

# BLOXHAM PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON MONDAY 5 OCTOBER AT 7.30PM

**PRESENT:** Chairman, Councillors Joanna Barton, David Bunn, Sophie Floate, Gloria Lester-Stevens, Leonard Leigh, Stephen Phipps, Nick Rayner and Heather Westbury.

**ALSO IN ATTENDANCE:** District Councillors Christine Heath and Andrew McHugh.

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

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

Councillor Mike Morris submitted his apologies because he was at work, the apologies were accepted and the absence was authorised.

District Councillor Mike Bishop also submitted his apologies.

In the absence of Councillor Steve Craggs, Councillor Nick Rayner chaired the meeting.

The Chairman welcomed everyone to the meeting and requested Councillors to advise the Parish Council if they were recording the meeting, to enable this to be facilitated.

### 69/20 Declarations of Interest

Minute Number 75/20 (iii), Planning, Bloxham Service Station - Councillor Joanna Barton declared an interest in this item because she was neighbours to the site.

**70/20 Minutes** – Prior to the meeting, the minutes of the meetings held on 16 September 2020 had been circulated to the Parish Council and were taken as read.

**Resolved** that the minutes of the meeting held on 16 September 2020 be approved and signed by the Chairman.

**71/20 Matters Arising** – There were no matters arising.

### 72/20 Chairman's Announcements

- Christmas Lights – The switch on would be held on 30 November 2020.
- Parish Council Trees - Councillor Amanda Baxter had taken responsibility for the management of trees located on Parish Council land.
- Oxfordshire County Council's 'Fix My Street Super User' – The Clerk confirmed that there had not been any volunteers from the community for this role. Parish Councillor David Bunn agreed to take on the role until another volunteer was found. **Action TG/DB**

**73/20 Open Forum** – Councillor Stephen Phipps reported that the hedge on Cumberland, opposite Bloxham Service Station, which had been blocking the footpath had been cut back.

Councillor Gloria Lester-Steven reported that St Mary's Parish Rooms would not be opening until at least March 2021.

Councillor David Bunn reported that he had been approached by residents with regard to faded line markings on the A361 and also speeding vehicles in the village. District Councillor Andrew McHugh gave an overview of the Community Speedwatch Scheme and how Thames Valley Police were hoping to roll it out in the Cherwell area. The Clerk also reported on how the scheme had been set up in Adderbury. It was agreed this matter would be discussed at a future Parish Council meeting. **Action TG**

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It was also reported that posts and chains had been erected on a section of the land in Queen Street. It was agreed to investigate this matter further. **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)*

**74/20 Reports from County and District Councillors** – District Councillor Andrew McHugh reported on the Covid-19 Legislation, and advised that if large events were being organised, the organisers should contact Cherwell District Council for advice. Councillor McHugh highlighted the importance of everyone playing their part to avoid a local lockdown.

District Councillor Christine Heath reported that the decision by Cherwell District Council (CDC) to refuse the Miller Homes application regarding the car park had gone to appeal. It appeared that the deadline for additional comments had passed, however she would confirm this with CDC.

The Chairman reported that Councillor Steve Craggs had written back to Cherwell District Council on the issues highlighted at the previous Parish Council meeting and he was awaiting a response.

### 75/20 Planning

i) Planning Applications:

- 19/01639/F - 27 Lawrence Leys, Bloxham – The Parish Council considered an application for the extension of an existing dropped kerb by 4.5m.

**Resolved** that the Parish Council has no objection to application 19/01639/F. **Action TG**

- 20/02470/F - 12 Colesbourne Road, Bloxham – The Parish Council considered an application for a single storey rear extension.

**Resolved** that the Parish Council has no objection to application 20/02470/F. **Action TG**

ii) Miller Homes Site, Tadmarton Road, Bloxham – Councillor Stephen Phipps reported that Tim Screen at Cherwell DC was pursuing the outstanding matters with Sean Tilbury, and an investigation was on-going. Miller Homes had now completed some work on the site including installing new signage and also the boundary fence between The Slade and the Country Park. However, the posts at both ends were yet to be put in place.

**Resolved** that the report be noted.

iii) Motor Fuel Group, Bloxham Service Station – Councillor Joanna Barton gave an update on the current situation with the anti-social behaviour, including advice from Thames Valley Police and a proposed meeting with Motor Fuel Group, facilitated by Victoria Prentice MP.

**Resolved** that the report be noted.

iv) Planning for the Future White Paper and Transparency and Competition: Data and Land Control – The Parish Council considered the consultation documents on the Planning for the Future White Paper and the Transparency and Competition: Data and Land Control and also draft responses on each document.

**Resolved** that the response on the Planning for the Future White Paper and Transparency and Competition: Data and Land Control, drafted by Councillors Steve Craggs and Leonard Leigh be submitted to NALC as the Parish Council's responses. **Action TG**

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## 76/20 Environment/Village Matters

- i) Bus Stop Infrastructure – The Parish Council discussed purchasing new bus shelters for the village which would be funded by Section 106 funds, as well as refurbishing some of the current bus stops and removing those which were no longer in use.

**Resolved** that:

- 1) the five bus stops no longer in use in the village for the 488 service, be removed;
- 2) the five black and white bus stop signs be refurbished; and
- 3) the two village bus shelters (outside Bloxham Service Station and on the A361 and near the junction of Strawberry Terrace) be replaced, or refurbished, depending on what funds allow.

**Action TG**

*(Councillor Kieron Mallon joined the meeting during this item)*

## 77/20 Finance

- i) Accounts for Payment & Bank Reconciliation - The Clerk submitted to the Parish Council, the accounts for payment and the bank reconciliation at 5 October 2020.

**Resolved** that the bank reconciliation be noted and the following accounts for payment be approved:

Payments	Amount
Theresa Goss – Salary for Oct 2020	£976.47
Theresa Goss – Expenses for Oct 2020	£77.94
Theresa Goss – Zoom Monthly payment	£14.39
HMRC Oct 2020 Payment	£334.11
OCC Pension Fund – Clerk's Pension for October 2020	£382.61
Green Scythe Ltd – Grass cutting Jubilee Park for August 2020	£332.40
Cotefield Treecare – Tree works in Painters Close	£356.40
Field & Lawn – Christmas lights for 2020	£11,724.00
Spratt Endicott – Legal Advice for Jubilee Hall	£1170.00
Cherwell District Council – Emptying Dog Waste Bins for summer period	£2676.96
Prysebros Ltd – Weed Control in Bloxham	£576.00
NR Prickett – Grass cutting and installing litter/dog waste bins	£979.54
Carpet and Flooring Company – Jubilee Hall Works	£2755.04

## 78/20 Parish Council Matters

- i) Parish Council Representatives – The Parish Council discussed appointing a new Councillor to be the Parish Council's representative on the ONPA, as Councillor Nick Rayner wished to step down.

**Resolved** that Councillor Leonard Leigh to liaise with Councillor Nick Rayner with regard to the role. **Action LL/NR**

## 79/20 Correspondence – The Clerk reported on correspondence from a resident with regard to two dilapidated walls in the village which adjoin the road. These would be reported to Oxfordshire County Council to review. **Action TG**

Prior to the meeting, Councillor Mike Morris had provided the Clerk with information regarding a new community biodiversity group in the village. Councillor Gloria Lester-Stevens agreed to look into this further. **Action GLS**

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### 80/20 Exclusion of the Public and Press

**Resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 81/20 & 82/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

### 81/30 Works to Trees – The Parish Council considered a quote from Cotefield Treecare for works to trees in Gascoigne Way.

**Resolved** that the quote for Cotefield Treecare be approved for £396.00. **Action TG**

### 82/20 Section 106 Project, Jubilee Hall – Councillor Phipps gave an update on the work at the hall and the Parish Council considered a quote for new flooring for the meeting room and corridor. The PC extended its thanks to Councillor Stephen Phipps and the JPMC for the time and effort they have put into the project.

**Resolved** that the quote from The Carpet and Flooring Company for the new flooring in the meeting room and corridor be approved. **Action SP/TG**

### 83/20 Meeting Dates – The Chairman reported that until further notice, Parish Council meetings would be virtual meetings held on Zoom. Residents are reminded that if they wish to attend, they should contact the Parish Clerk for the meeting details. The meetings would all commence at 7.30pm.

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

- Tuesday 20 October 2020
- Monday 2 November 2020
- Tuesday 17 November 2020
- Monday 7 December 2020 (Only one meeting in December 2020)

### 84/20 Items for Future Agendas

- Dog Friendly Stiles
- Maintenance and ownership of The Goggs
- Traffic Calming Working Group Update, including Community Speedwatch
- Air Quality Results
- Proposed New PRow to Milton
- Maintenance of Parish Council Trees
- Standing Orders
- Electronic Storage of Parish Council documents

(The meeting ended at 9.10pm)

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Chairman – 20 October 2020

**BLOXHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON TUESDAY 20**  
**OCTOBER AT 7.30PM**

**PRESENT:** Chairman, Councillor Steve Craggs: Councillors David Bunn, Gloria Lester-Stevens, Leonard Leigh, Mike Morris, Stephen Phipps, Nick Rayner and Heather Westbury.

**ALSO IN ATTENDANCE:** One member of the public.

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

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

Councillor Sophie Floate submitted her apologies because she was attending a meeting at St Mary's Church, the apologies were accepted and the absence was authorised.

County Councillor Kieron Mallon and District Councillors Mike Bishop, Christine Heath and Andrew McHugh also submitted their apologies.

The Chairman welcomed everyone to the meeting and requested Councillors to advise the Parish Council if they were recording the meeting, to enable this to be facilitated.

**85/20 Declarations of Interest** – There were no declarations of interest.

**86/20 Minutes** – Prior to the meeting, the minutes of the meetings held on 5 October 2020 had been circulated to the Parish Council and were taken as read.

**Resolved** that the minutes of the meeting held on 5 October 2020 be approved and signed by the Chairman.

**87/20 Matters Arising**

Minute Number 79/20, Biodiversity Group – Councillor Gloria Lester-Stevens reported on the contact she had made with the new village biodiversity group and she would continue to keep in touch with them about up and coming projects.

Councillor Mike Morris suggested that a village litter pick could be arranged and Councillor Heather Westbury suggested the possible involvement of the Boys Brigade. **Action MM/HW**

**88/20 Chairman's Announcements**

- Budget for 2021/2022 – The Parish Council would be considering the budget for 2021/2022 in the next couple of months.

