist instead. The Clerk would make contact. **Action TG**

Minute Number 61/18 Matters Arising, Barford Road Street Lighting – Feedback from residents living on Barford Road with regard to additional street lighting, was still awaited.

Minute Number 61/18 Matters Arising – The actions list would be discussed at the next meeting regarding the Strategic Plan.

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Minute Number 63/18 Open Forum – District Councillor Andrew McHugh had contacted Cherwell District Council's (CDC) Enforcement Team with regard to businesses in residential areas within the village, two enforcement notices had already been issued. Officers would be visiting premises in Bloxham the following day.

Minute Number 63/18 Open Forum – The street light on Tadmarton Road had been included in the County Council's schedule to be replaced, but no fixed date had been given.

Minute Number 63/18 Open Forum – With regard to the proposed patrols by the Dog Warden, information had been posted on the village web sites and in the Broadsheet asking dog owners to keep their dogs on a lead in the Slade and on the Circular Walk. If this request was not met favourably, then the Dog Warden at CDC would be approached to assist with the issue.

Minute Number 63/18 Open Forum – The possible extension of the Circular Walk would be considered by the Environment Committee on 18 October 2018. **Action TG**

Minute Number 66/18 Village Matters – Bloxham School would be invited to purchase the container at Jubilee Park. **Action TG**

Minute Number 69/18 Correspondence – The Clerk confirmed that she had written again to the shops about the issue of the litter, but had not received a response.

Minute Number 71/18 Queen Street Maintenance Work – Nigel Prickett had been contacted and work would start in November 2018. Once he had a definite date, notices would be erected in Queen Street asking residents not to park their cars next to the main square when the work was being undertaken.

Minute Number 72/18 Christmas lights – There was a slight increase in costs of £40.00, which was approved by the Parish Council. Councillors Stephen Phipps and David Bunn raised a query with regard to donations from businesses in the village and the Clerk would contact Councillors Nick Rayner and Steve Craggs to clarify this point. **Action TG**

On the project so far, £17,981.47 had been spent on the infrastructure to convert the street lighting columns to enable the Christmas lights to be powered from them, including the leasing of the lights for the first year. No completion date was yet available.

Resolved that:

- 1) the reports be noted; and
- 2) the additional expenditure of £40.00 on the Christmas lights, be approved.

78/18 CHAIRMAN'S ANNOUNCEMENTS

- Community Infrastructure Fund Meeting held on Wednesday 5 September 2018 - There had been a good attendance from organisations in the village and also from Adderbury and Milcombe. Information provided by Sarah Burns had been circulated to all those organisations in attendance.
- Strategic Plan Meeting held on Thursday 13 September 2018 - A draft document had been circulated to the Parish Council and would be worked on at a future meeting. The Councillors felt that a minimum of eight Councillors should be in attendance at future meetings to move the Strategic Plan forward.
- Cherry Tree Centre Meeting on Monday 17 September 2018 - The Chairman, Clerk, Head Teacher of Bloxham Primary School and County Councillor Kieron Mallon had all attended. The services at the Centre were well subscribed and other funding sources would be initially investigated by the Parish Council, on behalf of the Centre. The view of Councillors was that there needed to be more input initiated by the Centre regarding fundraising.

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- Oxfordshire County Council's 'Commitment to Thriving Communities' Event - Thursday 4 October 2018 at Banbury Town Hall, 1 Bridge Street, Banbury from 6 to 9pm and was open to all Councillors to attend. The Chairman and Councillor Sue Slater would attend.
- Minute Number 81/18 - Planning – The Chairman withdrew the motion regarding the reports by CDC's Planning officers and it was removed from the agenda and referred to the Planning & Strategy Committee.
- Apple Day – This was being held on Sunday 7 October 2018.

79/18 OPEN FORUM – A resident from Chapel Street, Bloxham addressed the Parish Council with regard to the planning application for floodlights at Bloxham School. The resident expressed their concern about statements which had been made by representatives from Bloxham School at the Planning & Strategy Committee meeting on 10 September 2018.

A resident thanked the Chairman for attending CDC's Planning Committee even though the application had been recommended for deferral, due to the poor quality of the Planning officers report. They also asked for clarification on the procedure for agreeing the proposed conditions.

The Chairman advised that following CDC's Planning Committee, Planning officers should now be getting in touch with the Parish Council and Bloxham School to discuss the conditions requested by the Parish Council, however this had not yet happened. Also, clarified that the School had not requested an extension to the time allowed for the application to be considered, the extension had been due to the quality of the CDC Report as reported by CDC.

The Chairman reported that she had attended CDC's Planning Committee to ensure that if the Committee did consider the application, then the Parish Council was not mis-represented. District Councillors Christine Heath and Colin Clarke had been very supportive and had also felt that the Planning Officer's report should not be considered by CDC's Planning Committee due to the many inaccuracies.

Andrew McHugh offered his support with this matter together with District Councillors Chris Heath and Colin Clarke.

Councillor Stephen Phipps reported his concerns on the Parish Council's submission on Bloxham School's application for floodlights at the Dewey Centre and it was agreed to discuss this at a future meeting of the Parish Council's Planning & Strategy Committee.

It was requested that there should be a discussion at the next Planning & Strategy Committee regarding the format of the Parish Council's comments on planning applications, when they were submitted to CDC.

Resolved that:

- 1) the report be noted;
- 2) the Parish Council's response to Bloxham School's planning application for floodlights at the Dewey Centre, be discussed at a future meeting of the Planning & Strategy Committee; and **Action TG**
- 3) the format of the Planning & Strategy Committee's comments to Cherwell District Council on planning applications, be considered at the next meeting of the Committee. **Action TG**

80/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There was no report from County Councillor Kieron Mallon.

District Councillor Andrew McHugh reported that he could assist with the monitoring of speeding on South Newington Road (A361) because he was also addressing speeding issues in Adderbury and Milcombe too. However, he highlighted that it was a complicated process for the Police to monitor speeding and a Community

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Speed Watch would perhaps be more useful. The Clerk would follow this up with Thames Valley Police. **Action TG**

Councillor McHugh also gave an update on Assistance Dogs in taxis, an exercise relating to child exploitation carried out in Banbury and reported that the Partnership Network for Health and Social Care had met for the first time last week.

Resolved that the report be noted.

81/18 PLANNING - Councillor Sue Slater, Chairman of the Committee, had no further planning matters to bring to the attention of the Parish Council.

Councillors David Bunn and Stephen Phipps raised their concerns with the Parish Council's submission on the Bloxham School floodlights planning application. Although the submission had been an objection and this had been agreed by the Planning & Strategy Committee, they felt it needed to be clearer.

Resolved that the report be noted.

82/18 VILLAGE MATTERS

- i) Warriner School Defibrillator/Additional Defibrillator – The Parish Council considered a request for funding from Warriner School for a cabinet for their defibrillator so that it was available for the community to use. There was also a discussion about applying for funding from SSE for an additional defibrillator which could either be located centrally in the village or with the third Community First Responder who lived in the village.

Resolved that:

- 1) investigations be made into: obtaining funding from sources such as SSE for a defibrillator for the village; a defibrillator for a Community First Responder; and a cabinet for the defibrillator which had already been purchased by Warriner School; **Action DB**
 - 2) the Community First Responder be contacted and asked whether a defibrillator is required; **Action TG**
 - 3) a stand-alone unit to be located in the centre of the village, possibly around the Co-op or Ex-serviceman's and appropriate landowners will be contacted for their permission: and **Action DB**
 - 4) if a defibrillator can be purchased for the Community First Responder, using grant funding, the Ambulance Service be asked if they will maintain it. **Action DB/TG**
- ii) Purple for Polio – The Parish Council had not received a quote for the planting of the bulbs to support 'Purple for Polio.'

District Councillor Andrew McHugh offered to obtain the necessary information from the Rotary Club and forward it to the Clerk

Resolved that this item be deferred to the Environment Committee. **Action TG**

- iii) Bloxham Service Station – The Parish Council discussed whether an appeal should be submitted to Cherwell District Council with regard to reviewing the 24 hour licence to sell alcohol at Bloxham Service Station. However, Councillors felt that the lighting was the main issue which needed to be addressed at this point rather than the 24 hour alcohol licence.

Councillor Baxter had a number of photographs of the issues which had arisen at the Service Station and she would forward these to Councillor McHugh.

Councillor McHugh had also set up a reporting site to record incidents.

It was also reported that although CDC had commissioned a lighting survey, it had not yet been undertaken.

Resolved that:

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- 1) the report be noted; and
- 2) the review of the 24 hour alcohol licence not be progressed at this time, however, it be reviewed as and when necessary.

83/18 PARISH COUNCIL MATTERS

xvii) Committee Minutes and Recommendations.

- **Environment Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for Thursday 18 October 2018.
- **Resources Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for Thursday 15 November 2018.
- **Planning & Strategy Committee** – Prior to the meeting, the draft minutes of the Planning & Strategy Committee meeting held on 10 September 2018 had been circulated to the Parish Council. The next meeting was scheduled for Thursday 11 October 2018 at 7.30pm at Bloxham Primary School.

Resolved that the minutes be noted and the recommendations be approved.

- **Staffing Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council.

xviii) Drop-In and Chat – The last session had been held on Saturday 8 September 2018 and a report was in Drop Box.

The next session was on Saturday 13 October 2018 at the Ex-Servicemen's Hall.

Resolved that the report be noted.

xix) Councillors Training Courses – The following training courses were available to Councillors:

- GDPR, Progress on Implementation – Wednesday 17 October 2018 at Civic Hall, Britwell Road, Didcot for all Councillors (half day)
- Planning, How Town and Parish Councils fit into the planning system and how to make effective responses to planning applications – Thursday 15 November 2018 at Committee Rooms 1 and 2, Woodgreen Office, West Oxfordshire District Council, Witney (half day).

Resolved that the report be noted.

84/18 FINANCE

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

Resolved that the following accounts for payment be approved:

Payments	Amount	Cheque No.
Theresa Goss – Salary for October 2018		
Theresa Goss – Expenses for October 2018		
HMRC – Payment for October 2018		
OCC Pension Fund – October 2018 payment		
Field and Lawn – Lights for the Christmas Tree	£8610.00	1408

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Green Scythe Ltd – Grass Cutting Jubilee Park	£145.80	1409
Cherwell District Council – Emptying Dog Waste Bins for Summer period	£1921.92	1410
S J Aplin Playgrounds Ltd – Jubilee Park new play equipment	£14,659.20	1411
Jubilee Park Management Committee – Room Hire	£20.00	1412
Viking – Stationery for Clerk/Councillors	£39.46	1413
Kompan – Playground equipment	£2304.36	1414
Moore Stephens – External Audit 2017/2018	£636.00	1415
St Mary's Parish Rooms – Room Hire	£140.00	1416
Jubilee Park Management Committee – Room Hire	£25.00	1417

Payments made since the last meeting:

Payments	Amount	Cheque No.
Bloxham Mill Ltd – Room Hire	£36.00	1402
Amey LG Ltd - Christmas light infrastructure	£4,663.46	1403
Amey LG Ltd - Christmas lights/benches and batteries	£4,708.61	1404

- ii) Bank Reconciliation– Prior to the meeting, the bank reconciliation as at 1 October 2018, had been circulated to the Parish Council.

Resolved that the bank reconciliation as at 1 October 2018 be noted.

- iii) Section 106 Funds

g) The Parish Council received an update on the following issues:

- Jubilee Hall – The preferred contractor had been selected, negotiations were ongoing and there was a further meeting this week.
- Ex-Serviceman's Hall – The project was progressing and the application for building regulations had been submitted to Cherwell District Council.
- Phase 2 of Play Equipment Projects – Work had been completed at both Jubilee Park and the Recreation Ground and the post installation inspections would be completed on Wednesday 3 October 2018.

Resolved that the reports be noted.

- xx) Ellen Hinde Hall – The Parish Council considered a request from the Trustees to use their 2018/2019 grant for works in the upper room of the Hall, instead of it being spent on the refurbishment of the meeting room.

Resolved that the request be approved. **Action TG**

85/18 CORRESPONDENCE – The Chairman highlighted the email from Tom Smith with regard to dogs not being on leads on permissive paths on his land. A notice had been put into the Broadsheet and signage, up to a cost of £100, would be purchased and erected on the Circular Walk. **Action TG**

86/18 MEETING DATES

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:

BLOXHAM PARISH COUNCIL

- 5 November 2018
- 3 December 2018
- 7 January 2019
- 4 February 2019
- 4 March 2019

87/18 ITEMS FOR THE NEXT AGENDA

- Community Speed Watch – Contact TVP about Speed Watch in Bloxham
- Defibrillator for the village and cabinet for defibrillator at Warriner School

(The meeting ended at 9.40pm)

Chairman – 5 November 2018

**BLOXHAM PARISH COUNCIL
BLOXHAM PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 5 NOVEMBER 2018 AT
7.30PM**

PRESENT: Chairman, Councillor Jenny Yates; Councillors Joanna Barton, David Bunn, Steve Craggs, Mary Groves, Gloria Lester-Stevens, Leonard Leigh, Stephen Phipps and Nick Rayner.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer) District Councillor Andrew McHugh and County Councillor Kieron Mallon.

APOLOGIES: Parish Councillor Amanda Baxter submitted her apologies because she had another appointment, the apology was accepted and the absence authorised.

Apologies were also received from District Councillors Mike Bishop and Christine Heath.

The Chairman 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.

88/18 DECLARATIONS OF INTEREST - There were no declarations of interest.

89/18 MINUTES - The minutes of the meeting held on 1 October 2018 had been circulated to the Parish Council prior to the meeting and were taken as read.

Minute Number 79/18 – Open Forum - It was proposed and seconded that the last sentence of the first paragraph be removed and replaced with:

The resident expressed their concern about statements which had been made by representatives from Bloxham School at the Planning & Strategy Committee meeting on 10 September 2018.

Resolved that the minutes of the meeting held on 1 October 2018 be approved and signed by the Chairman, with the above amendment.

90/18 MATTERS ARISING

Minute Number 77/18, Matters Arising – The Chairman reported that District Councillor Andrew McHugh would have an update when he arrived at the meeting.

Minute Number 77/18, Matters Arising – The Chairman reported that Bloxham School did not want the container, therefore it had been offered to Tom Smith and he would be taking a look at it shortly.

Minute Number 77/18, Matters Arising - Councillor Gloria Lester-Stevens reported that the street light/bus stop on Tadmarton Road had now been installed but it did not have any power to it yet. Councillor Steve Craggs agreed to follow this up with Western Power. **Action TG/SC**

Minute Number 77/18, Matters Arising – Councillor Stephen Phipps reminded Councillors that the Actions List would be discussed at the next Strategic Plan meeting.

91/18 APPOINTMENT OF VICE-CHAIRMAN – The Chairman asked for nominations for a Vice-Chairman of the Parish Council. Councillor Nick Rayner was proposed and seconded.

Resolved that Councillor Nick Rayner be appointed as Vice-Chairman for 2018/2019.

BLOXHAM PARISH COUNCIL

92/18 CHAIRMAN'S ANNOUNCEMENTS

- Projects for Boys Brigade – The Boys Brigade had asked the Parish Council if it had any suggestions of projects that the boys could undertake in the village. It was suggested by the Chairman that the following projects be put forward for their consideration:
they could assist with bulb planting next year, distribution of the emergency bags, carry out a survey on the provision of a village library, design a survey for obtaining information from young people about provisions they would like in the village, spring clean in the village including the public rights of way, research on Queen Street and provide suggestions for its layout in the future. Councillor Nick Rayner suggested the maintenance of the planters. **Action JY**
- Bloxham School would like an initial meeting between representatives from the Parish Council, Cherwell District Councillors, Oxfordshire County Councillors and representatives from Cherwell District Council Planning Department to share its future plans for the School. **Action TG**
- Following their resignations, a vote of thanks would be passed to former Parish Councillors Mike Hawtin and Sue Slater for all their hard work during their time on the Parish Council. **Action TG**

93/18 **OPEN FORUM** – No residents were in attendance.

94/18 **REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – Prior to the meeting, County Councillor Kieron Mallon had circulated his report. Councillor Mallon gave a brief update on the A361 improvements programme. This programme was on-going and the Parish Council would be consulted in due course. Councillor Mallon also asked to be advised of any outstanding issues relating to Oxfordshire County Council.

District Councillor Andrew McHugh had no further information on Bloxham Service Station or enforcement action relating to businesses operating from residential properties. However, he highlighted Cherwell District Council's new document relating to open spaces, Sport and Recreation. With regard to the lighting survey at Bloxham Service Station, the Chairman asked if the Parish Council could have a copy prior to the Planning & Strategy Committee on 13 November 2018. **Action AMc/TG**

Resolved that the report be noted.

95/18 **PLANNING** – The Chairman had no further planning matters to bring to the attention of the Parish Council.

Resolved that the report be noted.

96/18 VILLAGE MATTERS

- iv) Warriner School Defibrillator/Additional Defibrillator – The Parish Council considered a report from Councillor David Bunn with regard to a village defibrillator, its location and grant funding.

Resolved that:

- 1) it be noted that Warriner School did not require assistance from the Parish Council to purchase a cabinet for their defibrillator;
- 2) the Community First Responders be asked for their recommendations on the type of defibrillator which the Parish Council should purchase; **Action TG**
- 3) the Ex-Servicemen's Hall be asked if the defibrillator can be located on their site; **Action NR/SC**
- 4) grant funding for the defibrillator be investigated; **Action DB**
- 5) this matter be discussed again at the next meeting of the Parish Council. **Action TG**

97/18 PARISH COUNCIL MATTERS

- i) Parish Council Matters – Prior to the meeting, the Parish Council had received a report on the proposed restructuring of Parish Council Meetings and the Committees, style/format/content of Minutes and a proposed review the Parish Council's Code of Conduct. There was general agreement in principle with the proposal, but Councillors felt it appropriate to study the documents more fully.