**89/20 Open Forum** – The member of the Public did not wish to address the Parish Council.

Councillor David Bunn reported that a resident had brought it to his attention that there was a lot of horse muck being left on the roads around the village and this caused more of an issue on the single track, narrow roads. It was agreed that the situation would be monitored.

Councillor Heather Westbury reported that gateways 136/133 and 136/140 on footpath 136/9/10 were blocked due to a mound of soil being left on the footpath by the farmer/land owner. Also, the stile on footpath 136/46 was broken. Both of these items would be reported to the Footpaths Officer at the County Council. **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)*

**90/20 Reports from County and District Councillors** – There were no reports from the County and District Councillors.

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## 91/20 Planning

- v) Planning Applications: None
- vi) Miller Homes Site, Tadmarton Road, Bloxham – The Chairman reported that he had been in contact with Cherwell District Council and Oxfordshire County Council, with regard to the surfacing of the car park.

**Resolved** that the report be noted.

- vii) Motor Fuel Group, Bloxham Service Station – In the absence of Councillors Amanda Baxter and Joanna Barton, this item was deferred to the next meeting.

**Resolved** that this item was deferred to the next meeting

## 92/20 Environment/Village Matters

- i) Public Right of Way to Milton – The Parish Council considered a report with regard to establishing a new Public Right of Way from The Ridgeway to Milton.

**Resolved** that:

- 1) the report be noted;
- 2) if residents wish to submit a proposal for a Public Right of Way from the Ridgeway to Milton/Bloxham Grove, the Parish Council would not raise any objection;
- 3) the Parish Council's position would be fed back to the concerned residents and **Action SC/TG**
- 4) the tenant/landowner be contacted by the Parish Council to discuss the current situation. **Action SC**

## 93/20 Finance

- ii) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment at 20 October 2020.

**Resolved** that the following accounts for payment be approved:

Payments	Amount
Green Scythe Ltd – Grass cutting at Jubilee Park	£430.20
Wicksteed Leisure Ltd – Inspection of play equipment at Bloxham Recreation Ground	£72.00

- iii) Budget 2021/2022 – The Chairman reported that the budget for 2021/2022 would be considered by the Parish Council in November/December 2020 and asked that any suggested items for inclusion, be emailed to the Clerk.

**Resolved** that the report be noted.

## 94/20 Parish Council Matters

- ii) Parish Council Representatives – Councillor Leonard Leigh reported that he had been in contact with the ONPA to advise that he was the new Parish Council representative.

**Resolved** that the report be noted.

- iii) Electronic Storage of Parish Council Documents – The Parish Council discussed the electronic storage of Parish Council documents.

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**Resolved** that this item be deferred to a future meeting. **Action TG**

- iv) Financial Regulations – The Parish Council considered making an amendment to the Parish Council's Financial Regulations.

**Resolved** that the Financial Regulations be amended to allow for the Clerk and two Parish Council bank signatories to spend £1000 if there is an urgent issue relating to work to trees. **Action TG**

**95/20 Correspondence** – The Chairman reported that there had been a number of items of correspondence from village residents regarding the High Street frontage opposite the Coop. Complaints included wheelie bins being left on the frontage and the presence of a skip.

- It was agreed that all residents in the village would be reminded via a notice in the Broadsheet that where practical, wheelie bins should be located at the back of their properties once they had been emptied;
- It was acknowledged that for some residents on the High Street this would not be practical;
- The resident responsible for the skip would be asked when it was likely to be removed; and
- The County Council would also be contacted for clarification on parking on the frontage and whether this area was permitted to be for residents parking only.

**Action SC/TG**

**96/20 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 97/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**97/20 Section 106 Project, Jubilee Hall** – Councillor Phipps gave an update on the on-going work at the hall and the Chairman reported that the mechanical engineering report had been received.

**Resolved** that the report be noted.

**98/20 Meeting Dates** – The Chairman reported that until further notice, Parish Council meetings would be virtual meetings held on Zoom. Residents are reminded that if they wish to attend, they should contact the Parish Clerk for the meeting details. The meetings would all commence at 7.30pm.

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

- Monday 2 November 2020
- Tuesday 17 November 2020
- Monday 7 December 2020 (Only one meeting in December 2020)

**99/20 Items for Future Agendas**

- Dog Friendly Stiles
- Maintenance and ownership of The Goggs
- Traffic Calming Working Group Update, including Community Speedwatch
- Air Quality Results
- Maintenance of Parish Council Trees
- Electronic Storage of Parish Council Documents

(The meeting ended at 9.15pm)

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**BLOXHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON MONDAY 2**  
**NOVEMBER AT 7.30PM**

**PRESENT:** Chairman, Councillor Steve Craggs: Councillors Sophie Floate, Gloria Lester-Stevens, Leonard Leigh, Mike Morris, Stephen Phipps, Nick Rayner and Heather Westbury.

**ALSO IN ATTENDANCE:** District Councillors Christine Heath and Andrew McHugh 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 was authorised.

Councillor David Bunn submitted his apologies because there had been a family bereavement, the apologies were accepted and the absence was authorised.

District Councillor Mike Bishop also submitted his apologies.

Parish Councillor Amanda Baxter was not present.

The Chairman welcomed everyone to the meeting and requested Councillors/members of the public to advise the Parish Council if they were recording the meeting, to enable this to be facilitated.

**99/20 Declarations of Interest** – There were no declarations of interest.

**100/20 Minutes** – Prior to the meeting, the minutes of the meetings held on 20 October 2020 had been circulated to the Parish Council and were taken as read.

**Resolved** that the minutes of the meeting held on 20 October 2020 be approved and signed by the Chairman.

**100/20 Matters Arising**

Minute Number 92/20 (i) – Proposed Public Right of Way from The Ridgeway to Milton – The Chairman reported that he had been in correspondence with the resident who had gathered the necessary evidence to submit an application to the County Council for a new PRoW. The Chairman had also spoken to the farmer affected by the application and there were a number of issues why he had erected the signage advising people not to walk along the route.

**101/20 Chairman's Announcements**

- Traffic Calming – The Chairman advised that Councillor Nick Rayner, who had been leading on this project, had requested to hand it over to another Councillor. It was agreed that an email would be sent to all Councillors providing more information on the work which had previously completed and it would be discussed at the next meeting. **Action TG**

**102/20 Open Forum** – A resident addressed the Parish Council with regard to traffic issues on the Bovis Homes estate, mainly on Golby Road. The resident was advised that the roads had not yet been adopted by the County Council so permission would be required from Bovis Homes to erect any signage asking drivers to slow down.

The resident agreed to forward the contact details for Bovis Homes and the estate Management Company and the Clerk would contact them both with regard to this matter. **Action TG**

The village PCSO would also be asked to monitor the estate and provide information on the Neighbourhood Watch Scheme to the resident. **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)*

**103/20 Reports from County and District Councillors** – There was no report from County Councillor Kieron Mallon.



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District Councillor Christine Heath reported that Cherwell District Council was circulating a lot of information to Councillors with regard to Covid-19, so if there were any queries, Councillor Heath would be happy to share that advice. In addition, Cherwell District Council was continuing to issue grants and Councillor Heath had already supported the St Mary's Thursday Club.

The Clerk reported that she was trying to make contact with the resident who had managed the support group during the first lockdown so that the monitoring report could be completed for submission to Cherwell District Council.

District Councillor Andrew McHugh reported that the Head of Regulatory Services at Cherwell District Council had confirmed that a licensing review would be going ahead at Bloxham Service Station.

Councillor McHugh also updated the Parish Council on the issue of free school meals for children during the school holidays. Councillor Gloria Lester-Stevens reported that she had been in contact with the Primary School about the matter too, whilst the Parish council indicated that it was keen to help if needed. Councillor McHugh would keep the Parish Council updated on any progress with the situation.

### 104/20 Planning

viii) Planning Applications:

- 20/02769/F, 9 Brookside Way, Bloxham – The Parish Council considered an application for a two storey rear extension with associated internal and external works

**Resolved** that the Parish Council has no objections to application 20/02769/F. **Action TG**

ix) Miller Homes Site, Tadmarton Road, Bloxham – The Chairman reported that he had been in contact with the County Council with regard to the possibility of using Section 106 funds for the works to the car park. He had received a holding reply and was waiting for a further update.

Councillor Stephen Phipps reported that discussions were continuing between Miller Homes, Cherwell District Council and the Parish Council relating to the other issues on the site, including the drainage.

**Resolved** that the report be noted.

x) Motor Fuel Group, Bloxham Service Station – In the absence for Councillors Joanna Barton and Amanda Baxter, there was no further update on this item.

**Resolved** that the report be noted.

### 105/20 Environment/Village Matters

i) Dog Fouling Initiative – The Parish Council considered a report from Councillor Heather Westbury on the village dog fouling initiative.

**Resolved** that:

- 1) the report be noted;
- 2) the dog fouling initiative be postponed to commence in the spring when the weather is drier; **Action HW**
- 3) additional 'no dog fouling' signs be erected on the footpaths around the village, subject to permission from the landowners; and **Action HW**
- 4) if possible, the dog fouling initiative to link up with the village litter pick. **Action MM/HW**

ii) St Mary's Church Project – Councillor Sophie Floate provided the Parish Council with an update on the project at St Mary's Church and would continue to be the liaison between the Church and the Parish Council.

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**Resolved** that the report be noted.

- iii) Free School Meals – This item had been covered earlier in the meeting.

### 106/20 Finance

- iv) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment at 2 November 2020.

**Resolved** that the following accounts for payment be approved:

Payments	Amount
Theresa Goss – Salary for Nov 2020	£976.67
Theresa Goss – Expenses for Nov 2020	£26.10
Theresa Goss – Zoom Monthly payment	£14.39
HMRC Nov 2020 Payment	£333.91
OCC Pension Fund – Clerk's Pension for November 2020	£382.61
OALC – Clerks training	£60.00
Viking – Stationery Order	£145.48
NR Prickett – Grass Cutting for October 2020	£774.00

- v) Bank Reconciliation – Prior to the meeting, the Clerk had circulated the bank reconciliation as at 2 November 2020.