BLOXHAM PARISH COUNCIL

Resolved that:

- 1) Councillors consider the information with regard to the restructuring of Parish Council/Committee meetings prior to the next meeting of the Parish Council;
- 2) the restructuring of the Parish Council/Committee meetings be discussed again at the Parish Council meeting on 3 December 2018, with a view to a trial starting in January 2019;
- 3) Minutes of Parish Council and Committee meetings be written in accordance with the Standing Orders; and
- 4) advice be sought from Cherwell District Council's Monitoring Officer on proposed amendments to the Parish Council's Code of Conduct and this be discussed again at the next meeting. **Action TG**

ii) Co-option – The Clerk reported that there were no applications for the vacancies.

Resolved that the vacancies continue to be advertised. **Action TG**

iii) Committee Minutes and Recommendations.

- **Environment Committee** – Prior to the meeting, the draft minutes of the Environment Committee meeting held on 18 October had been circulated to the Parish Council. The next meeting was scheduled for Tuesday 20 November 2018, however this meeting might be cancelled if the Environment budget could be determined at the Resources Committee on 15 November 2018.

Resolved that:

- 1) the minutes be noted and the recommendations be approved; and
- 2) the appointment of additional Councillors to the Committee be deferred to the next meeting. **Action TG**

- **Resources Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for Thursday 15 November 2018 at 7.30pm at Bloxham Primary School.

Resolved that:

- 1) the report be noted; and
- 2) the appointment of additional Councillors to the Committee be deferred to the next meeting. **Action TG**

- **Planning & Strategy Committee** – Prior to the meeting, the draft minutes of the Planning & Strategy Committee meeting held on Thursday 11 October 2018 had been circulated to the Parish Council. The next meeting was scheduled for Tuesday 13 November 2018 at 7.30pm at Bloxham Primary School.

Resolved that:

- 1) the minutes be noted and the recommendations be approved; and
- 2) Councillor Steve Craggs be appointed to the Planning & Strategy Committee. **Action TG**

- **Staffing Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council.

Resolved that:

- 1) the report be noted; and
- 2) Councillor Joanna Barton be appointed to the Staffing Committee. **Action TG**

BLOXHAM PARISH COUNCIL

- iv) Jubilee Park Management Committee – Following the resignation of Sue Slater, the Parish Council discussed appointing a new representative to the Jubilee Park Management Committee.

Resolved that Councillor David Bunn be appointed as the new Parish Council representative on the Jubilee Park Management Committee. **Action TG**

- v) Parish Council Reports

- Drop-In and Chat – The last session had been held on Saturday 13 October 2018 and a report was in Drop Box. The next session was on Saturday 10 November 2018 at the Ex-Servicemen's Hall.
- Oxfordshire County Council Depot Day – Saturday 13 October 2018 - Report in Drop Box.
- Joint Meeting of Oxfordshire County Council and Town and Parish Councils – Thursday 4 October 2018 - Report in Drop Box.

Resolved that the reports be noted.

(Councillor Gloria Lester-Steven left the meeting during this item)

98/18 FINANCE

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

Resolved that the following accounts for payment be approved:

Payments	Amount	Cheque No.
Theresa Goss – Salary for November 2018		
Theresa Goss – Expenses for November 2018		
HMRC – Payment for November 2018		
OCC Pension Fund – November 2018 payment		
John Hicks & Associates – Post Installation Inspection at Jubilee Park	£300.00	1424
John Hicks & Associates – Post Installation Inspection at Bloxham Rec	£300.00	1424
Wicksteed Leisure Ltd – Play Equipment at Bloxham Rec	£26352.00	1426
NR Prickett – Grass Cutting in Sept 2018	£1548.00	1427
Andrew Baxter – Support for Building Regs Approval	£324.00	1428
Prysebros Ltd – Weed Control in the village	£564.00	1429
Green Scythe Ltd – Grass cutting at Jubilee Park for September 2018	£291.60	1430
Theresa Goss – Two signs for remembrance Sunday	£71.09	1431
David Harris – Bedding plants and bulbs for village planters	£73.60	1432

Resolved that the signatories on the Parish Council's on the Bank of Ireland bank accounts be confirmed as Councillors Jenny Yates, Nick Rayner, Mary Groves and Leonard Leigh. **Action TG**

Resolved that the quote from 4th Corner Limited for £532.00 plus VAT be approved for planting of the bulbs on the triangle of grass at the end of Courtington Lane/A361 junction and the triangle of grass at the end of Tadmarton Road/A361 junction.

Payments made since the last meeting:

BLOXHAM PARISH COUNCIL

Payments	Amount	Cheque No.
T Goss – Signs for the Circular Walk	£60.33	1418
Cherwell District Council – Building Regs for Jubilee Hall Project	£2248.00	1420
J Parker Dutch Bulbs Ltd – Bulbs for village	£468.10	1419

- ii) Bank Reconciliation– Prior to the meeting, the bank reconciliation as at 5 November 2018, had been circulated to the Parish Council.

Resolved that the bank reconciliation as at 5 November 2018 be noted.

- iii) Section 106 Funds – The Parish Council received an update on the progress with the project at Jubilee Hall. The Councillors considered the quote from SCM and requests from the Jubilee Park Management Committee for additional funding for a Cost Consultant and a concrete base for a storage container.

Resolved that:

- 1) the reports be noted;
- 2) the quote from SCM of £306,998.00 for the Jubilee Hall project be acknowledged;
- 3) Cherwell District Council be asked if Section 106 funds of £2000 for a Cost Consultant and £1300 for the concrete base, could be made available to the Jubilee Hall project; **Action TG**
- 4) a meeting be arranged with Richard Walker, the Chairman of the Jubilee Park Management Committee and the Parish Council, including Councillor Joanna Barton to discuss the project; and **Action TG**
- 5) a contingency fund of £5000 be allocated to the Jubilee Hall project from the Parish Council's contingency budget. **Action TG**

99/18 CORRESPONDENCE – There was no further correspondence.

100/18 MEETING DATES

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:

- 3 December 2018
- 7 January 2019
- 4 February 2019
- 4 March 2019

101/18 ITEMS FOR THE NEXT AGENDA

- Community Speed Watch – Contact TVP about Speed Watch in Bloxham
- Defibrillator for the village
- Parish Council/Committees - Restructuring of Parish Council meetings
- Code of Conduct

(The meeting ended at 9.40pm)

Chairman – 3 December 2018

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 3 DECEMBER 2018 AT
7.30PM

PRESENT: Chairman, Councillor Jenny Yates; Councillors Amanda Baxter, David Bunn, Steve Craggs, Mary Groves, Gloria Lester-Stevens, Stephen Phipps and Nick Rayner.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer) and District Councillor Christine Heath and one member of the public

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

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

Apologies were also received from District Councillors Mike Bishop and Andrew McHugh and County Councillor Kieron Mallon.

The Chairman 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.

102/18 DECLARATIONS OF INTEREST - There were no declarations of interest.

103/18 MINUTES – Prior to the meeting, the minutes of the meeting held on 5 November 2018 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 5 November 2018 be approved and signed by the Chairman.

104/18 MATTERS ARISING

Minute Number 90/18 (77/18) Matters Arising - The Chairman reported that the Parish Council was still waiting for an update from District Councillor Andrew McHugh with regard to the enforcement issues in relation to businesses operating from residential properties.

Councillor Steve Craggs reported that the new street light had been installed on Tadmarton Road, but it still didn't have any power connected to it. Councillor Craggs would contact Western Power about the issue. **Action SC**

The Chairman reported that Tom Smith would be having one of the containers which was located at Jubilee Park and he would give the Parish Council the scrap value.

Minute Number 90/18 Community Speed Watch – The Clerk reported that the SID equipment which belonged to Thames Valley Police (TVP) was still broken. The Chairman advised that TVP might be borrowing the equipment from Shennington Parish Council, however, it was just for the use of TVP, at the moment.

All Councillors agreed that the Christmas lights looked very nice and there had been lots of positive feedback from the village.

105/18 CHAIRMAN'S ANNOUNCEMENTS

- Christmas Lights – The Chairman thanked Councillors Steve Craggs and Nick Rayner for their work on the Christmas lights.
- Meeting at Bloxham School held on Monday 26 November 2018 – Prior to the meeting, the notes of the meeting had been saved in Drop Box for the information of Councillors. The meeting had covered the long

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term plans for the School and more detail would be received when they submitted any future planning applications.

- Feedback from the Talk to the Boys Brigade on Monday 21 November 2018 – The Chairman reported that she had a good meeting with the Boys Brigade and they had agreed to complete two projects next year; the bulb planting and assisting with the clearance of the vegetation on the public rights of way and the Circular Walk. It was agreed that they should be put in touch with Des Jones and Geoff Mollard. **Action TG**

John Groves would also be asked to advise the Clerk, when the Rotary Club would be selling their bulbs in 2019. **Action TG/MG**

The Chairman also reported that she would check whether the Boys Brigade had agreed to deliver the emergency planning leaflet. **Action JY**

Councillor David Bunn reported that he had received feedback from the Boys Brigade and they had been impressed with the presentation which the Chairman had given.

- Rural Community Forum – The Chairman reported that she had attended the Rural Community Forum and the notes of the meeting were saved in a report in Drop Box. It was agreed that a note would be included in the Broadsheet about parking issues in the village, especially around The Warriner School. The Clerk would also contact the Head Teachers of the Primary School and The Warriner School to establish whether they would like some 'no parking' signs, the same as those at Christopher Rawlins Primary School in Adderbury. If the Head Teacher's agreed, then an application for Locality Grant Funding would be submitted to the County Council. **Action TG**
- County Lines – The Chairman highlighted the issue of 'County Lines' which involved children being targeted and exploited to sell drugs. It was agreed to put a note in the Broadsheet and on the Broadsheet web site about this important issue. **Action TG**
- Parking Patrols – District Councillor Christine Heath agreed to facilitate a meeting with Graeme Kane at Cherwell District Council (CDC) with regard to the parking patrols in Bloxham. **Action CH**
- South Central Ambulance Service – There had been was a meeting in Carterton which the Parish Council was invited to attend, unfortunately no Councilors were available.

106/18 OPEN FORUM

A resident raised the issues of parking along Courtington Lane and that drivers were also parking on the junction with the A361 also addressed the Parish Council regarding additional signage for the Bridleway on Water Lane, which passed through Bloxham School grounds. Beth Rutterford had advised that she was concerned about putting directional posts at either end of the Bridleway because she had undertaken a utility search for each end and there was a large network of utilities present and she was unable to find a suitable location for the posts. Therefore the route would remain marked by disks.

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)

107/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Prior to the meeting, a report from County Councillor Kieron Mallon had been circulated to the Parish Council.

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District Councillor Christine Heath commented on how lovely the village Christmas lights and Christmas tree looked.

With regard to parking on Ells Lane, Councillor Heath reported that one particular car was regularly parked on the corner with the A361 and coaches were unable to park. Councillor Heath had taken the registration number and she would pass it to the Clerk to report to the PCSO. **Action CH/TG**

Councillor Heath also reported that she was pleased that Bloxham School was carrying out an early consultation process with stakeholders about their future plans.

With regard to Bloxham Service Station, this application would be submitted to CDC's Planning Committee in January 2019 and Councillor Heath would try and obtain a copy of the lighting survey. Councillor Amanda Baxter updated the Parish Council on her correspondence with CDC and was waiting for replies from Nicky Wells and Richard Webb.

With regard to the issue in Queen Street, Councillor Heath had spoken to Bob Duxbury and he had agreed to go back to the start of the issue and then report back to her.

Councillor Heath was thanked for her report.

Resolved that the report be noted.

108/18 PLANNING – It was highlighted that there was a lack of information relating to the Bloxham Neighbourhood Development Plan (BDNP) in the planning officers report to the application at 4 Barford Road, Bloxham. Councillor Heath advised that she would be discussing this with the planning officers at CDC. **Action CH**

Resolved that the report be noted.

109/18 VILLAGE MATTERS

v) Defibrillator for the Village – Councillor David Bunn reported that he had been emailing James Henderson with regard to the type of defibrillator to purchase. Councillor Steve Craggs agreed to discuss with the Ex-Servicemen's Hall, whether it could be located on their premises. It was highlighted that once it had been purchased, monthly checks were required and it was felt this could be completed at the Drop-In and Chat session.

Resolved that:

- 1) report be noted;
- 2) Councillor David Bunn to continue to explore funding sources for the defibrillator; and **ACTION DB**
- 3) Councillor Steve Craggs to contact the Ex-Servicemen's Hall Management Committee regarding the locating of the defibrillator **ACTION SC**

vi) Marking the Death of a National Figure – Prior to the meeting, the protocol for marking the death of a national figure had been circulated to the Parish Council, following a meeting with the Vicar, Dale Gingrich and the Royal British Legion.

Resolved that the Protocol be approved and the necessary purchases be made. **Action TG**

110/18 PARISH COUNCIL MATTERS

vi) Parish Council Matters

- Restructuring of Parish Council Meetings and the Committees, including advice on voting on the approval of minutes - Prior to the meeting, Councillors Steve Craggs and Stephen Phipps had circulated to the Parish Council, their thoughts on the removal of the Committees, in favour of two Parish Council meetings per month.

BLOXHAM PARISH COUNCIL

Following a discussion, Councillor Nick Rayner proposed that the Parish Council met twice a month, on the first Monday and third Wednesday of the month, for a trial period for January, February and March 2019. A review would then be undertaken in March 2019.

The Clerk also advised the Parish Council that Schedule 12, section 41, paragraph 1 of the Local Government Act 1972 provided that “*Minutes of the proceedings of a meeting of a local authority shall... be drawn up and entered in a book kept for that purpose and shall be signed at the same or next suitable meeting of the authority by the person presiding thereat*”.

This meant that there was no requirement in law that councillors voting to approve the minutes for signature, had to be present at the meeting to which the minutes related.

Resolved that:

- 1) the report be noted;
 - 2) the Parish Council to meet twice a month, on the first Monday and third Wednesday of the month, for a trial period for January, February and March 2019. A review will then be undertaken in March 2019; and **Action TG**
 - 3) the relevant points raised by Councillor Stephen Phipps be discussed at the next meeting on the Parish Council on 7 January 2019. **Action TG**
- Review the Parish Council’s Code of Conduct – The Parish Council had received advice from Cherwell District Council’s Monitoring Officer, Nick Graham, on proposed changes to the Code of Conduct. However, in the absence of Councillor Leonard Leigh, this item was deferred.

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

- vii) Co-option – The Clerk reported that there were no applications for the vacancies.

Resolved that the vacancies continue to be advertised. **Action TG**

- viii) Committee Minutes and Recommendations.

- **Environment Committee** – There had not been a meeting of the above since the last meeting of the Parish Council.
- **Resources Committee** – Prior to the meeting, the draft minutes including recommendations of the meeting held on 15 November 2018 had been circulated to the Parish Council.

Resolved that:

- 3) the report be noted;
 - 4) the recommendations be approved; and **Action TG**
 - 5) the Budget for 2019/2020 be approved and the precept request for 2019/2020 to CDC be approved £92,448.03. **Action TG**
- **Planning & Strategy Committee** – Prior to the meeting, the draft minutes of the Planning & Strategy Committee meeting held on Thursday 13 November 2018 had been circulated to the Parish Council. The next meeting was scheduled for Tuesday 11 December 2018 at 7.30pm at Bloxham Primary School.

Resolved that the minutes and resolutions be noted.

- **Staffing Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council.

BLOXHAM PARISH COUNCIL

ix) Parish Council Reports

- Drop-In and Chat – The last session had been held on Saturday 10 November 2018 and a report was in Drop Box. The next session was on Saturday 15 December 2018 at the Ex-Servicemen’s Hall.

Resolved that:

- 1) the report be noted; and
- 2) the County Council be contacted to establish the ownership of the parking bay adjacent to Ashwell House in Stone Hill. **Action TG**

x) High Sheriff’s Award – The Parish Council was asked to consider nominations for the High Sheriff’s Award 2018/2019.

Resolved that no nominations be submitted for the High Sheriff’s Award 2018/2019.

xi) Councillors Training Courses – The following training courses are available to Councillors:

Date	Subject	Half/full day	location
Thursday January 10th	1.Understanding Internal Audit 2. So you want to be an Internal Auditor?	Half /morning 10-12.30 Half /afternoon 2-4.30	Warwick Hall, Burford OX18 4RY
Tuesday January 22 nd	Planning	7.00pm to 8.30pm	Godwell Park, Bloxham
Thursday January 24th	3. Preparing for End of Year Audit	Full day	Warwick Hall, Burford OX18 4RY
Wednesday February 27th	4. RFO’s Year, month by month, the key duties	Full day	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF
Wednesday 13 th March	5. Minutes and agendas; a guide to good practice	Half/ morning	West Oxfordshire District Council OX28 1NB
Thursday March 21 st	6. The Clerks Year, essential tasks on a	Full day	Warwick Hall, Burford OX18 4RY

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	month by month basis		
Wednesday April 17 th	7. Risk Management for parish councils 8. Strategic Planning. Where is your council going? Thinking more strategically about serving your community	Half/morning Half/afternoon	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday May 15 th	9. Allotment management for parish councils	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday June 19 th	10. Roles and Responsibilities for new councillors and clerks	full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Saturday 6 th July	11. Roles and Responsibilities for new councillors and clerks	full day note 9.30am start	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday July 17 th	12. Chairmanship skills	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday September 18 th	13. Roles and Responsibilities for new councillors and clerks	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday October 2 nd	14. Budgeting and financial management for councillors 15. VAT for clerks (and councillors!)	Half/ morning Half/ afternoon	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF

Resolved that the report be noted.