**Resolved** that the bank reconciliation be noted.

- vi) Budget 2020/2021 – Prior to the meeting, expenditure up to November 2020 had been circulated to the Parish Council. The Chairman laid out the budget approach for this year, starting with the Chairman, Vice-Chairman and Clerk producing a 'strawman' budget to focus discussions. **Action SC/NR/TG**

- vii) Internal Audit 2020/2021 – The Parish Council discussed the appointment of the Internal Auditor for 2020/2021.

**Resolved** that the quote from Auditing Solutions Ltd be approved for the 2020/2021 internal audit. **Action TG**

### 107/20 Parish Council Matters

- v) Parish Council Representatives – There were no reports.

**Resolved** that the report be noted.

**108/20 Correspondence** – Councillor Mike Morris reported that a footpath at The Goggs was in a poor condition. The Chairman advised that this should be reported to the County Council via Fix My Street. **Action MM**

### 109/20 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 110/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**110/20 Section 106 Project, Jubilee Hall** – The Parish Council considered a report and a quote for groundworks at Jubilee Hall.

**Resolved** that the quote from Steve Aplin for the groundworks at Jubilee Hall be approved. **Action TG/SP**

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

**111/20 Meeting Dates** – The Chairman reported that until further notice, Parish Council meetings would be virtual meetings held on Zoom. Residents are reminded that if they wish to attend, they should contact the Parish Clerk for the meeting details. The meetings would all commence at 7.30pm.

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

- Tuesday 17 November 2020
- Monday 7 December 2020 (Only one meeting in December 2020)
- Monday 4 January 2021
- Tuesday 19 January 2021
- Monday 1 February 2021
- Tuesday 16 February 2021
- Monday 1 March 2020

### **112/20 Items for Future Agendas**

- Dog Friendly Stiles
- Maintenance and ownership of The Goggs
- Traffic Calming Working Group Update, including Community Speedwatch
- Air Quality Results
- Maintenance of Parish Council Trees
- Electronic Storage of Parish Council Documents

(The meeting ended at 8.55pm)

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Chairman – 17 November 2020

**BLOXHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON TUESDAY 17**  
**NOVEMBER AT 7.30PM**

**PRESENT:** Chairman, Councillor Steve Craggs: Councillors Joanna Barton, David Bunn, Sophie Floate, Gloria Lester-Stevens, Leonard Leigh, Mike Morris and Stephen Phipps.

**ALSO IN ATTENDANCE:** District Councillors Christine Heath and one member of the public.

**APOLOGIES:** Councillor Amanda Baxter submitted her apologies because she had a family commitment, the apologies were accepted and the absence was authorised.

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

Councillor Heather Westbury submitted her apologies because she had another appointment, the apologies were accepted and the absence was authorised.

District Councillor Mike Bishop also submitted his apologies.

The Chairman welcomed everyone to the meeting and requested Councillors/members of the public to advise the Parish Council if they were recording the meeting, to enable this to be facilitated.

**113/20 Declarations of Interest**

Minute Number 118/20 (iii), Motor Fuel Group, Bloxham Service Station – Councillor Joanna Barton declared an interest in this item because she was a neighbour to the site.

Minute Number 120/20 (ii), Parish Council Grants 2021/2022 – Councillor Stephen Phipps declared an interest in this item because his wife was a member of the Flower Club and they had made an application for a Parish Council grant.

**Resolved** that the interests be noted.

**114/20 Minutes** – Prior to the meeting, the minutes of the meetings held on 2 November 2020 had been circulated to the Parish Council and were taken as read.

**Resolved** that the minutes of the meeting held on 2 November 2020 be approved and signed by the Chairman.

**114/20 Matters Arising**

Minute Number 103/20, Free School Meals - Councillor Gloria Lester-Stevens reported that the Primary School had been contact with her and confirmed that there were 53 children who were eligible for Free School Meals. Funds had been made available by the Government for FSM during the holidays, however they were allocated to the County Council, who then distributed the funds to schools in the County. If the Parish Council wished to make an a donation to top-up the allocation from the Government, more details would be required from District Councillor Andrew McHugh who is coordinating the effort. **Action GLS**

**115/20 Chairman's Announcements**

- The village Christmas tree was being delivered at the end of the month and it needed to be in place by 30 November 2020 as the lights were being delivered that day.
- The A361 would be resurfaced from Strawberry Terrace down to Chipperfield Park Road by the end of March 2021.
- Miller Homes had won their appeal regarding the surfacing of the car park on Tadmarton Road. The decision notice had been circulated to the Parish Council shortly before the meeting stated.

**116/20 Open Forum** – A resident addressed the Parish Council with regard to work which the Parish Council had completed on the climate emergency. The resident felt that when the Bloxham Neighbourhood Development Plan

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(BNDP) was reviewed, it should be informed by the climate emergency. The resident also asked why The Slade and Miller Homes Country Park could not be joined up and that she would like further information on the Bloxham Biodiversity Group.

The Chairman thanked the resident for her comments and referred her to the Parish Council web site for information on The Slade. The BNDP would be reviewed in due course and a strategy was being worked on for replanting of trees and wild flowers. In addition, all items considered by the Parish Council bore in mind the impact on the environment.

Councillor Gloria Lester-Stevens reported that Miller Homes had been requested to plant a community orchard on their site on Tadmarton Road, but this request had been refused.

*(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)*

**117/20 Reports from County and District Councillors** – There was no report from County Councillor Kieron Mallon.

District Councillor Christine Heath advised that the District Council was fairly quiet at the moment, but highlighted that the information from the recent Parish Liaison Meeting had been sent out to Parish Councils.

### 118/20 Planning

xi) Planning Applications:

- 20/02636/F & 20/02627/LB, Wheatlands Cottage, Kings Road, Bloxham – The Parish Council considered an application for the change of design to retain an existing flat roof, re-roof a single storey outbuilding with pitched roofs and change the main roof covering from cedar shingles to natural blue slates

**Resolved** that the Parish Council has no objection to application 20/02636/F & 20/02627/LB, subject to comments from the Conservation Officer. However, due to the narrowness of the road and in order to ensure the neighbours are not impacted by the building work, the working hours should be limited to between 8am-4pm weekdays only, as well as conditions restricting parking around the site. **Action TG**

xii) Miller Homes Site, Tadmarton Road, Bloxham – The Chairman advised that the matter with the car park had been covered earlier in the meeting. He had also received three emails from the County Council regarding the use of Section 106 funds for the car park surfacing, but had still not made any progress. Councillor Gloria Lester-Stevens also reported that the dead trees at the Country Park had been replaced that day.

**Resolved** that the report be noted.

xiii) Motor Fuel Group, Bloxham Service Station – Councillor Joanna Barton reported that the problems at the Service Station had greatly improved since alcohol had stopped being served after 11pm. In addition, the deliveries had moved to later in the day which was also a welcome improvement.

**Resolved** that:

- 1) the report be noted; and
- 2) an email be sent to Motor Fuel Group to advise them how much the situation has improved for residents since the sale of alcohol had ceased from 11pm. **Action TG/JB**

### 119/20 Environment/Village Matters

iv) Ownership and Maintenance of land around the Gogs – The Parish Council had been due to discuss the ownership and maintenance of land around the Gogs as well as the paths themselves, however more information was required with regard to the ownership of the land.

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**Resolved** that this item be discussed at a future meeting, once the ownership of land adjacent to The Gogs has been established. **Action TG**

- v) Dog Waste Bin – The Parish Council considered a report on the repairs which were required to the dog waste bin outside Bloxham Museum & St Mary’s Church.

**Resolved** that:

- 5) the report be noted;
- 6) advice be obtained from the County Council with regard to replacing the pole which is located in the footpath; and **Action TG**
- 7) a pole and/or a new dog waste bin & pole be purchased once an assessment of the site has been completed. **Action TG**

### 120/20 Finance

- viii) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment at 17 November 2020.

**Resolved** that the following accounts for payment be approved:

Payments	Amount
Royal British Legion – Annual Donation	£400.00
Theresa Goss – Land Registry Search for The Gogs	£35.94
Engineering Ingenuity – Works at Jubilee Hall	£540.00
Ellen Hinde Hall – Annual Rent for Storage	£125.00
Starboard Systems Ltd – Scribe Accounting Package set-up and fee for 12 months	£961.20

- ix) Parish Council Grants 2021/2022 – The Parish Council discussed the applications and allocation of Parish Council grants and community donations for 2021/2022.

**Resolved** that:

- 1) the following Parish Council grants/community donations for 2021/2022 be agreed as set out below:

Grants		
Organisation	Amount	Additional Comments
Bloxham Biodiversity Group	Refused	Additional £200.00 be included in the general planting budget and the funds be available for the biodiversity project once it starts progressing its projects.
Bloxham Senior Citizens Club	£300.00	
Bloxham Bowls Club	£500.00	
Ex-Servicemen’s Hall	£500.00	
St Mary’s Church Yard	£1000.00	
Ellen Hinde Hall	£2000.00	
Bloxham Pre-School	£1560.00	
First Bloxham Scout Group	£1250.00	
Standing the Gap	Refused	The organisation is not Bloxham based and is not suitable for a Parish Council grant. Funding should be sourced from Oxfordshire

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		County Council and Cherwell District Council.
Bloxham Flower Club	Withdrawn	Funding will be sourced from Cherwell District Council from its Covid-19 fund.
<b>Community Donations</b>		
<b>Organisation</b>	<b>Amount</b>	<b>Additional Comments</b>
Bloxham Recreation Ground	£2000.00	Parish Council would like a Councillor to be involved with the Trustees and the management of the Recreation Ground.

- 2) the remaining Community Donations be approved during the budget setting process.
- x) Budget and Precept 2021/2022 – The Parish Council discussed the budget and precept for 2021/2022. Following a discussion, a number of changes were made to the draft version of the budget, which had been circulated prior to the meeting.

**Resolved** that:

- 1) the draft budget be noted and amendments be included;
- 2) at the end of the 2020/2021 financial year, any funds which are unspent be allocated to the contingency fund;
- 3) additional information regarding the financial position of the Cherry Tree Centre and its other funding sources be clarified; and
- 4) the budget and precept for 2021/2022 be discussed again at the next meeting of the Parish Council.

**Action TG**

### 121/20 Parish Council Matters

- vi) Parish Council Representatives – Councillor Gloria Lester-Stevens reported that the St Mary's Thursday Club would be providing Christmas gifts for their members this year because the Christmas day lunch was unable to go ahead due to the Covid-19 pandemic.

**Resolved** that the report be noted.

- vii) Traffic Calming Working Group – The Parish Council discussed the appointment of a Councillor to lead on the Traffic Calming Working Group.

**Resolved** that Councillor Mike Morris to contact Councillor Nick Rayner for additional information on the project, with a view to taking the lead on the Working Group. **Action MM**

**122/20 Correspondence** – The Clerk reported that she had been in correspondence with a resident of Winters Way with regard to replacing the damaged bollards in the grass verge. This had been reported to the County Council and they would be replaced in due course.

### 123/20 Exclusion of the Public and Press

**Resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 124/20 & 125/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**124/20 Scribe Accounts** – The Parish Council considered a quote from Scribe Accounts to provide the Parish Council with an accounting package.

**Resolved** that the quote from Scribe Accounts be approved. **Action TG**

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**125/20 Section 106 Project, Jubilee Hall** – The Chairman advised on the progress with the Jubilee Hall project.

**Resolved** that the report be noted.

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

**126/20 Meeting Dates** – The Chairman reported that until further notice, Parish Council meetings would be virtual meetings held on Zoom. Residents are reminded that if they wish to attend, they should contact the Parish Clerk for the meeting details. The meetings would all commence at 7.30pm.

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

- Monday 7 December 2020 (Only one meeting in December 2020)
- Monday 4 January 2021
- Tuesday 19 January 2021
- Monday 1 February 2021
- Tuesday 16 February 2021
- Monday 1 March 2020

### **127/20 Items for Future Agendas**

- Dog Friendly Stiles
- Traffic Calming Working Group Update, including Community Speedwatch
- Air Quality Results
- Maintenance of Parish Council Trees
- Electronic Storage of Parish Council Documents
- Ownership and Maintenance of The Gogs

(The meeting ended at 9.35pm)

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**BLOXHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON MONDAY 7**  
**DECEMBER 2020 AT 7.30PM**

**PRESENT:** Chairman, Councillor Steve Craggs: Councillors Sophie Floate, Gloria Lester-Stevens, Leonard Leigh, Stephen Phipps, Nick Rayner and Heather Westbury.

**ALSO IN ATTENDANCE:** District Councillors Christine Heath and Mike Bishop and one member of the public.

**APOLOGIES:** Councillor Amanda Baxter submitted she had a family matter, the apologies were accepted and the absence was authorised

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

Councillor David Bunn submitted his apologies because he had a family matter, the apologies were accepted and the absence was authorised.

Councillor Mike Morris submitted his apologies because he was at work, the apologies were accepted and the absence was authorised.

The Chairman welcomed everyone to the meeting and requested Councillors/members of the public to advise the Parish Council if they were recording the meeting, to enable this to be facilitated.

**128/20 Declarations of Interest**

Minute Number 134/20 (i) Planning Applications, 20/03147/F, Beehive Cottage, Church Street, Bloxham –  
Councillor Sophie Floate declared an interest in this item because she was a friend and neighbour to the applicant.

**Resolved** that the interests be noted.

**129/20 Minutes** – Prior to the meeting, the minutes of the meeting held on 17 November 2020 had been circulated to the Parish Council and were taken as read.

**Resolved** that the minutes of the meeting held on 17 November 2020 be approved and signed by the Chairman.

**130/20 Matters Arising** – There were no matters arising.

**131/20 Chairman's Announcements**

- Crossing at High Street by Shops – There had been a few near misses on the pedestrian crossing outside the shops on High Street because drivers were going through the red traffic lights. CCTV images had been captured by Bloxham School and had been passed onto Thames Valley Police. Councillors advised that the issue was exaggerated by the cars parked very close to the crossing, which was dangerous. It was agreed that the issue should be raised with Oxfordshire County Council Highways and a request be made for some form of preventative measures before there was a serious accident. **Action TG**
- Meeting with Bloxham School – The Chairman and Vice-Chairman had met at Bloxham School to discuss their future plans and a representative from the School would attend a future Parish Council meeting to discuss this further.
- Succession Planning – Councillors were thanked for their email replies to the Chairman on this matter. Councillor Leonard Leigh had expressed an interest in the position of Chairman from May 2021 and Councillor David Bunn had expressed an interest in the position of Vice-Chairman.

**132/20 Open Forum** – The resident did not wish to address 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)*

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**133/20 Reports from County and District Councillors** – There was no report from County Councillor Kieron Mallon.

District Councillor Christine Heath asked for further information about the Bloxham School proposals following the meeting which the Chairman and Vice-Chairman had attended at the School. The Chairman advised that there were a number of proposals and the Cherwell District Council Planning Officers could provide more information.

Councillor Heath and the Chairman advised that the Miller Homes car park on Tadmarton Road was still being investigated and so too were the issues with the attenuation pond. The appeal relating to the surfacing of the car park had been upheld because Miller Homes only had to ensure the car park was safe and the Inspector, following a site visit, felt that it was safe and that the surfacing was not part of the remit of the original agreement. The Parish Council expressed its disappointment at this outcome.

The County Council had advised that Section 106 funds could not be used to purchase a better surfacing because they had been allocated to other projects. Therefore, the Parish Council would follow this up again with the County Council to establish which projects the funds had been allocated to. **Action TG**

Councillor Gloria Lester-Stevens advised that drivers were not parking in the car park due to the white pasty surface and were instead, parking on the surrounding roads and in some cases, blocking residents' driveways.

The Clerk was requested to obtain an update from District Councilor Andrew McHugh on the Free School Meals during the Christmas holidays. **Action TG**

### 134/20 Planning

xiv) Planning Applications:

- 20/03147/F, Beehive Cottage, Church Street, Bloxham - The Parish Council considered a retrospective application for the installation of a driveway gate, consisting of a central six bar field gate and two pedestrian access gates to the left and right of the central installation. The central driveway gate opens inwards against an existing wall, the left and right pedestrian gates open inwards away from the roadway.

**Resolved** that the Parish Council has no objection to application 20/03147/F. **Action TG**

- 20/03146/F, Westbrook, Tadmarton Road, Bloxham – The Parish Council considered an application for a two storey side and a part single storey front extension with associated internal/external works.

**Resolved** that the Parish Council has no objection to application 20/03146/F. **Action TG**

xv) Oxfordshire Neighbourhood Plan Alliance (ONPA) – The Parish Council received a report on the ONPA AGM held on 21 November 2020.

**Resolved** that the report be noted.

xvi) Primary School Car Park/Section 16 funds – The Parish Council continued its discussion on the proposed use of Section 106 funds for the Primary School car park at the Miller Homes Site, Tadmarton Road, Bloxham. It was unclear what the process was now that the Miller Homes appeal had been upheld. It was also unclear which projects the S106 funds held at the County Council had been allocated to, which resulted in the funds not being available for the car park.

**Resolved** that:

- 1) the report be noted;
- 2) Cherwell District Council be contacted to advise on how the matter of the car park surfacing will be dealt with now that the appeal from Miller Homes has been upheld; and **Action TG**
- 3) the County Council be contacted for confirmation with regard to the Section 106 funds which are available for Bloxham and what its policy is for allocation. **Action TG**

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- xvii) Motor Fuel Group, Bloxham Service Station – In the absence of Parish Councillors Amanda Baxter and Joanna Barton, there was no update on the issues at Bloxham Service Station.

**Resolved** that the report be noted.

### 135/20 Environment/Village Matters

- i) Disabled Parking Bay – The Parish Council discussed the difficulties which users of the bay, located outside of the shops on High Street, Bloxham, were experiencing. It was felt that this matter linked in with the issue discussed earlier relating to the pedestrian crossing outside the Post Office and the parking on High Street and they should all be dealt with by the Traffic Calming Working Group.

**Resolved** that:

- 1) this matter be deferred to be considered by the Traffic Calming Working Group; **Action MM**
  - 2) Councillor Nick Rayner to make contact with Councillor Mike Morris to discuss arranging the first meeting of the Traffic Calming Group; and
  - 3) the resident who raised the issued, be advised of the Parish Council's decision. **Action TG**
- ii) Bloxham Emergency Plan – The Parish Council considered the amended Bloxham Emergency Plan, which had been circulated prior to the meeting.

Parish Councillor Nick Rayner advised that the Snow Wardens Volunteer Group was up and running again this year and the footpaths were gritted in conjunction with Bloxham School. These were footpaths mainly around the High Street, the Elephant and Castle PH, The Joiners Arms PH and Stone Hill. The manual grit spreaders had to be filled using the grit stored at the Bloxham School depot on Courtington Lane, which meant that spreading was limited to these areas only.

**Resolved** that the amended Bloxham Emergency Plan be adopted. **Action TG**

- iii) The Gogs – The Parish Council discussed the ownership and maintenance of The Gogs and surrounding areas. The Chairman advised that the Parish Council owned the land, but the footpath maintenance was the responsibility of Oxfordshire County Council. However, the County Council had advised that they could not fund all of the necessary maintenance.

**Resolved** that a meeting be arranged with Beth Rutterford, Oxfordshire County Council's Footpath Officer and Councillor Nick Rayner to discuss the issues with the footpath at The Gogs. **Action TG**

- iv) Hobb Hill Footpath – The Parish Council discussed issues with walkers using the footpath on Hobb Hill and that they were walking all over the field and not just along the designated route of the footpath.

**Resolved** that a meeting be arranged with Beth Rutterford, Oxfordshire County Council's Footpath Officer and Councillor Nick Rayner to discuss the issues with the footpath at Hobb Hill. **Action TG**

### 136/20 Finance

- xi) Accounts for Payment & Bank Reconciliation - The Clerk submitted to the Parish Council, the accounts for payment at 7 December 2020.