BLOXHAM PARISH COUNCIL

111/18 FINANCE

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

Resolved that the following accounts for payment be approved:

Payments	Amount	Cheque No.
Theresa Goss – Salary for December 2018		
Theresa Goss – Expenses for December 2018		
HMRC – Payment for December 2018		
OCC Pension Fund – December 2018 payment		
4 th Corner Limited – Bulb planting	£638.40	1438
Green Scythe Ltd – Grass cutting at Jubilee Park for October 2018	£324.60	1439
Haymarket Media Group – Planning Resource Magazine Annual Subs	£350.00	1440
NR Prickett – Grass Cutting for October 2018	£774.00	1441
Viking – Stationery Order	£86.39	1442
Theresa Goss – Domain Renewals for 2 years	£35.95	1443
Nick Rayner – Christmas Lights	£33.61	1444
RF Andrews – Christmas lights	£265.00	1445

Payments made since the last meeting:

Payments	Amount	Cheque No.
Walker Graham – Fees for Jubilee Hall Project	£592.00	1433

- ii) Bank Reconciliation– Prior to the meeting, the bank reconciliation as at 3 December 2018, had been circulated to the Parish Council.

Resolved that the bank reconciliation as at 3 December 2018 be noted.

- iii) Section 106 Funds – The Chairman reported that

- Jubilee Hall Project – The Chairman gave an update on the Jubilee Hall project, including the meeting with Tom Darlington at Cherwell District Council on 15 November 2018 and the meeting with the Chairman of the Jubilee Park Management Committee, Glyn Williams and Richard Walker, Employers Agent on 26 November 2018.

Resolved that:

- 1) £1300 be used from the £5000 contingency fund, which the Parish Council allocated to the project at the last meeting for the concrete base for the Football Club container; and
- 2) it be noted that planning permission is required for the permanent re-location site of the Football Club container at Jubilee Park. **Action TG**

- Bloxham Recreation Ground – The Bloxham Recreation Ground Trustees had submitted two suggested projects, using Section 106 funds. However, it was felt that a meeting should be held with the Trustees prior to any contact being made with Cherwell District Council.

Resolved that a meeting be arranged with the Bloxham Recreation Ground Trustees to discuss their future projects. **Action TG**

112/18 CORRESPONDENCE – The CPRE's magazine Countryside Voice was circulated to the Parish Council.

BLOXHAM PARISH COUNCIL

113/18 MEETING DATES

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:

- 7 January 2019
- 16 January 2019
- 4 February 2019
- 20 February 2019
- 4 March 2019
- 20 March 2019
- 1 April 2019
- 24 April 2019 (Annual Parish Meeting)

114/18 ITEMS FOR THE NEXT AGENDA

- Code of Conduct
- Bloxham Recreation Ground Section 106 Projects
- Britain In Bloom
- Parish Council Meetings Structure – Comments from Councillor Stephen Phipps

(The meeting ended at 9.40pm)

Chairman – 7 January 2019

BLOXHAM PARISH COUNCIL

PRESENT: Chairman, Councillor Jenny Yates; Councillors Joanna Barton, Amanda Baxter, Steve Craggs, Leonard Leigh, Gloria Lester-Stevens, Stephen Phipps and Nick Rayner.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer) County Councillor Kieron Mallon and District Councillor Andrew McHugh.

APOLOGIES: Parish Councillor David Bunn submitted his apologies because he had to attend an emergency, the apologies were accepted and the absence authorised.

Parish Councillor Mary Groves submitted her apologies because she was unwell, the apologies were accepted and the absence authorised.

District Councillors Mike Bishop and Christine Heath also submitted their apologies.

The Chairman 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.

115/18 DECLARATIONS OF INTEREST

Minute Number 121/18 (iv) – Bloxham Service Station – Councillors Joanna Barton and Amanda Baxter declared an interest because they were neighbours to the site.

116/18 MINUTES – Prior to the meeting, the minutes of the meeting held on 3 December 2018 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 3 December 2018 be approved and signed by the Chairman.

117/18 MATTERS ARISING

Minute Number 104/18 – Street Lighting – Councillor Steve Craggs reported that the street light on Tadmarton Road would be working again by mid-January 2019.

Minute Number 109/18 – Village Matters – Defibrillator – Councillor Steve Craggs reported that with regard to locating a new village defibrillator at the Ex-Servicemen's Hall, the next Management Committee meeting was being held on 14 January 2019, however he was unable to attend to discuss this proposal with the Committee. Councillor Craggs would ask Councillor David Bunn to attend the meeting and if he was unable to do so, Councillor Nick Rayner would attend in his place. **Action SC/TG**

Minute Number 105/18 – Chairman's Announcements – Locality Funding – The Clerk reported that the Locality Funding application had been approved by the County Council and four signs had been purchased, two for Warriner School and two for Bloxham Primary School. County Councillor Kieron Mallon was thanked for supporting the application. With regard to traffic/parking issues around Warriner School, County Councillor Kieron Mallon reported that these matters would be covered by the County Council's on-going review of the A361.

Minute Number 106/18 – Open Forum – Enforcement Action – The Chairman reported that the alleged enforcement breach at a property in Courtington Lane had been investigated by Amy Sedman at Cherwell District Council (CDC). District Councillor Andrew McHugh gave an update and advised that the enforcement case had now been closed.

Minute Number 105/18 – Chairman's Announcements – Boys Brigade – The Chairman reported that the Boys Brigade had been put in touch with Des Jones, Footpath Warden, with regard to assisting with the clearance of the vegetation on the public rights of way and the Circular Walk. The Emergency Planning booklets would be delivered to the Chairman on Tuesday 8 January 2019 and she would liaise with Nick Westbury from the Boys Brigade about the delivery to residents. **Action JY**

118/18 CHAIRMAN'S ANNOUNCEMENTS

BLOXHAM PARISH COUNCIL

- Patricia Hopkins - The Chairman reported that Patricia Hopkins, who had been a non-voting member of the Environment and Planning & Strategy Committees, had decided to step down due to the re-organisation of the Parish Council and Committee meetings. Patricia and her husband would still like to continue to clean the road signs and participate in the litter picking. It was agreed that a letter be sent to Patricia thanking her for all her valued support on the Environment and Planning & Strategy Committees. **Action TG**
- Drop-In and Chat – On the second Saturday of February, the Ex-Servicemen’s Hall was being used for a wedding reception, therefore, the Parish Council would need change the date of the February Drop-In and Chat. It was agreed that it would be held on Saturday 16 February 2019 instead. **Action TG/JY**
- Thames Valley Police Survey – Thames Valley Police had been consulting on a possible increase in Council Tax in 2019/2020 and the Chairman asked whether the Parish Council should respond. Councillors felt that the rise should be supported by the Parish Council. **Action TG**

119/18 OPEN FORUM – Councillor Stephen Phipps reported that following work outside the Miller Homes development on Tadmerton Road, the footpath opposite the Primary School was protruding into the highway and was dangerous. A number of vehicles had already hit it and the kerb stone was chipped. This issue had been raised with Mike Smith at the County Council before Christmas and he had advised that it would be dealt with as part of the road safety audit, following the S278 works. The Clerk was asked to contact Mike Smith again raising this issue with him and to establish when the road safety audit would be completed. **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)

120/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There was no report from Councillor Kieron Mallon.

Councillor Andrew McHugh reported that he had attended a meeting with Parish Councillors Joanna Barton and Amanda Baxter at CDC with regard to the lighting survey for Bloxham Service Station. The planning application was now due to be re-submitted, mirroring the recommendations in the lighting report and would now include all of the lights on the site. This would be considered at the February 2019 meeting of Cherwell District Council’s Planning Committee.

During a discussion, the Parish Council highlighted their concerns about how this issue had been dealt with by the Cherwell District Council planning and enforcement officers. Therefore, it was felt that a letter should be written to Cherwell District Council’s Chief Executive and the Leader of the Council, expressing the Parish Council’s concerns. An invitation would also be made to the Enforcement Officer to attend the next Parish Council meeting to explain the process and how it had been dealt with.

Resolved that the report be noted.

121/18 PLANNING

- i) 18/01144/Q56, Barn at Wooden Hill Farm, Barford Road, Bloxham – The Parish Council noted the appeal against the refusal of planning permission for the change of use to convert an existing agricultural building into two dwellinghouses. Following a discussion, it was felt that no additional comments should be submitted, however the Parish Council’s previous comments would be submitted again.

Resolved that the report be noted, no additional comments would be submitted to the appeal however the Parish Council’s previous comments would be re-submitted. **Action TG**

- ii) Planning Applications

- 18/00480/DISC, Former The Bungalow, Queen Street, Bloxham – The Parish Council considered the discharge of condition 7(c) - (landscaping details) of 10/00551/F.

BLOXHAM PARISH COUNCIL

Resolved that the Parish Council does not object to application 18/00480/DISC. **Action TG**

iii) Tree Preservation Orders (TPO)

- 18/02080/TPO, Hill House Workhouse Lane Bloxham, Sycamore (T1) – The Parish Council considered an application to fell a tree, which was subject to TPO 17/2010

Resolved that the Parish Council does not object to the felling of the tree, subject to TPO 18/02080/TPO, but it would like to see the tree replaced by another suitable species. **Action TG**

iv) 18/01113/F - Bloxham Petrol Station, Lighting Survey – The Parish Council had received a copy of the Survey prior to the meeting.

Resolved that a letter be sent to Cherwell District Council's Chief Executive and Leader of the Council, expressing the Parish Council's concerns with the issue and the process which has been followed by planning and enforcement officers. An invitation would also be made to the Enforcement Officer to attend the next Parish Council meeting to explain the process and how it had been dealt with. **Action TG**

v) Other planning matters affecting the village:

- Miller Homes: Tadmarton Road – The Parish Council received an update on the status of the work to the pavement adjacent to Tadmarton Road and the landscaping and fencing works to the Country Park, adjacent to The Slade Nature Reserve.

The Chairman advised that the footpath was currently being installed around the Country Park, the fencing would then be erected, followed by the tree planting.

Councillor Gloria Lester-Stevens raised concerns about how dog mess would be controlled around the area of the new Country Park and following a discussion, it was felt that dog waste bins should be installed in this area, the Management Company.

Resolved that the Management Company, managing the Miller Homes site, be asked when they intend to install dog waste bins, together with holders for the waste bags at the Country Park and they ensure that the bins are emptied at least every fortnight, but preferably weekly. **Action TG**

- Miller Homes Milton Road – The Parish Council received an update on the enforcement action regarding storage of soil in the amenity area. CDC advised that this had been a breach of the planning consent, however now it had been moved, the breach had been resolved.

Resolved that the report be noted.

- Local Plan Hearing Oxford Unmet Need – The date of hearing had been confirmed as 5 February 2019 and the Parish Council was asked to consider whether:
 - a) it was content to rely its original representations;
 - b) it wished to submit further written comments on the matters identified by the Inspector (if agreed, the comments to be confirmed at the Parish Council meeting on 16 January 2019); or
 - c) it wished to participate in the hearing discussions themselves (as above).

Resolved that:

- 1) the report be noted;
- 2) the Parish Council participates in the hearing, starting on 5 February 2019; and
- 3) the Parish Council to add to its previous comments to reflect the pre-hearing submissions made by a Developer concerning land on Milton Road to the Inspector.

BLOXHAM PARISH COUNCIL

Action TG/JY

- Consultation on the Oxfordshire Plan Statement of Community Involvement – The Chairman advised that comments on the consultation had to be submitted by 11 January 2019.

Resolved that:

- 1) the report be noted;
- 2) the comments circulated by the Chairman be approved and submitted; and
- 3) any additional comments on the consultation be forwarded to the Clerk.

Action TG/JY

- Consultation on Cherwell District Council's Draft Housing Strategy 2018-2023 – The Chairman advised that comments on the consultation had to be submitted by 25 January 2019.

Resolved that:

- 1) the report be noted;
- 2) it be highlighted that there is not enough emphasis on shared ownership and this should be encouraged to help first time buyers; and
- 3) any additional comments on the consultation be forwarded to the Clerk by Monday 14 January 2019. **Action TG**

122/18 ENVIRONMENT/VILLAGE MATTERS

- i) Britain in Bloom – Councillor Amanda Baxter suggested to the Parish Council that it could take part in Britain in Bloom for 2019.

Following a discussion, it was felt that some elements of Britain in Bloom could be incorporated into Bloxham Fun Day and/or sunflower/meadow seeds could be distributed at a Drop-In and Chat session later in the year.

Resolved that

- 1) the report be noted;
 - 2) sunflower/meadow seeds be distributed at the April Drop-in and Chat session; **Action JY/GLS**
 - 3) Cherwell District Council be contacted about the possibility of a village 'Britain in Bloom' style competition; **Action TG**
 - 4) it be suggested that a flower growing competition be incorporated in Bloxham Funday; and **Action SC/MG**
 - 5) Katharine House Hospice be contacted to establish whether it is holding a 'Best Kept Garden' competition this year. **Action SC**
- ii) Traffic Calming Working Group – Prior to the meeting, the Parish Council had received a report with regard to the appointment of a Traffic Calming Working Group, which could investigate the Section 106 funds which were available for the village to introduce traffic calming measures.

Resolved that Councillors Joanna Barton, Amanda Baxter, Mary Groves and Nick Rayner, be members of the Traffic Calming Working Group. **Action TG**

123/18 PARISH COUNCIL MATTERS

- i) Code of Conduct – Prior to the meeting, the Parish Council received a report from Councillor Leonard Leigh with regard to a review of the Parish Council's Code of Conduct, following advice from Cherwell District Council's Monitoring Officer.

BLOXHAM PARISH COUNCIL

Resolved that the amended Code of Conduct be approved. **Action TG**

- ii) Planning & Strategy Committee – Prior to the meeting, the draft minutes from the Planning & Strategy Committee meeting held on Tuesday 11 December 2018 had been circulated to the Parish Council.

Resolved that the minutes be noted and the recommendations be approved.

- iii) Co-option – The Chairman reported that there had been an application from Mike Morris for one of the vacancies on the Parish Council. There was still one remaining vacancy on the Parish Council.

Resolved that:

- 1) Mike Morris be co-opted onto the Parish Council; and **Action TG**
- 2) the one remaining vacancy continue to be advertised. **Action TG**

- iv) Working Practices – Prior to the meeting, Councillor Stephen Phipps had circulated some suggestions with regard to Parish Council working practices.

Following a discussion, it was felt that it would be appropriate for the new format for the Parish Council meetings to be allowed to settle in before any changes were made to working practices, although many of the suggestions were already followed.

Resolved that the report be noted.

- v) Drop-In and Chat – Prior to the meeting, a report from the Drop-In and Chat held on Saturday 8 December 2018 had been circulated to the Parish Council. The next sessions at the Ex-Servicemen's Hall were being held on Saturday 12 January 2019 and Saturday 16 February 2019.

Resolved that the report be noted.

- vi) Reports from Parish Council Representatives – There were no reports from Parish Council representatives.

Resolved that the report be noted.

- vii) Councillors Training Courses – The following training courses are available to Councillors:

Date	Subject	Half/full day	location
Thursday January 10th	1. Understanding Internal Audit	Half /morning 10-12.30	Warwick Hall, Burford OX18 4RY
	2. So you want to be an Internal Auditor?	Half /afternoon 2-4.30	
Tuesday January 22 nd	Planning	7pm to 830pm	Godswell House, Bloxham
Thursday January 24th	3. Preparing for End of Year Audit	Full day	Warwick Hall, Burford OX18 4RY
Wednesday February 27th	4. RFO's Year, month by month, the key duties	Full day	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF

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Wednesday 13 th March	5. Minutes and agendas; a guide to good practice	Half/ morning	West Oxfordshire District Council OX28 1NB
Thursday March 21 st	6. The Clerks Year, essential tasks on a month by month basis	Full day	Warwick Hall, Burford OX18 4RY
Wednesday April 17 th	7. Risk Management for parish councils 8. Strategic Planning. Where is your council going? Thinking more strategically about serving your community	Half/morning Half/afternoon	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday May 15 th	9. Allotment management for parish councils	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday June 19 th	10. Roles and Responsibilities for new councillors and clerks	full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Saturday 6 th July	11. Roles and Responsibilities for new councillors and clerks	full day note 9.30am start	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday July 17 th	12. Chairmanship skills	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday September 18 th	13. Roles and Responsibilities for new councillors and clerks	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday October 2 nd	14. Budgeting and financial management for Councillors 15. VAT for clerks (and Councillors)	Half/ morning Half/ afternoon	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF

Resolved that the report be noted.

124/18 FINANCE

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

Resolved that the following accounts for payment be approved:

Payments	Amount	Cheque No
Theresa Goss – Salary for January 2019		
Theresa Goss – Expenses for January 2019		
HMRC – Payment for January 2019		

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OCC Pension Fund – for January 2019		
Bloxham Royal British Legion	£400.40	1452
Bloxham Mill Ltd – Room Hire	£120.00	1448
DJ Andrews Electrical – Christmas Lights	£282.23	1455
DJ Andrews Electrical – Christmas Lights	£229.30	1455
Pixel Concepts – New Parish Council web site	£1055.23	1453
Oxfordshire County Council – Room hire at Primary School	£75.00	1456
Cotswold Kindling – Christmas Tree	£75.00	1457
Signs Direct – ‘No Parking’ Signs for The Warriner School and Bloxham Primary School	£593.89	1458
Jenny Yates – Printing of the Bloxham Neighbourhood Development Plan	£74.72	1459

- ii) Bank Reconciliation – Prior to the meeting, the bank reconciliation as at 7 January 2019, had been circulated to the Parish Council.