**Resolved** that the bank reconciliation be noted and the following accounts for payment be approved:

Payments	Amount
Theresa Goss – Salary for Dec 2020	£976.47
Theresa Goss – Expenses for Dec 2020	£7.80
Theresa Goss – Zoom Monthly payment	£14.39
HMRC Dec 2020 Payment	£334.11
OCC Pension Fund – Clerk's Pension for December 2020	£382.61

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Wicksteed Leisure Ltd – Jubilee Park Play Area Inspection	£103.20
Information Commissioner – Annual Data Protection Renewal Fee	£40.00
JTW Flooring Ltd – Flooring for Jubilee Hall	£3678.00
David J Andrews (Electrical) – Power for Christmas Tree	£193.20
Theresa Goss – Land Registry Search	£53.88
Theresa Goss - Domain Renewals for 3 years	£53.93
Cotefield Treecare – Tree Works in Gascoigne Way	£1306.80
Moore – External Audit for 2019/2020	£1200.00
Green Scythe Ltd – Grass cutting Jubilee Park October 2020	£166.20
Nigel Prickett – Works to Gascoigne Way Hedge	£192.00

- xii) Budget and Precept 2021/2022 – The Parish Council discussed the budget and precept for 2021/2022.

**Resolved** that:

- 1) the budget for 2021/2022 be approved and the Precept be approved at £96,676.00;
- 2) the Cherry Tree Centre to receive a donation of £6,000 in 2021/2022, 2022/2023 and 2023/2024; and  
**Action TG**
- 3) the other Community Donations be reviewed in 2021/2022 to ensure that the recipients are still in need of Parish Council support. **Action TG**

### 137/20 Parish Council Matters

- viii) Parish Council Representatives – There were no reports.

### 138/20 Exclusion of the Public and Press

**Resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 139/20, 140/20, 141/20, 142/20 & 143/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**139/20 Correspondence** – The Chairman reported on items of correspondence which had been received from a resident regarding a matter with their neighbour. The Parish Council had tried to help and support the resident, however correspondence was starting to become unpleasant, containing unsubstantiated allegations. It was agreed that the Chairman should contact the resident and explain that the Parish Council would have no further involvement in the matter. **Action SC**

**140/20 Grass Cutting Contract** – The Parish Council considered a report with regard to the grass cutting contract, starting in 2021/2022, for three years.

**Resolved** that the grass cutting contract for 2021/2022 to 2024/2025 be awarded to Nigel Prickett. **Action TG**

**141/20 Jubilee Park** – Councillor Stephen Phipps reported on the necessary repairs and replacement to the play equipment at Jubilee Hall.

The Chairman reported on the quote which had been received for the performance level design and site monitoring of the ventilation engineering services, associated with the ventilation replacement project at Jubilee Hall.

**Resolved** that:

- 1) the Chairman, Councillor Stephen Phipps and the Clerk be given delegated authority to accept a quote, up to a maximum of £1200.00 for the purchase of new play equipment and necessary repairs; **SC/TG/SP**

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- 2) the quote from Harban Consulting, which includes a quote from Greenways, be approved for producing a tender complete with structural and mechanical engineering specifications and contract managing said tender throughout the project to replace the roof and associated systems at Jubilee Hall; and **Action SC**
- 3) Cherwell District Council be requested to release Section 106 funds for this work. **Action SC/TG**

**142/30 Tree Management** – The Parish Council considered a proposal and a quote to manage the maintenance of trees located on Parish Council land.

**Resolved** that:

- 1) the quote for the Tree Survey from Cotefield Treecare Ltd be approved; and
- 2) for the next three years, Cotefield Treecare be the Parish Council's preferred contractor for works to trees located on Parish Council land, subject to due diligence and periodic comparison of costs. **Action TG**

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

**143/20 Meeting Dates** – The Chairman reported that until further notice, Parish Council meetings would be virtual meetings held on Zoom. Residents are reminded that if they wish to attend, they should contact the Parish Clerk for the meeting details. The meetings would all commence at 7.30pm.

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

- Monday 4 January 2021
- Tuesday 19 January 2021
- Monday 1 February 2021
- Tuesday 16 February 2021
- Monday 1 March 2020

### **144/20 Items for Future Agendas**

- Dog Friendly Stiles
- Traffic Calming Working Group Update, including Community Speedwatch
- Air Quality Results

(The meeting ended at 9.30pm)

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Chairman – 4 January 2021

**BLOXHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON MONDAY 4**  
**JANUARY 2021 AT 7.30PM**

**PRESENT:** Chairman, Councillor Steve Craggs: Councillors Sophie Floate, Gloria Lester-Stevens, Leonard Leigh, Mike Morris, Stephen Phipps, Nick Rayner and Heather Westbury.

**ALSO IN ATTENDANCE:** District Councillors Christine Heath and Andrew McHugh and four members of the public.

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

District Councillor Mike Bishop also submitted his apologies.

The Chairman welcomed everyone to the meeting and requested Councillors/members of the public to advise the Parish Council if they were recording the meeting, to enable this to be facilitated.

**145/20 Declarations of Interest** – There were no declarations of interest.

**146/20 Minutes** – Prior to the meeting, the minutes of the meeting held on 7 December 2020 had been circulated to the Parish Council and were taken as read. An amendment to these minutes was discussed but rejected.

**Resolved** that the minutes of the meeting held on 7 December 2020 be approved and signed by the Chairman.

**147/20 Matters Arising**

Minute Number 134/20, Planning, Primary School Car Park/Section 16 Funds – The Chairman reported that a request had been submitted to the County Council for up to date figures of all Section 106 funds allocated to Bloxham. Once that information had been received, any funds which had been allocated without consultation with the Parish Council, would be queried.

Minute Number 135/20, Environment/Village Matters, The Gogs and Hobb Hill – Councillor Nick Rayner advised that a meeting had been scheduled with Beth Rutterford, the County Council's Footpaths Officer for 18 January 2021.

**148/20 Chairman's Announcements**

- Drop-in and Chat – Councillor Mike Morris advised that he had the key for Ex-Servicemen's Hall and the Drop-in and Chat book. He would drop these off to the Chairman. **Action MM**
- Flood and Sandbags – The Emergency Plan had been updated and John Lloyd had written an article for inclusion in the Broadsheet with regard to flooding. There was a discussion with regard to sandbags and it was agreed that the Chairman would liaise with John Lloyd on this matter. **Action SC**
- Councillor Amanda Baxter had resigned from the Parish Council and the Chairman felt that the Parish Council needed to be proactive about advertising the vacant roles which was agreed by the Parish Council **Action SC/TG**

**149/20 Open Forum** – Two residents of Little Bridge Road addressed the Parish Council with regard to the proposal by Bloxham School to increase the size of the layby in Park Close, to assist with the traffic flow, whilst the site was being used by the School, on a temporary basis, for School deliveries.

The residents highlighted their concerns about the Park Close site being used for such a high number of daily deliveries and the impact this was having on them. Residents felt that although the extended layby would allow for more parking, because of the volume, size and frequency of the delivery vehicles, it would not solve the problem.

The Chairman thanked the residents for their comments and advised the meeting that this item was due to be considered later on in the meeting, however it would be brought forward and discussed as the next item.

Councillor Gloria Lester-Stevens reported that the Yeoman's Garage was up for sale. In the recent heavy rainfall, the site had flooded and it was possible that contaminated flood water had leaked into Sor Brook. It was agreed that this would be reported to Cherwell District Council and the Environment Agency. **Action TG**

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Councillor Lester-Stevens also reported that the village Biodiversity Group had suggested a number of areas where wild flowers could be planted. This would be discussed at the next meeting. **Action GLS/TG**

Councillor Nick Rayner reported that residents had volunteered to litter pick in the village and had asked whether it could be coordinated by the Parish Council. Councillor Mike Morris agreed to take this forward. **Action MM**

Councillor David Bunn reported that he had received positive feedback with regard to the informal dog fouling signs which had been erected by Councillor Heather Westbury. It was agreed that investigations would be made into formalising the signs. **Action DB**

**150/20 Works to the Layby in Park Close** – Following on from the previous item, the Parish Council continued to discuss the proposal by Bloxham School, to extend the layby in Park Close.

The Chairman gave an update based on information from District and Councils and the School. The School raised the idea of extending the layby as a possible approach to ease the traffic situation for residents. The intention of the School and its long term solution was to update their main site, to enable all deliveries to be made there and also build a new car park. In the meantime, Park Close was being used on a temporary basis for some of their deliveries.

The County Council had already been consulted on this proposal and they had indicated that as part of the works, they would require the School to fund re-surfacing the layby, which would be expensive. In addition, Cherwell District Council had confirmed that planning permission would be required. Given these factors, it was unlikely that the works to the layby would now go ahead.

Following a discussion, Councillors felt that another solution was required from the School to minimise the impact of the delivery vehicles and parking on the residents of Little Bridge Road.

### **Resolved that:**

- 1) the report be noted; and
- 2) Bloxham School be requested to find an alternative solution to reduce the impact of the deliveries and parking on residents of Little Bridge Road. **Action SC**

*(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)*

**151/20 Reports from County and District Councillors** – There was no report from County Councillor Kieron Mallon.

District Councillor Chris Heath reported that she had been trying to obtain an update from the Planning Officers with regard to the planning application at Chebli on Bloxham Road. However she had so far been unsuccessful.

With regard to the application at Wheatlands Cottage in Kings Road, there had been a number of administration errors at Cherwell District Council resulting in information not being posted on the planning portal, and this was being investigated further.

Councillor Heath also reported that a resident had highlighted that the electric fence signs for Hobb Hill had not yet been erected.

District Councillor Andrew McHugh advised that the 'Community Nature Plan' would now be included as part of the process when planning application were being considered.

Councillor McHugh would also raise with Richard Webb at Cherwell District Council, the matter of the flooding at Yeomans Garage and the potential for contamination of Sor Brook from the flood water. **Action AMcH**

### **152/20 Planning**

xviii) Planning Applications:

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- 20/03267/F & 20/03268/LB, Joiners Arms, Old Bridge Road, Bloxham – The Parish Council considered an application for a single storey extension to rear and renovation & alteration of toilet area to include new disabled facilities.

**Resolved** that the Parish Council has no objection to applications 20/03267/F & 20/03268/LB, subject to comments from the Conservation Officer. **Action TG**

- 20/03374/F, 13 Milton Road, Bloxham - The Parish Council considered an application for a single storey extension and extension over existing garage.

**Resolved** that the Parish Council has no objections to application 20/03374/F. **Action TG**

- 20/02995/F, Chebli, Banbury Road, Bloxham - The Parish Council considered an application for a two storey side extension, single storey rear extension and loft conversion.

**Resolved** that the Parish Council objects to application 20/02995/F because it is contrary to the following polices in the Bloxham Neighbourhood Development Plan:

BL5 - the proposal will result in a reduction of off-street parking;

BL9(i) - the proposal will impact on the amenity value of the neighbours property as there will be a loss of light; and

BL11 - the site is on the edge of the Conservation Area and it does not relate in scale and massing to the current building and it is not in-keeping with characteristics of the area.

If the Planning Committee is minded to approve the application, the Parish Council requests that cladding is not permitted and the building is rendered. **Action TG**

- 20/03259/F, 17 Lawrence Leys, Bloxham - The Parish Council considered an application for the erection of porch and rear and part side extension, with associated internal and external works.

**Resolved** that the Parish Council has no objections to application 20/03259/F. **Action TG**

- 20/03445/F, 1 Lawrence Leys, Bloxham - The Parish Council considered an application for a single storey rear extension.

**Resolved** that the Parish Council has no objections to application 20/03445/F subject to confirmation from Cherwell District Council that the proposal is not an overdevelopment of the site and that the neighbours do not have any objections.

*For reference, the previous application which was refused, specified Building Control's position that: 'Total area of windows, roof lights and doors should not exceed 25% of the floor area, plus the total area of windows and doors that are no longer existing or exposed. If 25% is exceeded, the client should demonstrate that the proposal complies with Part L1 of the Building Regulations.'*

**Action TG**

- xix) Millers Homes Site, Tadmarton Road, Bloxham – Councillor Stephen Phipps reported that there were still issues with the drainage at the car park and also at the attenuation pond, which needed to be addressed.

It was also reported that the fencing around the attenuation pond had been vandalised so it now allowed people and dogs to easily access the area.

**Resolved** that:

- 1) the report be noted;
- 2) contact be made with Tim Screen at Cherwell District Council with regard to the fencing around the attenuation pond; **Action SP**



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- 3) contact be made with Tony Brummell at Cherwell District Council with regard to the drainage in the car park and the attenuation pond; and **Action TG/SC**
  - 4) it be noted that a request has been submitted to Oxfordshire District Council for the up to date Section 106 figures, which have been allocated to Bloxham.
- xx) Motor Fuel Group, Bloxham Service Station – In the absence of Parish Councillor Joanna Barton, there was no update on the issues at Bloxham Service Station. However, the anti-social behaviour at the site had reduced since the 24 hour sale of alcohol had been suspended for a temporary period.

**Resolved** that the report be noted.

### 153/20 Environment/Village Matters

- i) Traffic Calming Working Group/Parking Issues – The Parish Council discussed the Traffic Calming Working Group.

**Resolved** that:

- 1) the report be noted;
  - 2) the air quality results for Bloxham be incorporated into the work of the Traffic Calming Working Group;
  - 3) the residents who have volunteered to assist with the work of the Traffic Calming Working Group be contacted; and **Action TG/MM**
  - 4) Councillors Mike Morris and Nick Rayner to meet to complete the handover of the necessary information relating to the Working Group. **Action MM/NR**
- iii) Licensing Application, White Lion Café, High Street, Bloxham – The Parish Council noted the submission of its response objecting to the proposal for tables and chairs outside White Lion Café. The Chairman advised that the application had subsequently been refused by Cherwell District Council.

**Resolved** that the report be noted.

### 154/20 Finance

- xiii) Accounts for Payment & Bank Reconciliation - The Clerk submitted to the Parish Council, the accounts for payment at 4 January 2021

**Resolved** that the bank reconciliation be noted and the following accounts for payment be approved:

Payments	Amount
Theresa Goss – Salary for Jan 2021	£976.67
Theresa Goss – Expenses for Jan 2021	£34.07
Theresa Goss – Zoom Monthly payment	£14.39
HMRC Jan 2021 Payment	£333.91
OCC Pension Fund – Clerk’s Pension for Jan 2021	£382.61
David J Andrews (Electrical) – Uplighters for Christmas lights	£45.00
SJ Aplin Playgrounds Ltd – Works to play area at Jubilee Park Inspection	£102.00
SJ Aplin Playgrounds Ltd - Works to play area at Jubilee Park Ground works	£2132.40

- xiv) External Audit 2019/2020 – Prior to the meeting, the conclusion of the external audit for 2019/2020 had been circulated to the Parish Council.

**Resolved** that the conclusion of the external audit for 2019/2020 be noted and approved.

### 155/20 Parish Council Matters

## **BLOXHAM PARISH COUNCIL**

- ix) Parish Council Representatives – There were no reports.
- x) Cherwell District Council's Licensing Consultation – Prior to the meeting, Cherwell District Council's Statement of Licensing Policy consultation document had been circulated to the Parish Council.

**Resolved** that the Parish Council requests that District Councils, Parish Councils and the Local Planning Authority are all included on the list of consultees for all licensing applications. **Action TG**

**156/20 Correspondence** – There was no further correspondence.

### **157/20 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 158/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**158/20 Jubilee Park** – The Chairman gave an update on the tendering process for the works to the roof.

**Resolved** that the report be noted.

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

**159/20 Meeting Dates** – The Chairman reported that until further notice, Parish Council meetings would be virtual meetings held on Zoom. Residents are reminded that if they wish to attend, they should contact the Parish Clerk for the meeting details. The meetings would all commence at 7.30pm.

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

- Tuesday 19 January 2021
- Monday 1 February 2021
- Tuesday 16 February 2021
- Monday 1 March 2020

### **160/20 Items for Future Agendas**

- Dog Friendly Stiles
- Air Quality Results
- Biodiversity Areas
- Volunteers for Parish Council Roles
- Dog Fouling Signs
- Biodiversity Areas

(The meeting ended at 9.15pm)

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**BLOXHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON TUESDAY 19**  
**JANUARY 2021 AT 7.30PM**

**PRESENT:** Chairman, Councillor Steve Craggs: Councillors David Bunn, Sophie Floate, Leonard Leigh, Mike Morris, Stephen Phipps, Nick Rayner and Heather Westbury.

**ALSO IN ATTENDANCE:** District Councillor Christine Heath and one member of the public.

**APOLOGIES:** Councillor Joanna Barton submitted her apologies because she was unable to connect to Zoom, the apologies were accepted and the absence was authorised

Councillor Gloria Lester-Stevens submitted her apologies because she was unwell, the apologies were accepted and the absence was authorised.

District Councillor Mike Bishop also submitted his apologies.

The Chairman welcomed everyone to the meeting and requested Councillors/members of the public to advise the Parish Council if they were recording the meeting, to enable this to be facilitated.

**161/20 Declarations of Interest** – There were no declarations of interest.

**162/20 Minutes** – Prior to the meeting, the minutes of the meeting held on 4 January 2021 had been circulated to the Parish Council and were taken as read.

Minute Number 150/20 – Works to Layby in Park Close – Councillor Stephen Phipps proposed that the final sentence of the resolution in this draft minute be removed. It was agreed that the resolution will now read:

**Resolved that:**

- 3) *the report be noted; and*
- 4) *Bloxham School be requested to find an alternative solution to reduce the impact of the deliveries and parking on residents of Little Bridge Road. **Action SC***

**Resolved** that the minutes of the meeting held on 4 January 2021 be approved and signed by the Chairman, with the above amendment. **Action TG**

**163/20 Matters Arising**

Minute Number 149/20, Open Forum, Dog Fouling Signs – Councillor Heather Westbury raised the issue of the temporary dog fouling signs being made permanent. It was agreed that the signs would not be formalised at the current time and they would be moved around the footpaths in the village, as and when required. The Chairman thanked Councillor Westbury for her work and advised that there had been positive feedback on them. **Action HW**

**164/20 Chairman's Announcements**

- The Clerk was requested to contact County Councillor Kieron Mallon to ask if he would be able to attend some of the Parish Council meetings. **Action TG**
- The Chairman confirmed with the Parish Council that its approach to resolving issues would be to work collaboratively with all stakeholders involved, including making suggestions formally and informally.

**165/20 Open Forum** – The member of the public did not wish to speak.

*(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)*

**166/20 Reports from County and District Councillors** – There was no report from County Councillor Kieron Mallon.

# BLOXHAM PARISH COUNCIL

District Councillor Christine Heath reported that planning matters were quiet at the moment and most applications appeared to be extensions to houses.

## 167/20 Planning

xxi) Planning Applications:

- 20/03242/F, 3 Gauntlets Close, Bloxham – The Parish Council considered an application for a front, side and part rear extensions with associated internal and external works.

**Resolved** that the Parish Council has no objections to application 20/03242/F, subject to confirmation from Cherwell District Council that: (1) the proposal is not an overdevelopment of the site, which would be contrary to Bloxham Neighbourhood Development Plan BL11a and (2) the neighbours do not have any objections which affect the amenity of their properties which would deem the proposal contrary to Bloxham Neighbourhood Development Policy BL9. **Action TG**

- 20/03653/F, Bloxham Plant Nursery, Chequer Tree Farm, Ells Lane, Bloxham - The Parish Council considered an application for a change of use and the erection of a tea room (resubmission of 19/02968/F).

**Resolved** that the Parish Council has no objections to application 20/03653/F subject to the County Council's approval of the Transport Plan. **Action TG**

- 20/03617/F, 3 Hyde Grove Bloxham Banbury - The Parish Council considered an application for a first floor rear and single storey side extensions.

**Resolved** that the Parish Council has no objections to application 20/03617/F, subject to confirmation from Cherwell District Council that the proposal is not an overdevelopment of the site, which would be contrary to Bloxham Neighbourhood Development BL11a. **Action TG**.

- 20/03584/F, 13 Chipperfield Park Road Bloxham - The Parish Council considered an application for an extension of a utility room (ground floor) on the back of garage and change the roof of the garage from flat to pitched, which would also encompass the new extension of the utility room; in the loft space above the garage and utility room, knock through from the upstairs bathroom to enlarge the family bathroom (2nd storey).

**Resolved** that the Parish Council has no objection to application 20/03584/F, subject to the applicant following the pre-application advice. **Action TG**

xxii) Millers Homes Site, Tadmarton Road, Bloxham – The Chairman reported that Tony Brummell from Cherwell District Council had advised that if the car park was to be tarmacked, he had a solution for the drainage system.