Resolved that the bank reconciliation as at 7 January 2019 be noted.

- iii) Section 106 Funds – Prior to the meeting, the Parish Council received a report on the progress with the project at Jubilee Hall.

Resolved that:

- 1) the report be noted; and
- 2) the quote from the Cost Consultant, of £2000, plus VAT from ESP Business Services Limited, be accepted. **Action TG**

125/18 CORRESPONDENCE – The Parish Council had been contacted regarding the erection of an Electric Fence on the PROW on Hobb Hill, this had been referred to Beth Rutherford at the County Council to provide advice to the landowner.

Attention had also been drawn to another electric fence leading from the Ridgeway. This would be referred to Beth Rutherford at the County Council.

It was highlighted by Councillors, that there were a number of small issues which had become apparent with regard to the Circular Walk. Therefore, it was agreed to request that Des Jones, Footpath Warden completes an audit of the Walk and highlights any issues which need to be addressed by the Parish Council. **Action TG**

The Chairman also reported that an email had been received from a resident with regard to litter which had accumulated outside of the shops on High Street. It was agreed that a letter be sent to the shops advising that Cherwell District Council had agreed to empty the litter bins, but that they should continue to keep the area litter free too. **Action TG**

126/18 MEETING DATES

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:

- 16 January 2019
- 4 February 2019
- 20 February 2019
- 4 March 2019
- 20 March 2019
- 1 April 2019
- 24 April 2019 (Annual Parish Meeting)

BLOXHAM PARISH COUNCIL

127/18 ITEMS FOR THE NEXT AGENDA

1. Traffic Calming Working Group

(The meeting ended at 9.25pm)

Chairman – 16 January 2019

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH CHURCH, BLOXHAM ON WEDNESDAY 16 JANUARY 2019 AT
7.30PM

PRESENT: Chairman, Councillor Jenny Yates; Councillors Joanna Barton, Amanda Baxter, David Bunn, Mary Groves, Leonard Leigh, Mike Morris, Stephen Phipps and Nick Rayner.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer) and Charlie Little, Bursar at Bloxham School.

APOLOGIES: Parish Councillor Steve Craggs submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

Parish Councillor Gloria Lester-Stevens submitted her apologies because she had another appointment, the apologies were accepted and the absence authorised.

District Councillor Christine Heath also submitted her apologies.

The Chairman 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.

The Chairman also welcomed Mike Morris to his first meeting of the Parish Council.

128/18 DECLARATIONS OF INTEREST - None

129/18 MINUTES – Prior to the meeting, the minutes of the meeting held on 7 January 2019 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 7 January 2019 be approved and signed by the Chairman.

130/18 MATTERS ARISING

Minute Number 117/18 – Matters Arising – The Chairman asked that the Boys Brigade be thanked for delivering the emergency planning leaflets on behalf of the Parish Council. **Action TG**

Minute Number 119/18 – Open Forum – The Chairman reported that the part of the footpath on Tadmerton Road which had been highlighted as a hazard would now be aligned with the rest of the footpath and white lines would be painted on the road instead.

Minute Number 125/18 - Correspondence – The electric fence which had been running along the footpath on the Ridgeway, had now been removed.

131/18 CHAIRMAN'S ANNOUNCEMENTS

- Funding Opportunity for Pocket Parks – The Chairman highlighted the receipt of an email from Cherwell District Council with regard to government funding which was available for new and existing pocket parks. The Chairman suggested that an application could be made for a replacement tree in Painters Close because T12 was being removed. The Clerk was asked to progress this application. **Action TG**

132/18 OPEN FORUM – There were no members of the public in attendance.

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents within its minutes)

BLOXHAM PARISH COUNCIL

133/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There were no reports from County Councillor Kieron Mallon or District Councillors Mike Bishop, Christine Heath and Andrew McHugh.

The Chairman reported that Councillor Kieron Mallon had provided an update on Queen Street and the location of proposed new SEN School. With regard to Queen Street, this matter had now been resolved and a location for the SEN School on Bloxham Grove Road had been recommended by the County Council and there would be a consultation process in due course.

Resolved that the report be noted.

134/18 PLANNING

viii) Planning Applications

- 18/02196/F, Thompson Science Block, Bloxham School, Banbury Road, Bloxham – The Parish Council considered an application for the siting of a two storey modular geography classrooms,

Charlie Little, Bursar at Bloxham School, addressed the Parish Council and answered questions from Councillors.

Resolved that the Parish Council has no objection to application 18/02196/F, but has the following comment:

- 1) the Parish Council would like to seek advice from the Conservation Officer on the design. **Action TG**

ix) Consultation on Cherwell District Council's Draft Housing Strategy 2018-2023 – Prior to the meeting, comments on the consultation had been circulated to the Parish Council.

Resolved that the comments, as circulated, be approved for submission. **Action TG/JY**

x) Local Plan Part 1; Oxford's Unmet Housing Need Hearing 5 February 2019 – The Chairman had received some comments from Councillors on the submission to the Examiner and they included a request for references to the Bloxham Neighbourhood Development Plan (BNDP).

Resolved that the comments, as circulated, with an inclusion referencing the BNDP, be approved for submission. **Action TG/JY**

xi) MHCLG Consultations – The Chairman suggested to the Parish Council that it did not comment on the consultation because the content was aimed at planning authorities to enable them to make comments on amendments to the regulations, rather than it being aimed at Parish Councils.

Resolved that no comments be made on the consultation.

xii) Bloxham Neighbourhood Development Plan (BNDP)

- Policy Review – Prior to the meeting the Chairman had circulated a report with regard to considering a review of the policies held within the BNDP and to also consider adding a Design Policy based on Cherwell District Council's SPD for Housing Design.

Resolved that a BNDP Review Working Group be established and Councillors Leonard Leigh, Stephen Phipps, David Bunn, Mike Morris, and Jenny Yates be members of the Group. **Action TG/JY**

- BNDP Web Site – Prior to the meeting, the Clerk had circulated a report with regard to whether or not the BNDP web site should be kept live.

BLOXHAM PARISH COUNCIL

Resolved that the BNDP web site be kept live and the domain name and hosting be renewed. **Action TG**

135/18 ENVIRONMENT/VILLAGE MATTERS

- i) Emergency Planning – Prior to the meeting, a report had been circulated to the Parish Council with regard to the appointment of an Emergency Planning Working Group and its draft terms of reference.

Resolved that:

- 1) Councillors Steve Craggs, Gloria Lester-Stevens and Jenny Yates be appointed to the Working Group; and
- 2) the Terms of Reference be approved.

- ii) Traffic Calming Working Group – Prior to the meeting, a report had been circulated to the Parish Council with regard to draft terms of reference for the Working Group.

Resolved that:

- 1) Geoff Mollard be appointed as a non-voting member of the Traffic Calming Working Group; and **Action TG**
- 2) the Terms of Reference be approved.

- iii) Walsingham Close Amenity Area – Councillor Nick Rayner gave a brief verbal update on the work to date at the Walsingham Close amenity area.

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

- iv) Works to Parish Council Owned Trees – Councillor Nick Rayner provided the Parish Council with a verbal update on the progress of the works to trees in the village, which were owned by the Parish Council.

Resolved that the report be noted.

- v) Christmas Lights – Prior to the meeting, the Parish Council had received a report which reviewed the Christmas lights project for 2018 and suggested the necessary arrangements for 2019.

Resolved that:

- 1) the report be noted;
- 2) thanks be sent to Bloxham School, St Mary's Church and the Ex-Servicemen's Hall for their support with the Christmas lights; **Action TG**
- 3) a £25 voucher be given to the residents for their support with the Christmas tree lights; **Action TG**
- 4) a request that the lamp post on the A361 by the Red Lion be included in 2019 lights, Councillor Rayner informed the Councillors that the County Council be advised that this lamp post is unsafe because it is rotting at the base and request that it be replaced; **Action TG**
- 5) additional lights at the entrance to the village, near to Warriner School be investigated for Christmas 2019 and any further changes and the costs be submitted to a future Parish Council meeting;
- 6) Councillors Steve Craggs and Nick Rayner be thanked for all their work on the Christmas lights; and
- 7) in future, the Christmas lights continue to be turned off late in the evening, to avoid disturbance to neighbours.

BLOXHAM PARISH COUNCIL

136/18 PARISH COUNCIL MATTERS

- i) Co-option – The Chairman reported that there had been one application for co-option onto the Parish Council.

Resolved that Sophie Floate be co-opted onto the Parish Council. **Action TG**

- ii) Drop-In and Chat – Prior to the meeting, a report from the Drop-In and Chat held on Saturday 12 January 2019 had been circulated to the Parish Council. The next sessions at the Ex-Servicemen's Hall were being held on Saturday 16 February 2019 and Saturday 9 March 2019.

Resolved that the report be noted.

- iii) Reports from Parish Council Representatives – There were no reports from Parish Council representatives.

Resolved that the report be noted.

- iv) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated. The Chairman reminded Councillors about the planning training session being held on 22 January 2019 at 7pm at Godswell House.

The Chairman also encouraged new Councillors to attend the Roles and Responsibilities training.

Resolved that:

- 1) the report be noted; and
- 2) details of the Roles and Responsibilities training be forwarded to Councillors David Bunn, Sophie Floate, Leonard Leigh and Mike Morris. **Action TG**

137/18 FINANCE

- xi) Accounts for Payment – There were no accounts for payment.
- ii) Section 106 Funds – Prior to the meeting, the Parish Council received a report on a proposed new project at Bloxham Recreation Ground.

Resolved that:

- 1) the report be noted; and
- 2) a further report on this project be submitted to a future meeting of the Parish Council. **Action TG**

138/18 CORRESPONDENCE – The Chairman reported that a letter of thanks had been sent to the Parish Council for its donation to the Christmas lunch 2018.

139/18 MEETING DATES

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:

- 4 February 2019
- 20 February 2019
- 4 March 2019
- 20 March 2019
- 1 April 2019
- 24 April 2019 (Annual Parish Meeting)

BLOXHAM PARISH COUNCIL

140/18 ITEMS FOR THE NEXT AGENDA

2. Bloxham Recreation Ground Project – S106 funds
3. Report from the Community Resilience meeting
4. Update on funding and location of the defibrillator
5. Report from the Transport Representatives Meeting
6. Walsingham Close Amenity Area

(The meeting ended at 9.00pm)

Chairman – 4 February 2019

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 4 FEBRUARY 2019 AT
7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer), District Councillors Mike Bishop and Christine Heath and two members of the public.

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

Parish Councillor Nick Rayner submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

Parish Councillor David Bunn submitted his apologies because he was ill, the apologies were accepted and the absence authorised.

County Councillor Kieron Mallon and District Councillor Andrew McHugh also submitted their apologies.

The Chairman 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.

The Chairman also welcomed Sophie Floate to her first meeting of the Parish Council.

141/18 DECLARATIONS OF INTEREST

Minute Number 147/18 – 18/01113/F, Motor Fuel Ltd, Bloxham Service Station, South Newington Road, Bloxham - Councillor Amanda Baxter declared an interest because she was a neighbour to the site of the application.

142/18 MINUTES – Prior to the meeting, the minutes of the meeting held on 16 January 2019 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 16 January 2019 be approved and signed by the Chairman.

143/18 MATTERS ARISING

Minute Number 130/18, Matters Arising – Councillor Stephen Phipps highlighted his concern that the kerb on the new footpath opposite the Primary School on Tadmerton Road was still protruding into the highway and was highly likely that it would be hit by a vehicle or a cyclist. Councillors asked the Clerk to contact the County Council to advise that this was a matter of urgency and for County Councillor Kieron Mallon to be copied into the email.

Action TG

Minute Number 135/18 (iv), Environment/Village Matters – Councillor Steve Craggs advised that the tree work in the village had been completed and an update report would be submitted to the next meeting of the Parish Council.

Action NR/SC

144/18 CHAIRMAN'S ANNOUNCEMENTS

- Community Resilience Meeting – The Chairman reported that information from this meeting would be fed into the Emergency Planning Working Group. However, it had been informative meeting and it was also confirmed that as SSE did not supply power to Bloxham, no funding would be available for the defibrillator. The Clerk advised that Councillor David Bunn was aware of this and would be contacting Western Power to establish whether they provided funding for defibrillators. **Action DB**

BLOXHAM PARISH COUNCIL

- Gritting of Footpaths – Councillor Steve Craggs reported that Councillor Nick Rayner would be setting up a Whatsapp Group for the Winter Volunteers, so that they could be contacted quickly if the footpaths needed to be gritted.

145/18 OPEN FORUM – A resident addressed the Parish Council with regard to a proposal for a new car park on Ells Lane, which would be available for use by parents/carers/students attending Warriner School.

A resident addressed the Parish Council with regard to issues relating to the Circular Walk, including dogs being let off leads, the removal of the kissing gates and additional signage.

The Chairman thanked both of the residents for addressing the meeting.

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents within its minutes)

146/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There was no report from County Councillor Kieron Mallon.

District Councillor Christine Heath reported that the application by MFL Ltd at Bloxham Service Station was being considered by the District Council's Planning Committee on 14 February 2019.

The Clerk was asked to contact County Councillor Kieron Mallon for an update on the highway issues in Queen Street and the proposed SEN School in Bloxham Grove Road. **Action TG**

Resolved that the report be noted.

147/18 PLANNING

xiii) Planning Applications

- 19/00060/F, 95 Courtington Lane Bloxham – The Parish Council considered an application for a single storey rear extension and garage conversion, new windows and timber cladding and a new front canopy and roof over garage.

Resolved that the Parish Council has no objections to application 19/00060/F. **Action TG**

- 18/01113/F, Motor Fuel Ltd, Bloxham Service Station, South Newington Road, Bloxham – The Parish Council considered a retrospective application for a new recessed forecourt canopy lights.

Resolved that the Parish Council still strongly objects to 18/01113/F and makes the following additional comments:

The lighting plan provided following recent communication between the applicant and CDC is derisive and shows a complete lack of sincerity for the application process.

The independent Lighting Report by Designs for Lighting Ltd, commissioned by Cherwell District Council highlighted the following: -

6.3.1 There are a number of luminaires installed on the application site that are not included in the application. These are as follows:

- Decorative branded signage suspended from the canopy between fuel pumps (Synergy signage);
- Retail unit signage lighting (wall mounted above Londis signs); and

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- Kiosk and rear storage area flood luminaires (wall mounted).

6.3.7 The kiosk and rear storage area both have a single LED flood light mounted to the façade with a high angle of tilt. The luminaires are facing residential receptors and give rise to light spill on the windows of one of the adjacent properties. Whilst these luminaires are purposeful, they should be re-oriented so that their angle of tilt is reduced to ensure they are facing down towards the horizontal plane, rather than outwards.

This report also made the following recommendations: -

7.2 Recommendations

7.2.1 It is recommended that the light levels on the forecourt are reduced to an average of 150 lux which is in line with industry standards detailed in BS EN 12464-2 as the proposed under-canopy lighting provides excessive light levels on the fuel filling station forecourt.

7.2.2 Further lighting design information submitted by the applicant should take into consideration all sources of exterior lighting affecting the site and should explicitly calculate vertical light spill levels on the windows of Killowen House.

7.2.3 Synergy signs are removed or replaced with non-illuminated signs.

7.2.4 Rear storage area and kiosk flood lighting is tilted to 0°.

7.2.5 Fuel delivery lighting tilted to 0° and not switched on unless a fuel delivery tanker is parked such as to prevent light spill towards Killowen House.

Bloxham Parish Council strongly seek support from Cherwell District Officers in recommending a refusal to this application and to District Councillors on the Planning Committee endorsing this refusal.

Bloxham Parish Council seeks the support of District Councillors in ensuring that until a suitable lighting provision application is submitted that follows accepted guidelines, is in line with the recommendations of the Independent Lighting Report and includes all the lights on the site, has been provided and approved by Cherwell District Council, that the Applicant pauses operation within curfew times acceptable to the Parish Council and adjacent residents.

Bloxham Parish Council would draw the District Councillors attention to the fact that the village, adjacent residents, and the garage have happily co-existed for several years. In fact, until April 2018 when the 24hour licence was granted. Since then there has been no respite for residents.

Bloxham Parish Council seeks the support of the District Councillors in finding a long-term solution to this problem of the 24 hour licence, for an edge of village business.

Action TG

- 19/00110/F, Village Hall, Jubilee Park, Barley Close, Bloxham – The Parish Council considered an application for the relocation of storage container and removal of second storage container.

Resolved that the Parish Council has no objection to application 19/00110/F. **Action TG**

- 19/00013/DISC, Former The Bungalow, Queen Street, Bloxham – The Parish Council considered an application for the discharge of condition 9 (parking and maneuvering areas) of planning application 16/02173/F.

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Resolved that the Parish Council objects to application 19/00013/DISC on the following grounds:

- Bloxham Neighbourhood Development Plan (BNDP)
There is extensive data upon levels of car ownership in Bloxham within this Plan and all point to the proportion of households with multiple vehicles being around twice the Cherwell and UK average. 3+ cars 10.5% compared with 7.4% Oxfordshire.
As such this application is contra to the BNDP.
- BL4 - *In the case of new residential development, a minimum of one parking space will be required for dwellings with one or two bedrooms and a minimum of two spaces will be required for dwellings with three or more bedrooms to be provided on the plot.*

In addition to this on-site provision, shared and visitor parking is expected to be provided in a location convenient to the dwellings it serves. It is expected that this will usually be provided at a rate of at least 0.5 space per dwelling served.

Although this application complies with parts of this Policy, the change to Tandem Parking for plot 2 reduces the turning head and the location of the visitor parking appears to be located within the boundary of Plot so depriving Plot 1 from any on site visitor space. In this location this may increase the need for on street parking. This reduction of the Turning Head may require vehicles to exit backward onto a narrow highway.

- It is not clear from the diagram of the tandem parking if the minimum standard of 2.4m x4.8m can be achieved.
As such this application is contrary to the BNDP.
- BL5
Insofar as planning permission is required any proposal to alter or extend an existing dwelling that would reduce the existing level of off-street parking provision will be resisted unless it can be satisfactorily demonstrated that the amount of overall parking provision retained is satisfactory.
- BL9 *All development shall where appropriate:*
 - a. Ensure that the living conditions of neighbouring residents are not materially harmed*
 - c. Ensure that the impact of any additional traffic likely to be generated by the development has been satisfactorily mitigated and will not adversely affect the highway network.*
- The reduction of the number of onsite spaces 6 to 5 and only allocating 1 visitor space this could cause adversely affect Queen Street which already experiences serious parking problems.
This is contrary to BNDP.

It should also be noted that in the Decision Notice 22 December 2016, the following condition was imposed:

9 Prior to the commencement of the development hereby approved, full specification details (including construction, layout, surfacing and drainage) of the parking and maneuvering areas shall be submitted to and approved in writing by the Local Planning Authority. Thereafter, and prior to the first occupation of the development, the parking and maneuvering areas shall be provided on the site in accordance with the approved details and shall be retained unobstructed except for the parking and maneuvering of vehicles at all times thereafter.

Reason - In the interests of highway safety and to comply with Government guidance contained within the National Planning Policy Framework

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As the first occupation has taken place, the Parish Council has concerns that this condition has not been complied with.

The PC has requested that this application is called-in by the Ward Member and is considered by CDC's Planning Committee.

- xiv) Bloxham Neighbourhood Development Plan (BNDP) Working Group – The Chairman gave a brief update on the meeting held on 30 January 2019 and the elements which were now being reviewed. The next meeting was being held on 13 March 2019. Councillor Mike Morris would be chairing the meeting and Councillor David Bun would be taking the minutes.

The Parish Council also considered appointing John Groves to the Working Group, as he had lead on the original Bloxham Neighbourhood Development Plan.

Resolved that:

- 1) the report be noted;
- 2) minutes of the meeting held on 30 January 2019 be circulated to the Parish Council via email; and **Action DB**
- 3) Mr John Groves be appointed to the Bloxham Neighbourhood Development Plan (BNDP) Working Group. **Action TG/JY**

148/18 ENVIRONMENT/VILLAGE MATTERS

- i) Defibrillator for the Village – Prior to the meeting, a report had been circulated to the Parish Council with regard to the funding and possible locations for a new village defibrillator. Councillor Steve Craggs reported that the Ex-Servicemen's Hall Trustees were meeting on 18 March 2019 and they required further information on the defibrillator to decide whether or not it could be located on their land, outside the Hall. It was also reported that as SSE would not provide the funding for the defibrillator, Councillor David Bunn would contact Western Power to establish whether they could provide funding.

Resolved that:

- 1) the report be noted;
 - 2) Councillor David Bunn be requested to finalise the information on the requirements for the defibrillator and attend the Trustees meeting on 18 March 2019; and. **Action TG/DB**
 - 3) Councillor David Bunn to contact Western Power to seek funding advice for the defibrillator. **Action DB**
- ii) Grit Bin at Bloxham Primary School - Prior to the meeting, a report had been circulated to the Parish Council with regard to a request for a grit bin in the area of Bloxham Primary School.

Resolved that the request for a grit bin be approved and, in the first instance, Miller Homes be contacted to establish whether it would be possible for them to fund the grit bin. **Action TG**

- iii) Walsingham Close Amenity Area – Prior to the meeting, a report had been circulated to the Parish Council with regard to possible options for the amenity area in Walsingham Close.

Resolved that:

- 1) the report be noted;

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- 2) Councillor Nick Rayner be requested to contact a local landscape business to discuss possible ideas for improving the amenity area; **Action SC/NR**
 - 3) once the work is completed, it be included in an annual maintenance schedule; and **Action NR/SC/TG**
 - 4) a progress report be submitted to the next meeting of the Parish Council. **Action NR/SC**
- iv) Circular Walk – Prior to the meeting, a report had been circulated to the Parish Council with regard to the removal of the kissing gates from the Circular Walk by Mr B Facon and to agree where they could be relocated to.

As highlighted during the open forum, there was also the issue of dogs being let off their leads on the Circular Walk and that cattle and sheep were being frightened and on occasion, attacked by the dogs.

It was also suggested that because the kissing gates had been installed on Mr Facon's land without any cost to him, that he should be asked for a contribution towards the cost of their relocation.

Resolved that:

- 1) the two land owners whose land is crossed by the permissive footpath, Tom Smith and Eton College, be contacted for permission to install new signs on the Circular Walk asking dog owners to keep their dogs on a lead; **Action TG**
 - 2) Mr Facon be asked for a financial contribution towards the re-installation of the kissing gates which were installed on his land free of charge by the Parish Council and are now being removed from his land, at his request; and **Action TG**
 - 3) now the kissing gates have been removed, the Footpath Warden be consulted about suitable locations for them to be installed. **Action TG**
- v) Emergency Planning Working Group – Prior to the meeting, the minutes of the meeting held on 1 February 2019 had been circulated to the Parish Council.

Resolved that the minutes be noted and members of the community, with relevant experience and knowledge of emergency planning, be invited to join the Working Group if they wish. **Action TG**

149/18 PARISH COUNCIL MATTERS

- i) Staffing Committee – Prior to the meeting, the minutes of the meeting held on 30 January 2019 had been circulated to the Parish Council.

Resolved that the minutes be noted and all the recommendations be approved. **Action TG**

- ii) Reports from Parish Council Representatives – Prior to the meeting, a report on the works to the Jubilee Park Hall had been circulated to the Parish Council.

Councillor Mary Groves gave a verbal update on Bloxham Fun Day and reported how grateful the Committee was for the Parish Council's support. A more detailed report would be submitted to the next meeting of the Parish Council.

Resolved that the reports be noted.

- xv) Annual Parish Council Meeting (APM) – The Parish Council discussed the format of the APM being held on 25 April 2019.

Resolved that the Clerk and Responsible Financial Officer and Councillors Amanda Baxter, Nick Rayner and Jenny Yates to meet and recommend a format for the Annual Parish Meeting. **Action TG**

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

Resolved that:

- 3) the report be noted;
- 4) it be noted that Councillors Sophie Floate, Leonard Leigh and Mike Morris will be attending the Roles and Responsibilities training course on 19 June 2019; and
- 5) Councillor David Bunn also be invited to attend the Roles and Responsibilities training course on 19 June 2019, or other alternative date if he is unavailable on this date. **Action TG**

150/18 FINANCE

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

Resolved that the following accounts for payment be approved:

Payments	Amount	Cheque No.
Theresa Goss – Salary for February 2019	£881.20	1460
Theresa Goss – Expenses for February 2019	£37.64	1460
HMRC – Payment for February 2019	£361.65	1461
OCC Pension Fund – for February 2019	£336.48	1462
OALC – Roles and Responsibilities Training; Sophie Floate, Mike Morris and Leonard Leigh	£306.00	1463
Mr D Chandler – Inspection of litter bins	£50.00	1464
Walker Graham Architects – Site meetings and planning application	£518.00	1465
Mr J Groves – BNDP Web site hosting and domain renewal	£26.98	1466
Cotefield Treecare - Tree works from tree survey works required within 1 year	£6480.00	1467
Ellen Hinde Hall – Annual Rent for storage	£125.00	1468
Theresa Goss – Voucher for Christmas tree lights	£25.00	1469
Bloxham Mill Ltd – Room hire	£27.00	1470
Arrow Accounting – Internal Audit 2018/2019	£345.00	1471
St Mary's Parish Rooms – Room Hire	£180.00	1472

Resolved that the payments be approved.

- xiii) Budget Monitoring/Financial Report – Prior to the meeting, the budget monitoring and financial report, up to February 2019, had been circulated to the Parish Council.

Resolved that:

- 1) the reports be noted; and
 - 2) the funds which are available in the budget for Christmas lights, be confirmed. **Action TG**
- xiv) Section 106 Funds – This item had been covered earlier in the meeting, however it was confirmed that the former youth club container had been removed from the Jubilee Park site by Smiths of Bloxham. The Chairman would contact Tom Smith with regard to whether this container or another container, could be utilised for storage on their site.

Resolved that the report be noted.

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151/18 CORRESPONDENCE – The Chairman reported on the following correspondence which had been received:

1. Ellen Hinde Hall requested the Parish Council to support its application to Cherwell District Council for Community Infrastructure Funding for repair to the roof at the Hall. The Parish Council agreed to support the application. **Action TG**
2. An email from Warriner School had been received with regard to a proposal by a local land owner to provide land for a car park on Ells Lane, for use by Warriner School. This had also been raised during the open forum earlier in the meeting. The Parish Council felt that there was not enough detail on the proposal for it to be able to comment fully, however concerns were expressed about the safety of children crossing the A361 and there was also no detail about alternative plans which the school might have in place as part of their sixth form expansion and the proposal for an SEN School in Bloxham Grove Road. It was agreed that a meeting would be arranged with Warriner School. **Action TG/JY**
3. A member of the public had contacted the Parish Council about the ownership of the land in Queen Street and had made a request to meet the Parish Council to discuss the matter further. **Action JY**

152/18 MEETING DATES

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:

- 20 February 2019
- 4 March 2019
- 20 March 2019
- 1 April 2019
- 24 April 2019 (Annual Parish Meeting)

153/18 ITEMS FOR THE NEXT AGENDA

7. Bloxham Recreation Ground Project – S106 funds
8. Report from the Parish Transport Representatives Meeting
9. Queen Street Land
10. Update on the tree work which had been completed in the village.

(The meeting ended at 9.20pm)

Chairman – 20 February 2019

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, BLOXHAM ON WEDNESDAY 20 FEBRUARY 2019 AT
7.30PM

PRESENT: Chairman, Councillor Jenny Yates; Councillors Joanna Barton, Amanda Baxter, David Bunn, Steve Craggs, Mary Groves, Gloria Lester-Stevens, Mike Morris, Stephen Phipps and Nick Rayner.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer) and Des Jones, Footpath Warden.

APOLOGIES: Parish Councillor Sophie Floate submitted her apologies because she was at work, the apologies were accepted and the absence authorised.

Parish Councillor Leonard Leigh submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

The Chairman 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.

154/18 DECLARATIONS OF INTEREST

Minute Number 116/18 (iii) – 18/01113/F, Motor Fuel Ltd, Bloxham Service Station, South Newington Road, Bloxham - Councillors Joanna Barton and Amanda Baxter declared an interest because they were neighbours to the site of the application.

155/18 MINUTES – Prior to the meeting, the minutes of the meeting held on 4 February 2019 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 4 February 2019 be approved and signed by the Chairman.

156/18 MATTERS ARISING – There were no matters arising.

157/18 CHAIRMAN'S ANNOUNCEMENTS

- Bloxham School Meeting - The Chairman reported that she had attended a meeting at Bloxham School, with Councillor Steve Craggs on Friday 8 February 2019. The School was preparing a planning application for a temporary building on the main site (near to Rosebank), as a short term interim measure, to enable the School to carry out all of their internal works. Cherwell District Council officers had also attended the meeting, along with District Councilor Christine Heath and the agent for the School. It was anticipated that the planning application would be submitted shortly and the Parish Council would be consulted on the application.
- Local Plan Hearing – The Chairman reported on the issues which were discussed at the Hearing, including the figure for Oxford's unmet housing need.
- SEND School, Public Consultation – A public consultation event was being held on Thursday 28 February 2019 and Saturday 2 March 2019. Councillors were invited to attend the event on the Thursday, prior to it being opened to the public. The Clerk was asked to send a letter to the Head Teacher at Frank Wise School for their views on the SEND School in Bloxham Grove Road and whether there would be any overlap with their provision. **Action TG**
- Oxfordshire Growth Board – There would be a Road Show on the Oxfordshire Plan 2050 on 13 March 2019 at 3pm at Banbury Town Hall.

158/18 OPEN FORUM – Des Jones, Footpath Warden attended the meeting to discuss the footpaths in the village. Des reported that Mr Facon was progressing the work along the footpaths on Hobb Hill; the badger fencing had been

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erected, three kissing gates had been removed and new gates would be installed in some places. The footpath was also being widened and grassed. There were a number of alternative locations where the three kissing gates could be installed and Des made some suggestions. However a site visit would be required to make a final decision. There was also a suggestion that the kissing gates at Green Garth could both be changed to radar gates.

Des Jones also reported that he was stepping down as Footpath Warden for the village. Des was thanked for all of his work as the Footpath Warden.

(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)

159/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There were no reports from the County or District Councillors.

160/18 PLANNING

xvii) Planning Applications

- 18/01725/F, Land 2700 North of Primary School, Tadmarton Road, Bloxham – The Parish Council considered an application for an extension to an existing cattle shed and the erection of a covered manure store.

Resolved that the Parish Council does not object to application 18/01725/F, but its original comments on the application still apply, especially in relation to the dwelling, if a dwelling is applied for in the future. **Action TG**

xviii) Warriner School – The Parish Council considered a report on the meeting with the Deputy Head of Warriner School held on 13 February 2019, with regard to the proposal for a car park in Ells Lane. The Parish Council acknowledged the need for a car park, however there were concerns about its positioning in Ells Lane because children would have to cross the A361.

Resolved that this matter be referred to the Traffic Calming Working Group. **Action NR**

xix) 18/01113/F, Motor Fuel Ltd, Bloxham Service Station, South Newington Road, Bloxham – The Parish Council discussed the decision of Cherwell District Council's (CDC) Planning Committee to refuse the retrospective application for new recessed forecourt canopy lights. The Chairman reported that a Community Protection Warning had been issued by CDC and those matters which should have been addressed by 11 February 2019 were actually completed on 13 February 2019.

The Parish Council had also been advised by Cherwell District Council to make contact with Motor Fuel Group and meet with them to discuss the issues and to also consider asking CDC's Licensing Department for a review of the 24 hour alcohol licence.

Motor Fuel Ltd had also submitted an application for the illuminated fascia located at the Londis shop and this would be considered at the next meeting of the Parish Council. These lights were currently switched off and this was being monitored.

Parish Councillor Amanda Baxter and District Councillor Christine Heath were thanked by the Parish Council for their work on this matter and for their powerful speeches at CDC's Planning Committee on 14 February 2019.

Resolved that the report be noted.

161/18 ENVIRONMENT/VILLAGE MATTERS

BLOXHAM PARISH COUNCIL

- i) Tree Works in the Village – Prior to the meeting, an update report on the tree works in the village had been circulated to the Parish Council.

Resolved that:

- 1) the report be noted;
 - 2) tags for the trees be purchased and those that have been lost, be replaced; **Action SC/TG**
 - 3) three quotes be obtained from Tree Management companies and the brief be prepared and sent out to appropriate companies; and **Action NR/SC/TG**
 - 4) the quotes from the Tree Management companies be submitted to a future meeting of the Parish Council. **Action TG**
- ii) Walsingham Close Amenity Area – This item was deferred to the next meeting of the Parish Council to enable information to be gathered. **ACTION NR**
- iii) Defibrillator for the Village – Prior to the meeting, a progress report on the proposal for a defibrillator for the village had been circulated to the Parish Council.

Resolved that:

- 1) the report be noted;
 - 2) it be noted that funding cannot be obtained from SSE and Western Power do not offer the same funding scheme;
 - 3) the management company at Bloxham Mill be contacted to enable businesses located at Bloxham Mill to be invited to contribute to the village defibrillator; and **Action DB**
 - 4) £1500 be allocated in the budget from the contingency fund, to part fund a defibrillator and cover future annual maintenance costs. **Action TG**
- iv) Traffic Calming Working Group – A meeting of the Traffic Calming Working Group had been held on 18 February 2019 and a report had been circulated to the Parish Council, outlining some of the draft ideas which had been discussed.

Resolved that the report be noted.

- v) Queen Street – This item was deferred to the next meeting of the Parish Council to enable a meeting to take place between relevant parties. **ACTION JY**
- vi) Litter Bins – Prior to the meeting, a report had been circulated to the Parish Council, with regard to replacing two litter bins and one dog waste bin.

Resolved that the two litter bins and one dog waste bin be purchased from Broxap and installed. **Action TG**

162/18 PARISH COUNCIL MATTERS

- i) Reports from Parish Council Representatives – Councillor Mary Groves reported that there would be a meeting of the Bloxham Fun Day Committee the following week and she would provide a report at the next meeting.

Councillor Nick Rayner had attended the Parish Transport Representative's meeting earlier that day. Following the meeting, he had also circulated a report, however because Councillors had only received it in the previous few hours, Councillor Rayner gave a verbal update too.

Resolved that the reports be noted.

- ii) Drop-in and Chat – Prior to the meeting, the Parish Council had received a report with regard to the Drop-in and Chat session held on 16 February 2019.