**Resolved** that the report be noted.

*(Councillor Sophie Floate joined the meeting during this item)*

## 168/20 Environment/Village Matters

ii) Biodiversity Areas in Bloxham – The Parish Council considered a proposal for biodiversity areas in the village for the planting of wild flowers.

**Resolved** that:

- 1) the report be noted;
- 2) details on the membership of the Biodiversity Group be circulated to the Parish Council; **Action GLS**

## BLOXHAM PARISH COUNCIL

- 3) before the whole project is commenced, three trial sites be identified and those needed to be areas which avoided benches, any residents living close-by are consulted and they did not obstruct sightlines at junctions; **Action GLS**
  - 4) the Parish Council be advised of the three trial areas before planting or other work starts; **Action GLS**
  - 5) future maintenance plans for the sites be submitted to the Parish Council; and **Action GLS**
  - 6) the Biodiversity Group be asked if they will undertake the maintenance of the village planters on the A361. **Action GLS**
- iii) Village Footpaths – The Parish Council discussed the outcome of the meeting with Oxfordshire County Council’s Footpaths Officer regarding Hobb Hill and The Goggs.

**Resolved** that:

- 1) the residents who share a boundary with The Gogs footpath be advised that the Parish Council will be cutting back their trees, to the boundary line; **Action NR/TG**
  - 2) Cotefield Treecare be asked to provide a quote for this work; **Action NR/TG**
  - 3) Nigel Prickett be asked to provide a quote to clear the footpath and remove the decayed debris back to the tarmac; **Action NR**
  - 4) once the quotes have been obtained, the County Council be requested to meet the cost because this footpath is their responsibility; and **Action TG**
  - 5) a meeting be arranged with the Footpath Warden, Rodney Kane, to discuss a response to Bertie Facon regarding the issues along the footpath on Hobb Hill. **Action HW**
- iv) Flooding – The Parish Council received an update from the Chairman on the proposed plans in the event of flooding in the village.

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

### 169/20 Finance

- xv) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment at 19 January 2021.

**Resolved** that the following accounts for payment be approved:

Payments	Amount
Peter Booth – Fence Repair to Play Area	£43.20
Haymarket Media Group Ltd – Planning Resource Subscription	£590.00
T Goss – Phone and keyboard	£11.00
Pixel Concepts – Web site maintenance, hosting and SSL certificate	£200.40
Mr S Craggs – Voucher for Residents who supplied electricity for Christmas Tree	£30.00
Viking – Ink for printer	£127.51

- xvi) Section 106 Funds – The Parish Council reviewed the Section 106 funds allocated from developments in Bloxham, which were held at Oxfordshire County Council.

**Resolved** that contact be made with the Chief Executive of Oxfordshire County Council regarding this matter and County Councillor Kieron Mallon be made aware of the approach. **Action TG/SC**

### 170/20 Parish Council Matters

- xi) Parish Council Representatives – There were no reports.
- xii) Parish Council Responsibilities – The Parish Council discussed the vacancies for a number of roles within the Parish Council.

## **BLOXHAM PARISH COUNCIL**

**Resolved** that the following roles and appointments be approved:

- Snow Warden – Defer to the next meeting
- Monitoring of the Defibrillator – Councillor David Bunn
- Monitoring of Trees – Defer to the next meeting

**171/20 Correspondence** – There was no further correspondence.

### **172/20 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 173/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**173/20 Jubilee Hall Project** – The Chairman reported that there was a meeting scheduled for Wednesday 20 January 2021, with the agent who was handling the tender for the work to the roof.

**Resolved** that the report be noted.

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

**174/20 Meeting Dates** – The Chairman reported that until further notice, Parish Council meetings would be held on Zoom. Residents are reminded that if they wish to attend, they should contact the Parish Clerk for the meeting details. The meetings would all commence at 7.30pm.

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

- Monday 1 February 2021
- Tuesday 16 February 2021
- Monday 1 March 2020
- Tuesday 16 March 2021
- Monday 12 April 2021
- Thursday 22 April 2021 (Bloxham Annual Parish Meeting)

### **175/20 Items for Future Agendas**

- Dog Friendly Stiles
- Flooding
- Parish Council Responsibilities
- Annual Parish Meeting

(The meeting ended at 9.30pm)

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Chairman – 1 February 2021

**BLOXHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON**  
**MONDAY 1 FEBRUARY 2021 AT 7.30PM**

**PRESENT:** Chairman, Councillor Steve Craggs: Councillors Joanna Barton, David Bunn, Sophie Floate, Leonard Leigh, Gloria Lester-Stevens, Mike Morris, Stephen Phipps, Nick Rayner and Heather Westbury.

**ALSO IN ATTENDANCE:** One member of the public.

**APOLOGIES:** District Councillor Christine Heath.

The Chairman welcomed everyone to the meeting and requested Councillors/members of the public to advise the Parish Council if they were recording the meeting, to enable this to be facilitated.

**176/20 Declarations of Interest** – There were no declarations of interest.

**177/20 Minutes** – Prior to the meeting, the minutes of the meeting held on 19 January 2021 had been circulated to the Parish Council and were taken as read.

**Resolved** that the minutes of the meeting held on 19 January 2021 be approved and signed by the Chairman.  
**Action TG**

**178/20 Matters Arising**

- The Chairman referred to the email to the CEO of Oxfordshire County Council regarding Section 106 monies held at the County Council, generated by new developments in Bloxham. This had been previously circulated to all Councillors.
- Councillor Nick Rayner provided an update on the actions to tidy up The Gogs area in the centre of the village. Nigel Prickett had submitted a quote to remove mud and rotting vegetation from the routes and this was approved. **Action TG**. It was also agreed in principle for Cotefield Treecare to be asked to cut back the bushes and overhanging trees in line, within the County Council's standards. A quote would be obtained and reviewed at the Parish Council meeting in September 2021, with a view to carrying out the work in the autumn. **Action TG**
- Councillor Heather Westbury updated the Parish Council on discussions regarding the Hobb Hill footpath. It had been agreed with the landowner that a line indicating the actual route of the footpath, would be sprayed on the ground in paint, to help walkers. The Parish Council agreed to promote better usage of the PROW routes via social media channels and the Parish Council web site. **Action TG**

**179/20 Chairman's Announcements**

- The Chairman thanked those Councillors that attended the Zoom presentation from Bloxham School on their future plans.

**180/20 Open Forum** – The member of the public did not wish to speak.

Several residents' issues had been raised with Councillors, prior to the meeting:

- i) One of the landowners had asked the Parish Council to promote responsible use of their PROW routes and gates via the web site and social media after a section of fence by a flooded kissing gate had been broken down by walkers to avoid the mud. **Action TG**
- ii) The PC received an update from Councillor Gloria Lester-Stevens regarding the flooding and associated flood risks in the area by the Primary School, the Miller Homes site and Tadmarton Road. Residents themselves had cleared several key areas to prevent the houses from being flooded by Sor Brook. In particular they had cleared debris which was preventing water flowing into the attenuation pond on the Miller Homes site. Sandbags were delivered in front of the Thames Water site in Tadmarton Road. It was agreed to

## BLOXHAM PARISH COUNCIL

write to Oxfordshire County Council to determine the frequency of the drain clearance in the area, particularly as straw and hay from farm vehicles appeared to be exacerbating the blocking of street drains. **Action TG**

- iii) Several residents had asked Councillor Nick Rayner to investigate the possibility of improving the surface of the new PROW between Green Hills Park and Queen Street. The County Council's Footpaths Officer was currently looking at options to improve the surface. **Action NLR**

*(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)*

**181/20 Reports from County and District Councillors** – There were no reports from either the County or District Councillors.

### 182/20 Planning

- xxiii) Responses to Planning Applications - The Parish Council discussed the draft guidance document circulated to members regarding the responses to planning applications.

**Resolved** that:

- 1) the report be noted;
- 2) to ensure consistency and shared understanding between Councillors, the approach in the guidance be adopted; and
- 3) confirmation be sought from Cherwell District Council, to clarify whether neighbours to sites for proposed developments are still consulted directly on planning applications. **Action TG**

- xxiv) 21/00102/F, 11 Courtington Lane Bloxham – The Parish Council considered an application for a two storey rear extension with internal remodeling.

**Resolved** that the Parish Council has no objections to application 21/00102/F, however, given the location and access issues of the site, a Transport Management Plan will be needed from the developers. **Action TG**

- xxv) Millers Homes Site, Tadmarton Road, Bloxham - The Chairman reported that the main issue at the site was flooding and in addition, the outstanding list of works had still not been addressed by Miller Homes, despite both the Parish Council and Cherwell District Council requesting the actions be discharged.

The Parish Council was also awaiting a response from the CEO at Oxfordshire County Council, following the email sent by the Chairman regarding the Section 106 funds from developments in Bloxham.

**Resolved** that the report be noted.

- xxvi) Oxfordshire Neighbourhood Plan Alliance (ONPA) - Councillor Leonard Leigh updated the Parish Council on the activities being undertaken by ONPA and the recent successful online seminar regarding Climate change.

**Resolved** that the report be noted.

### 183/20 Environment/Village Matters

- i) New Benches for the Village – The Chairman reported that three replacement benches were due to be installed in the village, however the Parish Council was awaiting quotes for the installation costs. Therefore it was suggested this be discussed at the next meeting.

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



## BLOXHAM PARISH COUNCIL

- ii) Annual Parish Meeting (APM) – The Chairman reported that due to the Pandemic, it was probable that the APM could not be held in the usual way and a discussion followed with regard to how this could be addressed.

**Resolved** that the APM will consist of a virtual update provided to the village via the Parish Council web site, together with the various reports. A video introduction and slides would then be generated and any questions from residents could be sent to the Clerk. **Action SC/NLR/TG**

- iii) Flooding – The Chairman reported that plans to address flooding in the village were still be worked on and there would be an update for the Parish Council in due course.

**Resolved** that the report be noted.

### 184/20 Finance

- xvii) Accounts for Payment & Bank Reconciliation - The Clerk submitted to the Parish Council, the accounts for payment and the bank reconciliation at 1 February 2021.