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Resolved that:

- 1) the report be noted; and
- 2) the village PCSO be asked to attend a future Drop-in and Chat session and their attendance and the date, be advertised to the village. **Action TG**

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

Resolved that:

- 1) the report be noted; and
- 2) Councillor David Bunn will attend the Roles and Responsibilities training on 19 June 2019. **Action TG**

163/18 FINANCE

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

Resolved that the following accounts for payment be approved:

Payments	Amount	Cheque No.
Grossi Limited – Base for Container at Jubilee Park	£1750.00	1474
OALC – Annual subscription for 2019/2020	£675.26	1475
Community First Oxfordshire – Annual subscription for 2019/2020	£70.00	1477
Oxfordshire Playing Fields Association – Annual subscription for 2019/2020	£53.00	1478

Payments made since the last meeting:

NR Prickett – Clearing Queen Street land and cutting Gascoigne Way hedge	£432.00	1473
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- xvi) Internal Audit 2018/2019 – Prior to the meeting, the internal audit report for 2018/2019 had been circulated to the Parish Council.

Resolved that the Internal Auditor's report for 2018/2019 be noted and approved.

- xvii) Section 106 Project – Prior to the meeting, the Parish Council received a progress report on the project at Jubilee Hall, following a meeting on 15 February 2019 with Richard Walker, SCM and the Cost Controller, Johanna Pierson.

Work were due to start on 25 February 2019 and Councillor Phipps confirmed that arrangements for the keys to the Jubilee Hall had been made available to the developer.

Resolved that:

- 1) the report be noted; and
- 2) Councillor Jenny Yates and Councillor Nick Rayner and Theresa Goss, Clerk and Responsible Financial Officer be authorised to sign the JCT Design and Build 2016 Contract with SCM. **Action TG**

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- xviii) Ellen Hinde Hall – The Parish Council discussed a request from the Ellen Hinde Hall Trustees for a short term loan to assist with the unforeseen costs of works to the re-roof the Hall.

Following a discussion, the Parish Council felt it was more appropriate to consider giving the Ellen Hinde Hall a grant, rather than a loan, but further information was required before a final decision could be made.

Resolved that:

- 1) the report be noted;
- 2) the Trustees be asked for a copy of the full structural survey of the Hall;
- 3) the Parish Council would like sight of:
 - the quotes for the re-roofing work;
 - the income and expenditure at the Hall so far for this year and predicted for 2019/2020;
 - bank statements for the last three months;
 - clarification of the funding sources for the whole project costing £12,000; and
 - these documents be forwarded to the Clerk by Thursday 28 February 2019;
- 4) the Trustees be invited to attend the meeting on 4 March 2019 to clarify any issues; and
- 5) if the Trustees are unable to attend the Parish Council meeting on 4 March 2019 or are unable to forward the information in (3) above to the Clerk by 28 February 2019, they instead be invited to attend the meeting on 20 March 2019.

Action TG

164/18 CORRESPONDENCE – The Chairman reported that John Hicks would complete the annual play equipment inspection at Jubilee Park. This had been previously agreed by the Jubilee Park Management Committee.

A resident had made a request for a crossing over the A361, near to Little bridge Road. This matter had been referred to County Councillor Kieron Mallon and was already being investigated by OCC Officers.

It was reported that the attenuation pond was not fenced off on the Wellington Park Bovis development - and the Clerk was asked to raise this with Tim Screen at Cherwell District Council. **Action TG**

A resident had reported that a 'No turning sign' had been erected at the entrance to Bradford Court. The Clerk had referred this to County Councillor Kieron Mallon because it involved highway issues.

The Environment Agency had contacted the Parish Council because it was looking for opportunities to work with local organisations and groups to identify ways the river environment could be improved throughout the Cherwell catchment. It was suggested that Stuart Malaure should be invited to the next meeting to discuss this matter further. **Action TG**

An email from CPRE had been circulated to all Councillor regarding the Oxfordshire Plan 2050. If anyone had any comments, the Chairman asked for them to be sent to her by 24 February 2019.

165/18 MEETING DATES

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:

- 4 March 2019
- 20 March 2019
- 1 April 2019
- 25 April 2019 (Annual Parish Meeting)

166/18 ITEMS FOR THE FUTURE AGENDAS

- Section 106 Funding – Proposed project at Bloxham Recreation Ground
- Queen Street Land

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- Walsingham Close Amenity Area
- Annual Parish Meeting (25 April 2019) Format
- Quotes for a Tree Management Company

(The meeting ended at 9.45pm)

Chairman – 4 March 2019

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 4 MARCH 2019 AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer), District Councillors Christine Heath and Andrew McHugh and one member of the public.

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

District Councillor Mike Bishop and Marie Jones, Warden at the Slade also submitted their apologies.

The Chairman 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.

167/18 DECLARATIONS OF INTEREST

Minute Number 173 /18 – 19/00245/ADV, Motor Fuel Ltd, Bloxham Service Station, South Newington Road, Bloxham - Councillor Amanda Baxter declared an interest because she was a neighbour to the site of the application.

168/18 MINUTES – Prior to the meeting, the minutes of the meeting held on 20 February 2019 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 20 February 2019 be approved and signed by the Chairman.

169/18 MATTERS ARISING

Minute Number 157/18 – Proposed SEND School, Bloxham Grove Road – The Clerk reported that she had received an email from Simon Knight, Joint Head Teacher at Frank Wise School and he confirmed that the school was supportive of the proposal for a new SEND school in Bloxham Grove Road.

Councillors had attended the consultation event held on 28 February 2019 and 2 March 2019, but still had concerns about the proposals, especially relating to the increase in the volume of traffic and that the proposal was contrary to the Neighbourhood Plan. The Chairman was collating all of the comments from Councillors on this matter.

In addition, the Parish Council had received an email from a resident from the Astons with regard to the withdrawal of a bus service for children from the Astons, attending the Warriner School, at the end of the summer term in 2019. The school bus would no longer be running from the Aston villages to the Warriner School because there was no children qualifying for a free seat on that route. Therefore, the current 27 fare paying pupils would have to be transported daily by car to and from the Astons to the Warriner School. Councillors felt that County Councillor Kieron Mallon and Arash Fatemian should be contacted about this matter. **Action TG**

Minute Number 157/18 - Oxfordshire Growth Board – Councillors were reminded by the Chairman that the Road Show would be held on 13 March 2019 at 3pm at Banbury Town Hall.

Minute Number 158/18 – Footpath Warden – Councillor Stephen Phipps suggested that when the vacancy for the village Footpath Warden was advertised, the Health Walkers (who met on a Wednesday) could also be approached. It was also suggested that the Ramblers Association, the Baptist Church and the GP Surgery could be asked to assist. It was agreed that a letter would be sent to Des Jones, thanking him for all his work as Footpath Warden and his involvement in securing the Circular Walk. **Action TG**

BLOXHAM PARISH COUNCIL

Minute Number 160/18 Planning, Bloxham Service Station – The Chairman reported that a meeting was being held at Cherwell District Council (CDC) the following day with regard to the planning applications which had been submitted by Motor Fuel Group.

There would be a discussion about planning application 19/00013/DISC in Queen Street too. The Chairman reminded the Parish Council that the County Council considered the parking provision in Queen Street to be adequate, however following discussion the Parish Council did not agree with this and would confirm its objection to the discharging of the condition relating to parking provision. The Parish Council would also confirm that it would request that this application to be called-in to Cherwell District Council's Planning Committee. **Action TG**

Minute Number 161/18 – Queens Street – The Chairman highlighted that there was advice in the Oxfordshire Association of Local Councils (OALC) monthly update with regard to registering land with the Land Registry.

Minute Number 163/18 Finance – Ellen Hinde Hall - The Chairman reported that Ellen Hinde Hall had received the funding from another source and the Trustees no longer required funding in this instance, from the Parish Council.

170/18 CHAIRMAN'S ANNOUNCEMENTS

- The Chairman reported that the Parish Council had received an email from the Environment Agency with regard to Partnership Opportunities with the Cherwell Catchment and the Environment Agency. The Clerk was asked for forward the information to Marie Jones, Warden at The Slade. **Action TG**

171/18 OPEN FORUM – A resident attended the meeting to discuss signage on the Water Lane Bridleway. The Chairman reminded the meeting that the County Council would not install additional signage on the A361 or Rose Bank because of the possibility of utilities being in the area. However it was agreed that a meeting would be arranged with Tim Seton Estates Manager at Bloxham School to discuss whether signage could be erected further along the bridleway within the School. **Action TG/JY**

The resident asked about repairs to the numerous pot holes in the village, especially opposite the shops on the High Street. The Clerk was asked to raise this matter with County Councillor Kieron Mallon because these had been reported on a number of occasions and as the road narrowed at this point, it was a danger for emergency vehicles and also a highway and public safety issue. **Action TG**

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)

172/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There was no report from County Councillor Kieron Mallon.

District Councillor Christine Heath suggested that in addition to Councillor Mallon, County Councillor Yvonne Constance was an alternative contact at the County Council regarding matters relating to potholes.

Councillor Heath also reported that Motor Fuel Group had submitted an appeal and that she was attending the meeting with Cherwell District Council the following day, along with Parish Councillors Jenny Yates, Amanda Baxter and Joanna Barton.

District Councillor Andrew McHugh reported on community safety issues relating to DBS checks for taxi drivers and how the abuse of young women by older men was being dealt with. He was also involved with the Domestic Abuse Strategy and reported on the latest developments with regard to the proposal to remove obstetrics from the Horton General Hospital. Councillor McHugh was also investigating whether future Section 106 agreements could include funds for apprenticeships for young people.

BLOXHAM PARISH COUNCIL

The Chairman reported that there had been a recent accident on the A361 at Wykham crossroads and when Thames Valley Police had been called, they had initially advised that they were not going to attend, even though the accident involved a female on her own. Councillor McHugh agreed to raise this matter with Thames Valley Police. **AMc**

173/18 PLANNING

xx) Planning Applications

- 19/00099/Q56, Barn at Wooden Hill Farm, Barford Road, Bloxham – The Parish Council considered an application for the change of use to convert existing agricultural building into two dwellinghouses.

Resolved that the Parish Council has no comments on application 19/00099/Q56 at this point, however should it be submitted as a full application, the Parish Council will then comment. **Action TG**

- 19/00245/ADV, Motor Fuel Ltd, Bloxham Service Station, South Newington Road, Bloxham – The Parish Council considered an application for two externally illuminated fascia signs (Londis)

Resolved that the Parish Council objects to 19/00245/ADV on the following grounds:

- 1) should this be titled as a retrospective planning application as the sign is already in place;
- 2) there are no times stated when lights would be operational;
- 3) there is evidence provided that the fascia of the shop needs to be illuminated
- 4) the lighting report commissioned by Cherwell district Council from Designs for Lighting states that:-
6.2.1 - There are two flood lighting units mounted on the shop façade, facing towards South Newington Road. The luminaires are tilted above 0° to the horizontal and distributes light symmetric which contributes light spill onto the windows of Killowen House (opposite). This light spill gives rise to light intrusion into the property.
7.1.5 - There are a number of other luminaires as detailed within **section 6.3** that are not included within the planning application, these are not required for the purposes of achieving the recommended lighting levels on the fuel filling station forecourt and could constitute a statutory nuisance. Luminaires identified that could constitute a statutory nuisance are:
 - Synergy signage luminaires;
 - Kiosk flood lighting; and
 - shop rear storage area flood lighting.
- 5) If the following still apply, the Parish Council would seek for them to be taken into consideration:-

Under Class 6: advertisements on forecourts of business premises Forecourt advertisements must not be illuminated in any circumstances.

PPS 17: Control of Outdoor Advertisements

Annex A: Signs on Commercial Premises

19. The most common signs on commercial premises are fascia signs and projecting signs, either box or hanging. Their design should always complement the design of the shopfront and building and respect the wider locality. An excessive number of signs or those which are too large can dramatically affect the premises on which they are sited and have an adverse impact on the general character of the area.

- 6) NPPF (July18)

180. Planning policies and decisions should also ensure that new development is appropriate for its location taking into account the likely effects (including cumulative effects) of pollution on health, living conditions and the natural environment, as well as the potential sensitivity of the site or the wider area to impacts that could arise from the development. In doing so they should:

BLOXHAM PARISH COUNCIL

c) limit the impact of light pollution from artificial light on local amenity, intrinsically dark landscapes and nature conservation.

7) CDC Local Plan Part 1

Policy ESD 15: The Character of the Built and Historic Environment

Limit the impact of light pollution from artificial light on local amenity, intrinsically dark landscapes and nature conservation

8) Bloxham Neighbourhood Development Plan

POLICY ON CONTRIBUTING TO THE RURAL CHARACTER OF THE VILLAGE
B11

g. Use smart, energy efficient lighting of public areas that accords with the recommendations of the Institute of Lighting Engineers recommendations on reduction of obtrusive light (or its successors) so as to convey a rural feel and avoid light pollution wherever possible;

9) Councillor Christine Heath be requested to call-in this application to CDC's Planning Committee.
Action TG

174/18 ENVIRONMENT/VILLAGE MATTERS

- i) Community Work – The Parish Council considered an approach by Duncan Weaver, the Chaplain at Bloxham School, to establish whether the Parish Council could assist with community work for up to 80 school children in June 2019.

Resolved that:

- 5) the report be noted; and
- 6) the following activities be suggested to Bloxham School
 - clearance of The Brook;
 - work with the Environment Agency on projects in the village;
 - assist at Bloxham Funday; and
 - assist at The Slade.

Action MM

- ii) The Slade – Prior to the meeting, Marie Jones, Warden at The Slade, had circulated the updated Management Plan.

Resolved that:

- 1) the report be noted; and
- 2) Marie be thanked for her work on compiling the Management Plan and all her work undertaken at The Slade, together with volunteers. **Action TG**

- iii) Emergency Planning Working Group – Prior to the meeting, the Parish Council received a progress report from the Emergency Planning Working Group.

Resolved that:

- 1) the report be noted;
- 2) the recommendations be approved; and
- 3) the Environment Agency be asked whether their two employees who live in the village can be contacted in an emergency. **Action TG**

BLOXHAM PARISH COUNCIL

- iv) Walsingham Close Amenity Area – Councillor Nick Rayner reported that there had not yet been any progress on this matter, so it would be deferred to a future meeting.

Resolved that the report be noted.

- v) Annual Parish Meeting (25 April 2019) – Prior to the meeting, a report on a proposed format for the Annual Parish Meeting had been circulated to the Parish Council.

Resolved that the report be noted and the format be approved.

- vi) Queen Street – The Chairman reported that she had not yet been able to arrange a date for a meeting with the person who was claiming ownership of the land,

Resolved that the report be noted.

175/18 PARISH COUNCIL MATTERS

- i) Reports from Parish Council Representatives – Prior to the meeting, Councillor Mary Groves had circulated a report on Bloxham Funday. The next organisation planning meeting was being held on 7 April 2019 and residents who wished to get involved, were welcome to attend.

The Chairman had also circulated a report on the recent CPRE meeting and Councillors were asked if they had any comments on the Oxfordshire Plan 2050. The consultation closed on the 24 March 2019 and any comments should be forwarded to the Clerk or Chairman by 13 March 2019.

Resolved that the report be noted.

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

Resolved that the report be noted.

176/18 FINANCE

- xix) Parish Council Web Site – Prior to the meeting, the Parish Council considered a report with regard to accepting a quote from Pixel Concepts for work to the Parish Council's web site to ensure it complied with the requirements of the Public Sector Bodies (Websites and Mobile Applications) (No 2) Accessibility Regulations 2018.

Resolved that the quote for £100 from Pixel Concepts be accepted. **Action TG**

- xx) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment and the bank reconciliation.

Resolved that:

- 1) the bank reconciliation be noted; and
- 2) the following accounts for payment be approved:

Payments	Amount	Cheque No.
Theresa Goss – Salary for March 2019	£1016.76	1479
Theresa Goss – Expenses for March 2019	£38.30	1479
HMRC – Payment for March 2019	£457.07	1480
OCC Pension Fund – March 2019	£394.50	1481

BLOXHAM PARISH COUNCIL

Nick Rayner – Travel expenses to PTR Meeting	£27.50	1482
Mr D Chandler – Refitting Litter Bin on Stone Hill	£170.00	1483
Came and Company – Insurance for Jubilee Hall Works	£630.22	1485
OALC – Roles and Responsibilities Training for David Bunn	£102.00	1484
Theresa Goss – Drop Box Annual Renewal	£79.00	1486

- xxi) Financial Reports for March 2019 – Prior to the meeting, the financial report as at 4 March 2019 had been circulated to the Parish Council.

Resolved that the report be noted.

- xxii) Section 106 Project – Prior to the meeting, the Parish Council had received a progress report on the project at Jubilee Hall. The project had started on Monday 25 February 2019.

Resolved that the report be noted.

177/18 CORRESPONDENCE – There was no further correspondence.

178/18 MEETING DATES

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:

- 20 March 2019
- 1 April 2019
- 25 April 2019 (Annual Parish Meeting)

179/18 ITEMS FOR THE FUTURE AGENDAS

- Defibrillator for the Village
- Section 106 Funding – Project at Bloxham Recreation Ground
- Quotes for a Tree Manager
- Review of two monthly meetings
- Walsingham Close Amenity Area

(The meeting ended at 8.50pm)

Chairman – 20 March 2019

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, BLOXHAM ON WEDNESDAY 20 MARCH 2019 AT
7.30PM

PRESENT: Chairman, Councillor Jenny Yates; Councillors Joanna Barton, Amanda Baxter, David Bunn, Steve Craggs, Leonard Leigh, Mike Morris and Stephen Phipps.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer) and two members of the public.

APOLOGIES: Parish Councillor Sophie Floate submitted her apologies because she had another appointment, the apologies were accepted and the absence authorised.

Parish Councillor Mary Groves submitted her apologies because she had another appointment, the apologies were accepted and the absence authorised.

Parish Councillor Gloria Lester-Stevens submitted her apologies because she had another appointment, the apologies were accepted and the absence authorised.

Parish Councillor Nick Rayner submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

Apologies for absence were also received from District Councillors Christine Heath, Mike Bishop and Andrew McHugh.

The Chairman 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.

167/18 DECLARATIONS OF INTEREST

Minute Number 173/18 (ii), Motor Fuel Ltd, Bloxham Service Station, South Newington Road, Bloxham - Councillors Joanna Barton and Amanda Baxter declared an interest because they were neighbours to the site of the application.

Minute Number 173/18 (i), Planning application 18/01852/F, Dewey Sports Centre, Barley Close, Bloxham – Councillor Mike Morris declared an interest because he was an employee at Bloxham School.

168/18 MINUTES – Prior to the meeting, the minutes of the meeting held on 4 March 2019 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 4 March 2019 be approved and signed by the Chairman.

169/18 MATTERS ARISING

Minute Number 175/18 – Oxfordshire Plan 2050 – The Chairman reported that the draft response had been circulated and as there were no further amendments. It was agreed that the response should be approved and submitted to the County Council. **Action JY/TG**

170/18 CHAIRMAN'S ANNOUNCEMENTS

- There had been a meeting with an Oxfordshire County Council Officer with regard to the proposal for a footpath from Greenhills Park to Queen Street. The application had been supported by the Parish Council some time ago and the application was now being proceeded by the County Council.
- The withdrawal of some school bus services, first raised by parents of children from the Astons who travel to Warriner School, had also been flagged up as an issue by North Newington Parish Council. A meeting was

BLOXHAM PARISH COUNCIL

being held at Warriner School on 27 March 2019 at 6pm at Warriner School and the Parish Council had been invited to attend.

- The Parish Council had received a consultation document from the County Council relating to the proposed speed limit changes on the A361 (Banbury to Chipping Norton). This would be discussed at the next meeting of the Parish Council and the deadline for comments was 2 April 2019.

171/18 OPEN FORUM – Councillor David Bunn reported that a resident had been hit by a hockey ball which had come from the Dewey Hall sports pitches. The higher netting was not in place on the goal at lower part of the Ridgeway but it did surround the other three goals. The Clerk would contact Bloxham School to ask whether this could be rectified so all four goals had the higher netting. **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)

172/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There were no reports from the County or District Councillors.

173/18 PLANNING

xxii) Planning Applications

- 19/00289/ADV, Motor Fuel Ltd, Bloxham Service Station, South Newington Road, Bloxham – The Parish Council considered an application for synergy forecourt signage: Pump livery x 8, "Blade" pump spreader x 3, "Koala" signs x 4

Resolved that the Parish Council objects to application 19/00289/ADV on the following grounds:

This application for the additional signage is solely concerned with advertising, there is no nearby competition providing the same service that necessitates this amount of advertising "clutter". In addition, the strident mix of colours are not in keeping with the site's location given that it sits opposite a Grade II listed building and on the boundary of the Bloxham Conservation Area

It is not clear from the application if the intention is to retain the current signs with their incorporated LEDS. Should this be the case, it is the opinion of the Parish Council that this is contrary to: -

Outdoor advertisements and signs: a guide for advertisers June 2007

- Forecourt advertisements must not be illuminated in any circumstances.

Information via lighting report 2018

- 6.3.2 Branded (Synergy) signage lighting is suspended between the pumps and features a strip of individually visible Light Emitting Diodes (LEDs) underneath. These light sources appear to be for aesthetic purposes rather than functional purposes.
- 6.3.3 The individual LEDs are not diffused and contribute to the overall scene of excessive lighting levels associated with the fuel filling station.
- 6.3.4 The perception of brightness from the visible LED's on the underside of the sign could appear brighter when the canopy lighting levels are reduced. This would be caused by an increased level of contrast between the signage lighting and the overall visual appearance of the lighting within the background.
- 6.3.6 It is noted that there appears to be no benefit to the business of this illuminated signage lighting due to limited commercial competition in the area.

BLOXHAM PARISH COUNCIL

Bloxham Neighbourhood Development Plan

- BL9 Policy on Regard for the Amenity of Existing Residents
- BL10 Policy on the conservation area

NPPF Feb 2019

- Para 11 dii)
- Para 127 c and d)

Action TG

- 19/00308/LB, The Web Church Street Bloxham - The Parish Council considered an application for the replacement of five existing windows, three lintels and a front door.

Resolved that the Parish Council has no objection to application 19/00308/LB. **Action TG**

- 18/01852/F, Dewey Sports Centre Barley Close Bloxham - The Parish Council considered an application for external security lights to the car park and building at The Dewey Sports Centre.

Two residents addressed the Parish Council to raise their objection to the application.

Resolved that the Parish Council objects to application 18/01852/F on the following grounds:

This application is contrary to the following policies in the Bloxham Neighbourhood Plan BL9 and BL 11 and Cherwell District Council's Part 1 Adopted Local Plan July 2015.

- the lighting which is proposed is far in excess of what is needed to light this car park;
- the 5 columns showing levels of 25 lux, appears to be contrary to the recommendations of EZ2 (rural) of 15 lux;
- the proposal affects the visual amenity of an intrinsically dark area; and
- the proposed lighting will have negative impact of the amenity of residents of 1, 2, 3 Waters Court.

Action TG

xxiii) Bloxham Service Station:

- Prior to the meeting, a report had been circulated to the Parish Council with regard to the outcome of a meeting with Matthew Chadwick, Planning Officer at Cherwell District Council.

The Chairman advised that since the report had been published, Cherwell District Council had agreed that the planning application relating to the Londis lights would be considered by its Planning Committee on 18 April 2019.

Resolved that the report be noted.

- The Parish Council would be circulated with a draft response to the forthcoming appeal lodged by MFG 18/01113/F for new recessed forecourt canopy lights (retrospective). The Planning Inspectorate's deadline for comments was 2 April 2019. This would be an item on the agenda for meeting of the Parish Council on 1 April 2019.

The Chairman also advised that a Community Protection Notice for the site had been issued and MFG had to comply with the conditions by 10 May 2019. Nicholas Sutcliffe from Cherwell District Council had also contacted the Parish Council and provided information on how to progress a review of the 24 hour alcohol licence.

BLOXHAM PARISH COUNCIL

A meeting between the Parish Council and MFG had been arranged to take place on 8 April 2019.

Resolved that the Parish Council's response to the appeal be approved at the next meeting on 1 April 2019. **Action TG**

174/18 ENVIRONMENT/VILLAGE MATTERS

- i) Baptist Church Meeting – Prior to the meeting, the Parish Council had received a report with regard to a meeting with the Baptist Church about the ways in which they could get more involved in supporting the social needs of the village, including supporting any vulnerable people.

Resolved that the report be noted.

- ii) Water Lane Bridleway – Prior to the meeting, the Parish Council had received a report with regard to a meeting with Tim Seton from Bloxham School, to address concerns raised by residents about the signage and possible misinformation regarding the route of the Bridleway. The report suggested a proposal to seek support from the County Council and residents, to divert the Bridleway to encourage walkers who use the Bridleway on Water Lane, to walk in front of the pavilion rather than behind it. At present, those who took this route, were trespassing.

Following a discussion, it was felt that the Bridleway and the signage should remain unchanged and a suggestion was made that the gate leading from the path in front of the Pavilion to Brickle Lane be permanently closed.

Resolved that the report be noted and no further action be taken and Bloxham School be informed of the Parish Council decision. **ACTION TG**

175/18 PARISH COUNCIL MATTERS

- i) Twice Monthly Parish Council Meetings – Prior to the meeting, a report had been circulated to the Parish with regard to reviewing the twice monthly Parish Council meetings.

Resolved that the Parish Council continues to meet on the first Monday of the month and then alternately on the second Tuesday and second Wednesday of the month. **Action TG**

- ii) Reports from Parish Council Representatives – Prior to the meeting, a report from the Rural Police Forum held on 6 March 2019 at Deddington Fire Station had been circulated to the Parish Council

Resolved that the report be noted.

- xxiv) Traffic Calming Working Group – Prior to the meeting, a report on the Working Group meeting held on 11 March 2019, had been circulated to the Parish Council.

Resolved that the report be noted and recommendations be approved.

- iv) Drop-in and Chat – Prior to the meeting, the Parish Council had received a report with regard to the Drop-in and Chat session held on 16 March 2019.

Resolved that:

- 1) the report be noted; and

BLOXHAM PARISH COUNCIL

- 2) the Traffic Calming Working Group to continue to give consideration to the problem of parked cars in the area of the A361, from Dovecote House to the mini roundabout. **Action AB/JB**
- v) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated.

Resolved that the report be noted.

176/18 FINANCE

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

Resolved that the following accounts for payment be approved:

Payments	Amount	Cheque No.
CPRE – Annual Subs	£36.00	1487
Pixel Concepts – Work to PC web site	£120.00	1488
Taxassist Accountants – Payroll services for 2019/2020	£259.56	1489
SCM – Works to Jubilee Hall	£48,162.10	1490

- xxiv) Members' Allowances Scheme 2019/2020 – Prior to the meeting, the report of the Independent Parish Remuneration Panel regarding Members' Allowances for 2019/2020 had been circulated to the Parish Council.

Resolved that the report be noted and no allowances be paid to Members for 2019/2020, except for travel and expenses.

- xxv) Section 106 Projects

- Councillor David Bunn reported that the project at Jubilee Hall was progressing well and there were no issues.

Resolved that the report be noted.

- Prior to the meeting, the Parish Council had received a progress report on the project at Ex-Servicemen's Hall.

Resolved that the report be noted.

- There was no report on the proposed new project at the Recreation Ground.

177/18 CORRESPONDENCE – The Chairman reported that the Parish Council had received a letter from Bloxham WI asking the Parish Council whether it could contribute to the purchase of a defibrillator for the village. The Parish Council asked that its thanks be passed to Bloxham WI for their generosity and Councillors Steve Craggs and David Bunn would contact the Bloxham WI to discuss this further. **Action TG/SC/DB**

The Chairman reminded Councillors that the Cherwell CPRE Annual Meeting was being held on 30 April 2019 at 7pm at the Deddington Arms Hotel, Deddington and Councillors were invited to attend.

178/18 MEETING DATES

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:

BLOXHAM PARISH COUNCIL

- 1 April 2019
- 17 April 2019
- 25 April 2019 (Annual Parish Meeting)
- 13 May 2019
- 21 May 2019
- 3 June 2019
- 19 June 2019
- 1 Jul 2019
- 16 July 2019
- 5 August 2019
- 21 August 2019
- 2 Sept 2019
- 17 Sept 2019

179/18 ITEMS FOR THE FUTURE AGENDAS

- Section 106 Funding – Proposed project at Bloxham Recreation Ground
- Queen Street Land
- Walsingham Close Amenity Area
- Annual Parish Meeting (25 April 2019)
- Quotes for a Tree Management Company
- Defibrillator for the village
- Modification to include a public footpath from Green Hills Park to Queen Street.

(The meeting ended at 9.15pm)

Chairman – 1 April 2019

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 1 APRIL 2019 AT 7.30PM

PRESENT: Chairman, Councillor Jenny Yates; Councillors Joanna Barton, Amanda Baxter, David Bunn, Steve Craggs, Sophie Floate, Mary Groves, Gloria Lester-Stevens, Leonard Leigh, Nick Rayner and Stephen Phipps.

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

APOLOGIES: Councillor Mike Morris submitted his apologies because he had another appointment, the apologies were accepted and the absence authorised.

Apologies for absence were also received from County Councillor Kieron Mallon and District Councillors Mike Bishop and Andrew McHugh.

The Chairman 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.

180/18 DECLARATIONS OF INTEREST

Minute Number 186/18 (v) Motor Fuel Ltd, Bloxham Service Station, South Newington Road, Bloxham - Councillors Joanna Barton and Amanda Baxter declared an interest because they were neighbours to the site of the Service Station.

181/18 MINUTES – Prior to the meeting, the minutes of the meeting held on 20 March 2019 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 20 March 2019 be approved and signed by the Chairman.

182/18 MATTERS ARISING -

Minute Number 171/18 Open Forum – The Chairman asked whether the name of the resident who was hit by the hockey ball could be passed to the Parish Council. Councillor David Bunn advised that he wasn't able to provide those details, but he would advise the Clerk on the date and time of the incident. **Action DB**

183/18 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported on the receipt of an email from the Mid-Cherwell Neighbourhood Planning Group. All 26 of the Parishes who had adopted Neighbourhood Plans, had been invited to a meeting to discuss the best way to influence the Oxfordshire Plan 2050. The available dates were 27 April 2019, 4 May 2019 or 11 May 2019. Councillors were available to attend on 27 April or 4 May 2019. **Action JY**

184/18 OPEN FORUM – Councillor David Bunn reported that it had been brought to his attention the new signs on the permissive paths and public right of way (PROW) on the Circular Walk asking for dogs to be kept on leads, were not entirely correct. He advised that on permissive footpaths, signs could state that dogs must be kept on a lead, but on a PROW, dogs had to be under control but did not have to be on a lead. The Clerk was asked to confirm this advice with Oxfordshire County Council. **Action TG**

If this advice was correct, the signs on the PROW would need to be amended. A local farmer had also raised the issue regarding dog fouling and waste not being collected by owners, as dogs that had not been correctly wormed could infect sheep and this would cause a loss to his business. The Clerk was asked to put a note in the Broadsheet about this matter and additional signage would be investigated. **Action TG/DB**

BLOXHAM PARISH COUNCIL

It was also reported that a number of people had commented on the good work which Mr Facon had undertaken on the permissive footpath on Hobb Hill.

Councillor David Bunn also reported that there was a 'Good Neighbour Scheme' meeting being held on 16 April 2019 and he would provide more details after the meeting.

(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)

185/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There was no report from the County Councillor.

Councillor Christine Heath reported that Nicky Wells, Environmental Health Protection Officer from Cherwell District Council (CDC) would be objecting to the Motor Fuel Group's (MFG) application for lights on the Londis shop at Bloxham Service Station. The application would possibly be considered by CDC's Planning Committee on 18 April 2019, but if not, it would be considered at the Planning Committee in May 2019.

Councillor Heath also reported that Matthew Chadwick had written to MFG confirming the hours that the Londis lights should be switched on, but he had not received any reply, not even an acknowledgement. Councillors Amanda Baxter and Joanna Barton confirmed that they would address CDC's Planning Committee at whichever meeting it was considered.

Councillor Heath was thanked for her report.

186/18 PLANNING

xxv) Planning Applications

- 19/00326/F, The Brewhouse Bloxham, Grove Farm, Bloxham Grove Road, Bloxham – The Parish Council considered a retrospective application for the creation of three flower beds and the levelling of gravel area to include the replenishment of existing gravel upon completion of the beds.

Resolved that the Parish Council is unable to make comments on retrospective application 19/00326/F because the ownership of the land and the access rights are not clear. **Action TG**

- 19/00414/F, Dunedin, Courtington Lane, Bloxham – The Parish Council considered a retrospective application for a single storey canopy extension.

Resolved that the Parish Council had no objection to application 19/00414/F. **Action TG**

- 19/00405/F, 21 Greenhills Park, Bloxham – The Parish Council considered an application for a garden renovation, including construction of raised decking.

Resolved that the Parish Council has no objection to application 19/00405/F. **Action TG**

- xxvi) Consultation – A361 (Banbury to Chipping Norton) – Prior to the meeting, information had been circulated to the Parish Council with regard to proposals for speed limit changes on the A361 from Banbury to Chipping Norton.

Resolved that the Parish Council makes the following comments to the changes to the speed limit on the A361 from Bloxham to South Newington:

With regard to stretch of the A361 from Banbury to Bloxham, there is no need to extend the 30mph past where it is now at the Bloxham Vale roundabout. The limit should be 40mph from this roundabout, down to Wykham crossroads continuing onto Bloxham, where the limit then changes to 30mph as drivers enter the village.

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The Parish Council would also request that consideration be given to reducing the speed limit to 20mph through Bloxham, from Bloxham Grove Road to South Newington Road, but it was agreed to support the 50mph from the exit of Bloxham to South Newington, on the South Newington Road.

Action TG

xxvii) Bloxham Neighbourhood Development Plan (BNDP) Working Group – Prior to the meeting, the minutes of the meeting held on 13 March 2019 had been circulated to the Parish Council.

Resolved that the minutes be noted.

xxviii) Warriner School Bus Services – Prior to the meeting, the Parish Council had received a report on the Pupil Transport meeting held on 27 March 2019 at Warriner School.

Resolved that the report be noted.

xxix) Bloxham Service Station, Motor Fuel Group (MFG):

- Prior to the meeting, a draft response to the Planning Inspectorate in respect of the Appeal by MFG regarding the retrospective planning application 18/01113/F for the new recessed forecourt canopy lights that had been refused by Cherwell District Council, had been circulated to the Parish Council.

Resolved that the draft response to the appeal be approved. **Action JY/TG**

- The Chairman reported that the Parish Council had sought advice with regard to the process for applying for a review of the 24 hour licence to sell alcohol at Bloxham Service Station.

Resolved that the Parish Council will give consideration to the review of the 24 hour licence to sell alcohol, following the meeting with MFG on Monday 8 April 2019. **Action TG**

187/18 ENVIRONMENT/VILLAGE MATTERS

vii) Walsingham Close Amenity Area – Councillor Nick Rayner advised that he had attended a meeting with regard to the Walsingham Close amenity area and would report back at the next meeting of the Parish Council.

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

viii) Queen Street – Prior to the meeting, the Parish Council had received a report with regard to the ownership of land in Queen Street.

Resolved that the report be noted and a meeting be arranged between interested parties with regard to the ownership of the land. **Action TG/JY/NR**

iii) Defibrillator for the Village – Prior to the meeting, the Parish Council had received a report with regard to the proposal for a defibrillator in the village.

Resolved that the report be noted and it be noted that the Bloxham WI has kindly volunteered to contribute to the cost of a defibrillator. **Action DB**

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- iv) Annual Parish Meeting, 25 April 2019 – The Chairman reminded the Parish Council that the Annual Parish Meeting started at 7pm and Councillors were asked to arrive for 630pm to help set up. Councillor Nick Rayner agreed to take the notes, in the absence of the Clerk.

Resolved that the report be noted.

- v) Scarecrow Festival – Prior to the meeting, the Parish Council had received a report with regard to a proposal for a Scarecrow Festival for the village.

Resolved that the Scarecrow Festival be supported and Councillor Amanda Baxter to liaise with the Funday Committee, with a view to the Festival being held around October 2019. **Action AB/MG**

- vi) Christmas Lights Switch-On – Prior to the meeting, the Parish Council had received a report with regard to the organisation of a Christmas Lights Switch-On for Christmas 2019.

Resolved that Christmas Lights Switch-On be supported and a further report be submitted to the next meeting of the Parish Council. **Action AB/TG**

- vii) Proposed New Footpath – Prior to the meeting, the Parish Council had received information with regard to the proposed modification to Bloxham's Public Rights of Way, to include a new footpath from Greenhills Park to Queen Street.

Resolved that the creation of the footpath from Greenhills Park to Queen Street be supported. **Action TG**

- viii) 'Purple for Polio' – The Chairman reported that if the Parish Council wished to purchase 4000 corms for 'Purple for Polio' from the Rotary Club, the cost would be £106.00. It was suggested that they should be planted on the triangle by Bloxham Primary School. The Chairman also reported that the Boys' Brigade had kindly agreed to plant the corms on behalf of the Parish Council. In support of this charity, it was agreed to order additional corms to be used throughout the village.

Resolved that 8000 corms be purchased from the Rotary Club, for a cost of £212.00 **Action TG**

188/18 PARISH COUNCIL MATTERS

- i) Reports from Parish Council Representatives – Prior to the meeting, reports on Bloxham Funday and Oxfordshire County Council's Peer Review meeting held on 21 March 2019 had been circulated to the Parish Council.

Resolved that the reports be noted.

- ii) Parish Council Meeting Dates – Prior to the meeting, the Parish Council had received a report with regard to meeting dates for 2019.

Resolved that the report be noted and meeting dates be approved, with one amendment which is the removal of the meeting on 18 December 2019.

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

Resolved that the report be noted.

189/18 FINANCE

BLOXHAM PARISH COUNCIL

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

Resolved that the following accounts for payment be approved:

Payments	Amount	Cheque No.
Theresa Goss – Salary for April 2019	£1091.27	1491
Theresa Goss – Expenses for April 2019	£75.73	1491
HMRC – Payment for April 2019	£503.43	1492
OCC Pension Fund – April 2019	£425.45	1493
Joanna Barton – Travel expenses to Role and Responsibilities training	£32.85	1494
St Mary's Parish Rooms – Room Hire for February and March 2019	£40.00	1495
Malcolm Timms – Tender documents and spec for EX-SH project	£534.50	1496
Broxap – Litter and Dog Bins	£608.40	1497
Eton College – Licence fee for Circular Walk	£1.00	1499
Cherwell District Council – Emptying Dog Bins for Winter Season	£960.96	1500
Walker Graham Architects – Jubilee Hall	£660.00	1501
OCC Pension Fund – Unpaid pension contributions from 2018/2019	£108.01	1502
RIBI – Bulbs for the village	£212.00	1503

xxvii) Section 106 Project at Jubilee Hall – Councillor David Bunn reported that the foundations had been laid and the project at the Hall was going well.

Resolved that the report be noted.

190/18 CORRESPONDENCE – Councillor Steve Craggs reported that the County Council had agreed that the tree next to a property in Greenhills Park, which was causing damage to the driveway and garage, was their responsibility. The County Council would be arranging for the necessary work to be undertaken, but there was currently no start date for this.

191/18 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 192/18 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

192/18 TREE MANAGEMENT TENDER – Prior to the meeting, the Parish Council had received a report with regard to a brief for a tree management tender.

Resolved that the brief for the tree management tender be approved. **Action NR/SC/TG**

193/18 MEETING DATES

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:

- 17 April 2019
- 25 April 2019 (Annual Parish Meeting) at Jubilee Hall at 7pm
- 13 May 2019
- 21 May 2019
- 3 June 2019
- 19 June 2019

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- 1 Jul 2019
- 16 July 2019
- 5 August 2019
- 21 August 2019
- 2 Sept 2019
- 17 Sept 2019

194/18 ITEMS FOR THE FUTURE AGENDAS

- Section 106 Funding – Proposed project at Bloxham Recreation Ground
- Christmas Lights Switch-On
- Walsingham Close Amenity Area
- Bloxham Service Station, Motor Fuel Group (MFG) – Review of 24 hour licence to sell alcohol
- Parish On Line Subscription

(The meeting ended at 9.25pm)

Chairman – 17 April 2019

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, BLOXHAM ON WEDNESDAY 17 APRIL 2019 AT
7.30PM

PRESENT: Chairman, Councillor Jenny Yates; Councillors David Bunn, Steve Craggs, Gloria Lester-Stevens, Leonard Leigh, Mike Morris, Nick Rayner and Stephen Phipps.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer)

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

Councillor Amanda Baxter submitted her apologies because she was at work, the apologies were accepted and the absence authorised.

Councillor Sophie Floate submitted her apologies because she had another appointment, the apologies were accepted and the absence authorised.

Councillor Mary Groves submitted her apologies because she had another appointment, the apologies were accepted and the absence authorised.

Apologies for absence were also received from District Councillors Christine Heath, Mike Bishop and Andrew McHugh.

The Chairman 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.

195/18 DECLARATIONS OF INTEREST – There were no declarations of interest

196/18 MINUTES – Prior to the meeting, the minutes of the meeting held on 1 April 2019 had been circulated to the Parish Council, were taken as read and agreed with the following inclusion:

Minute Number 186/18 (iii) Consultation – A361 (Banbury to Chipping Norton)

'but it was agreed to support the 50mph from the exit of Bloxham to South Newington, on the South Newington Road.'

Resolved that the minutes of the meeting held on 1 April 2019 be approved and signed by the Chairman, with the inclusion of the above amendment. **Action TG**

197/18 MATTERS ARISING

Minute Number 183/18, Chairman's Announcements – The Parish Council had been contacted with regard to a proposed joint meeting of Parish Councils who had produced a Neighbourhood Development Plans. The date of the meeting was Saturday 11 May 2019 at 1030am in Charlgrove.

Minute Number 184/18 – Open Forum – Dogs on Leads – It was reported that a meeting would be arranged to discuss the issue of dogs being kept on their leads on the footpaths around the village.

Minute Number 186/18 19/00326/F, The Brewhouse Bloxham, Grove Farm, Bloxham Grove Road, Bloxham – Councillors felt that the rights of access relating to this application had not been properly considered and an appropriate letter would be sent to Cherwell District Council highlighting this matter. **Action TG**

198/18 CHAIRMAN'S ANNOUNCEMENTS

BLOXHAM PARISH COUNCIL

- The Chairman, Councillors Nick Rayner and Steve Craggs had attended a meeting with Mr Watkins and his son with regard to the ownership of the land in Queen Street. It had been a productive meeting and Councillor Leonard Leigh would look into the matter further and report back in due course. **Action LL**
- The Chairman, Councillors Nick Rayner and Steve Craggs had attended a meeting with Robert Aplin with regard to the project at the Ex-Servicemen's Hall. Five contractors had been invited to submit a tender but only one quote had been received so far. The Clerk would contact Tom Darlington at Cherwell District Council for advice on progressing the matter. **Action TG**
- The planning application for a SEND School in Bloxham Grove Road had been received by the Parish Council and it would be discussed at the next meeting on 13 May 2019. The details had already been saved in Drop box and would be available on Cherwell District Council's Planning Portal.
- Drop-in and Chat had been held on 13 April 2019 and the main issues were with regard to dog fouling and traffic issues. The report had been saved in Drop Box.

199/18 OPEN FORUM – Councillor David Bunn reported that a resident had received a visit from Cherwell District Council's (CDC) Enforcement Team with regard to the erection of a bin store on Kings Road and they had been requested to remove it. The Clerk and Chairman confirmed that the Parish Council had not reported this matter to CDC.

Councillor Bunn also reported that a sign asking for dogs to be kept on their leads on the Circular Walk had been vandalised.

Councillor Mike Morris reported that at The Knowle, a walnut tree had been removed but it had not been replaced. This would be reported to CDC. **Action TG**

Councillor Mike Morris also asked whether Mr Facon could be requested to finance the cost of the relocation of the kissing gates which had been removed from the Circular Walk. The Clerk had already contacted Mr Facon about this matter and the request had been declined. Councillor Morris advised that Mr Geoff Mollard had offered to speak to Mr Facon and the Parish Council confirmed that it did not have any objection to this approach. However, it was highlighted that Mr Facon was already storing the kissing gates free of charge until they were relocated and he had made a number of improvements to the Circular Walk which passed over his land on Hobb Hill.

(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)

200/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There were no reports from the County or District Councillors.

201/18 PLANNING

xxx) Planning Applications

- 19/00465/F - The Parish Council considered a retrospective application for new recessed forecourt canopy lights (re-submission of 18/01113/F) from Motor Fuel Group, Bloxham Service Station South Newington Road Bloxham

Resolved that the Parish Council objects to application 19/00465/F on the following grounds:

BLOXHAM PARISH COUNCIL

- the Applicant has been asked to comply with Cherwell District Councils Lighting requirements, the Parish Council does not have the expertise to make the relevant assessment but in reading the application the Parish Council notes that;
- The applicant has ticked “NO” for hours of opening being relevant to the application.
- The Parish Council view is that the hours of opening **are** relevant to this application in this location.
- The lights should only be allowed between 6.30 am and 11.00pm.
- This would put this application in line with other garages operated by this company in similar edge of village locations. Such as Porthmadog, Prestbury, Lower slaughter, Bideford
- The application in its current form for 24hour lighting is Contrary to the following policies in the Bloxham Neighbourhood Development Plan.

Policy on Regard for the Amenity of Existing Residents - BL9

- All development shall where appropriate:
 - a. Ensure that the living conditions of neighbouring residents are not materially harmed

Policy on the Conservation Area - BL10

- Development shall be permitted within the Conservation Area (shown on Map 2) where it can demonstrate that it:
 - a. Preserves or enhances the character or appearance of the area;
 - b. Takes account of the Conservation Area Appraisal (2007) or any successor documents

Policy on the Conservation Area - BL11

- All development shall be encouraged to respect the local character and the historic and natural assets of the area. The design and materials chosen should preserve or enhance our rural heritage, landscape and sense of place.
- Notably: -
 - b. Be in keeping with local distinctiveness and characteristics of the historic form of the village;
 - c. Make a positive contribution to the character of Bloxham and its rural feel;
 - g. Use smart, energy efficient lighting of public areas that accords with the recommendations of the Institute of Lighting Engineers recommendations on reduction of obtrusive light (or its successors) so as to convey a rural feel and avoid light pollution wherever possible;

Policy to Encourage Start-Up and Small Business Expansion - BL14 notably: -

- ii. does not adversely affect the living conditions of neighbouring occupiers;
- iii. does not unacceptably affect the local road network through the amount or type of vehicles associated with the proposed use and has sufficient parking provision.

Action TG/JY

- 19/00573/F – The Parish Council considered an application for a front bay single storey extension at 8 Salmon Close, Bloxham.

Resolved that the Parish Council has no objection to application 19/00573/F. **Action TG**

- 19/00580/F & 19/00504/LB – The Parish Council considered an application which was a redesign of 18/00018/F to incorporate two rear dormer windows to bedroom at Wheatlands Cottage, Kings Road, Bloxham.

BLOXHAM PARISH COUNCIL

Resolved that the Parish Council has no objection to application 19/00580/F & 19/00504/LB, subject to comments from the Conservation Officer.

Action TG

- xxx) Bloxham Service Station, Motor Fuel Group (MFG) – The Parish Council discussed whether an application for a review of 24 hour licence to sell alcohol at Bloxham Service Station should be submitted to Cherwell District Council.

Resolved that the request for a review of the 24 hour licence to sell alcohol not be progressed at this time, but the situation will continue to be monitored and reviewed, as and when required.

- xxxii) SEND Academy, Site Options Appraisal – The Parish Council discussed the Site Options Appraisal for the proposed SEND Academy in Bloxham Grove Road, Bloxham.

Following a discussion, whereby a number of concerns were raised, the Chairman agreed to collate the comments and submit them to the next meeting for approval.

Resolved that:

- a) the Site Options Appraisal be noted; and
- b) the comments from the Parish Council be collated and submitted to the next meeting of the Parish Council, for approval. **Action JY**

202/18 ENVIRONMENT/VILLAGE MATTERS

- ix) Walsingham Close Amenity Area – Prior to the meeting, Councillor Nick Rayner had circulated a report with regard to ideas for re-developing the Walsingham Close Amenity area.

Resolved that:

- a) the report be noted;
- b) Councillors Nick Rayner and Steve Craggs be authorised to continue to progress the project;
- c) residents in Walsingham Close be consulted on the ideas for re-developing the area; and
- d) further details and costings be submitted to the Parish Council in due course.

Action NR/SC

- x) Traffic Calming Working Group – Prior to the meeting a report from the Working Group had been circulated to the Parish Council.

Resolved that:

- a) the report be noted;
- b) the list of potential and existing traffic concerns be approved; and
- c) a meeting be arranged with Oxfordshire County Council and County Councillor Kieron Mallon to discuss the measures further. **Action NR/SC**

- iii) Emergency Planning Working Group - Prior to the meeting a report from the Working Group had been circulated to the Parish Council.

Resolved that the report be noted.

- iv) Christmas Lights – Prior to the meeting, a report on the Christmas lights for Christmas 2019 and the proposal for a 'switch-on' event had been circulated to the Parish Council.

BLOXHAM PARISH COUNCIL

Resolved that

- a) the report be noted; and
- b) Councillors Nick Rayner and Steve Craggs be authorised to continue to liaise with FOSM with regard to the project.

Action NR/SC

- v) Parish On-Line Subscription – The Parish Council considered subscribing to Parish On-Line mapping for £200.00 per year.

Resolved that the annual subscription of £200.00 be approved. **Action TG**

- vi) Good Neighbour Scheme – Councillor David Bunn reported that the Good Neighbour Scheme and further details would be provided once a meeting held be held with the co-ordinator.

Councillor Nick Rayner also suggested that the Baptist Church could assist with this scheme.

Resolved that the report be noted and a more detailed report be submitted to the Parish Council, following the meeting with the Co-ordinator. **Action DB**

203/18 PARISH COUNCIL MATTERS

- i) Reports from Parish Council Representatives – There were no reports from Parish Council representatives.
- iv) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated.

Resolved that the report be noted.

204/18 FINANCE

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

Resolved that the following accounts for payment be approved:

Payments	Amount	Cheque No.
Cherwell District Council – Emptying of Dog Waste Bins for Winter period (correction to previous invoice which was an underpayment)	£240.24	1504
OCC Pension Fund – Clerk contribution to underpayment for pension during 2018/2019	£27.37	1505
Viking – Stationery order	£151.80	1506
SCM Construction – Works at Jubilee Hall	£61,130.70	1507

- xxix) Jubilee Hall, Section 106 Projects - Councillor David Bunn reported that the project was on track and there were no issues to raise.

The Chairman raised an issue with regard to scaffolding blocking a doorway in the Hall, however Councillor Stephen Phipps confirmed this issue was already being addressed.

Resolved that:

BLOXHAM PARISH COUNCIL

- a) the report be noted; and
 - b) Richard Walker be asked to produce a report demonstrating how the project is progressing, against the progress timeline. **Action SP**
- xxx) Accounts 2018/2019 – The Parish Council considered the Annual Governance and Accountability Return 2018/2019 and the Receipts and Payments as at 31 March 2019.

Resolved that:

- iii) the Receipts & Payments Account as at 31 March 2019 be approved; and
- iv) the Annual Governance Statement 2018/2019 (Section 1) and the Accounting Statement for 2018/2019 (Section 2) be approved. **Action TG**

205/18 CORRESPONDENCE – There was no further correspondence.

206/18 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 207/18 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

207/18 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) the report be noted;
- b) the Trustees be asked for a Business Plan for integrating the facilities into the village; and **Action JY**
- c) this matter be discussed further at a future meeting. **Action TG**

208/18 MEETING DATES

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:

- 25 April 2019 (Annual Parish Meeting) at Jubilee Hall at 7pm
- 13 May 2019
- 21 May 2019
- 3 June 2019
- 19 June 2019
- 1 Jul 2019
- 16 July 2019
- 5 August 2019
- 21 August 2019
- 2 Sept 2019
- 17 Sept 2019

209/18 ITEMS FOR THE FUTURE AGENDAS

- Additional Christmas lights
- Good Neighbour Scheme
- Bloxham Recreation Ground, Section 106 Project

BLOXHAM PARISH COUNCIL

(The meeting ended at 9.30pm)

Chairman – 13 May 2019