**Resolved** that the bank reconciliation be noted and following accounts be approved for payment:

Payments	Amount
Theresa Goss – Salary for February 2021	£976.47
Theresa Goss – Expenses for Feb 2021	£31.14
HMRC – February 2021 Payment	£334.11
Oxfordshire County Council – Pension February 2021	£382.61
John Groves – Reimbursement for BNDP Web site hosting and domain name	£28.98
Nigel Prickett – Tidying Queen Street Land	£144.00

### 185/20 Parish Council Matters

- xiii) Parish Council Representatives – There were no reports.
- xiv) Parish Council Responsibilities – The Chairman asked for volunteers for three Parish Council roles.

**Resolved** that:

- Snow Warden – No appointment to this role.
- Monitoring of Trees - Councillor Mike Morris.
- Financial Monitoring – Deferred to the next meeting.

- iii) Storage of Council Assets – The Chairman reported that some Parish Council property was currently stored at Bloxham Recreation Ground and the Parish Council had been requested to relocate these items.

**Resolved** that the Ellen Hinde Hall and Ex-Servicemen’s Hall be asked whether they have any space capacity to store the equipment. **Action SC/TG**

**186/20 Correspondence** – There was no further correspondence.

### 187/20 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 188/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

## BLOXHAM PARISH COUNCIL

**188/20 Jubilee Hall Project** – The Chairman reported the discussions with the contractors on the new tendering process for the final completing works at the Jubilee Hall.

**Resolved** that:

- 1) the report be noted;
- 2) as the Parish Council is currently awaiting the tender document and to minimise delays, delegated authority be given to the Chairman, Vice-Chairman and Councillor Stephen Phipps to agree the tender content prior to the next Parish Council meeting, provided the decision is unanimous. **Action SC/NR/SP**

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

**189/20 Meeting Dates** – The Chairman reported that until further notice, Parish Council meetings would be held on Zoom. Residents are reminded that if they wish to attend, they should contact the Parish Clerk for the meeting details. The meetings would all commence at 7.30pm.

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

### **Please note the revisions in dates**

- Monday 1 February 2021
- Tuesday 16 February 2021
- Monday 1 March 2020
- Tuesday 16 March 2021
- Monday 29 March 2021 (Additional)
- Monday 12 April 2021
- Thursday 22 April 2021 (Bloxham Annual Parish Meeting)
- Wednesday 28 April 2021 (Additional)

### **190/20 Items for Future Agendas**

- Dog Friendly Stiles
- The Slade
- Flooding 16/2/21
- Goggs Tree works for Monday 6/9/2021

(The meeting ended at 9.30pm)

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Chairman – 16 February 2021

**BLOXHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON**  
**TUESDAY 16 FEBRUARY 2021 AT 7.30PM**

**PRESENT:** Chairman, Councillor Steve Craggs: Councillors David Bunn, Sophie Floate, Leonard Leigh, Gloria Lester-Stevens, Mike Morris, Stephen Phipps, Nick Rayner and Heather Westbury.

**ALSO IN ATTENDANCE:**

**APOLOGIES:** None.

Councillor Joanna Barton was not present.

The Chairman welcomed everyone to the meeting and requested Councillors to advise the Parish Council if they were recording the meeting, to enable this to be facilitated.

**191/20 Declarations of Interest** – There were no declarations of interest.

**192/20 Minutes** – Prior to the meeting, the minutes of the meeting held on 1 February 2021 had been circulated to the Parish Council and were taken as read.

**Resolved** that the minutes of the meeting held on 1 February 2021 be approved and signed by the Chairman.  
**Action TG**

**193/20 Matters Arising**

Minute Number 178/20, Hobb Hill Footpath – Councillor Heather Watson reported that she had received an email from Mr Facon with regard to a proposal to adjust the route of the Hobb Hill footpath. Councillor Nick Rayner would advise Beth Rutterford, Footpaths Officer at Oxfordshire County Council that Mr Facon would be seeking her advice on the matter. **Action NR/HW**

**194/20 Chairman's Announcements**

- Virtual Meetings – Legislation which allowed virtual meetings ended on 7 May 2021. It was agreed that the Chairman and Vice-Chairman and Councillors Leonard Leigh and David Bunn would meet to discuss the implications and possible impact on the Parish Council. **Action TG/SC**
- The Winter Hardship Grant had been advertised in the village.
- A wall located in Cumberford had collapsed, but the road had now been reopened. The County Council and District Council were aware of the situation.

**195/20 Open Forum** – There were no residents present.

*(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)*

**196/20 Reports from County and District Councillors** – There were no reports from either the County or District Councillors.

**197/20 Planning**

- 20/03341/LB, Cumberford Cottage, Cumberford, Bloxham – The Parish Council considered an application for a place a woodburner stove within the existing open fireplace in the dining room.

**Resolved** that the Parish Council has no objections to application 20/03341/LB. **Action TG**

- 21/00284/F, 1 Greenhills Park, Bloxham – The Parish Council considered an application for a single storey rear extension, conversion of garage to office and the erection of new link room from proposed extension to proposed office.

## BLOXHAM PARISH COUNCIL

**Resolved** that the Parish Council has no objections to application 21/00284/F. **Action TG**

### 198/20 Environment/Village Matters

- iv) The Slade – The Chairman reported that the Warden at The Slade, Marie Jones, had been invited but was not able to attend the meeting. However her report provided an update on the work at the Local Nature Reserve.

**Resolved** that:

- 1) the report be noted;
  - 2) Marie Jones be thanked for her report and all her work at the Slade; **Action TG**
  - 3) expenditure on the following be approved:
    - Replacement timber to maintain boardwalk.
    - Small mammal survey stations
  - 4) delegated authority be given to the Chairman and the Clerk to approve the expenditure on the pole saw for pollarding willows; **Action MJ/SC/TG**
  - 5) it be noted that the signage on the north side has been started, but completion has been delayed by the Covid-19 lockdown; and
  - 6) Marie Jones be invited to attend a future meeting. **Action TG**
- v) New Benches for the Village – The Chairman reported that three replacement benches were due to be installed in the village and the quote for the installation had now been received.

**Resolved** that:

- 1) three new benches be purchased from Glasdon UK and they be located at Cumberford, opposite Warriner School and on the corner of Milton Road and Barford Road;
  - 2) the quote for the repairs to the bench at Jubilee Park be approved; and **Action DB**
  - 3) the quote for the new base on the corner of Milton Road and Barford Road and the installation of the benches be approved. **Action TG**
- vi) Flooding – The Chairman gave an update on a proposal for a sand store in the village and he would provide an update at a future meeting.

**Resolved** that the report be noted.

### 199/20 Finance

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

**Resolved** that the following accounts for payment be approved:

Grass Cutting Jubilee Park	Green Scythe Ltd	£186.00
Internal Audit 2020-2021	Auditing Solutions Ltd	£252.00
Dehumidifier for Jubilee Hall	Stephen Phipps	£132.56
Plumber for Jubilee Hall	Bryan Curran	£100.00

- ii) Internal Auditor's Interim Report 2020/2021 – Prior to the meeting, the report and recommendations from the Internal Auditor had been circulated to the Parish Council.

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

# BLOXHAM PARISH COUNCIL

## 200/20 Parish Council Matters

- xv) Parish Council Representatives – There were no reports.
- xvi) Parish Council Responsibilities – The Chairman asked for volunteers for Parish Council roles.

### **Resolved** that:

- Snow Warden – Chris Lilley, resident of the village had shown an interest in taking responsibility for this role. **Action NR**
- Financial Monitoring – Deferred to the next meeting. **Action TG**
- Biodiversity Group – A meeting of the Group had been held and Councillor Gloria Lester-Stevens would submit a report to the next meeting. **Action GLS**

**201/20 Correspondence** – There was no further correspondence.

## 202/20 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 203/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**203/20 Jubilee Hall Project** – The Chairman and Councillor Stephen Phipps gave an update on the project at the Hall, following receipt of a letter from Jubilee Park Management Committee.

### **Resolved** that:

- 3) the report and JPMC letter be noted;
- 4) the Parish Council will respond formally to the JPMC letter with clarifications and the Parish Council's position; **Action SC/TG**
- 5) the quote from Mr NC Upton, dated 16 February 2021, for £1488.00 for works to the drainage system be noted;
- 6) it be noted that the drainage system works of £1488.00 be funded by the Jubilee Park Management Committee as the Committee has accepted responsibility for the drainage;
- 7) it be confirmed that the Parish Council will fund the works within the tender for the roof, extraction system and verification of the insulation and it be funded from Section 106 funds;
- 8) it be confirmed that the Parish Council will pay the invoices for the recent emergency plumbing work (£100.00) and hire of a humidifier (£132.56);
- 9) a quote be obtained from an independent surveyor to assess the pipework (including the showers) and identify implementation issues that need to be resolved, for discussion at a future Parish Council meeting to determine how to respond to the results; **Action SC/TG**
- 10) the Parish Council will fund the cost of the pipework assessment (including the showers); and
- 11) clarification be sought from Ian Harban Consultants with regard to their project management role when the works commence. **Action SC**

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

**204/20 Meeting Dates** – The Chairman reported that until further notice, Parish Council meetings would be held on Zoom. Residents are reminded that if they wish to attend, they should contact the Parish Clerk for the meeting details. The meetings would all commence at 7.30pm.

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

- Monday 1 March 2020
- Tuesday 16 March 2021

## **BLOXHAM PARISH COUNCIL**

- Monday 29 March 2021
- Monday 12 April 2021
- Thursday 22 April 2021 (Bloxham Annual Parish Meeting)
- Wednesday 5 May 2021 (moved from 28<sup>th</sup> April)

### **205/20 Items for Future Agendas**

- Goggs Tree works for Monday 6/9/2021
- Biodiversity Group Update

(The meeting ended at 9.50pm)

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Chairman – 1 March 2021

**BLOXHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON**  
**MONDAY 1 MARCH 2021 AT 7.30PM**

**PRESENT:** Chairman, Councillor Steve Craggs: Councillors David Bunn, Sophie Floate, Leonard Leigh, Gloria Lester-Stevens, Mike Morris, Stephen Phipps, Nick Rayner and Heather Westbury.

**ALSO IN ATTENDANCE:** County Councillor Kieron Mallon and District Councillor Christine Heath.

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

The Chairman welcomed everyone to the meeting and requested Councillors to advise the Parish Council if they were recording the meeting, to enable this to be facilitated.

**206/20 Declarations of Interest** – There were no declarations of interest.

**207/20 Minutes** – Prior to the meeting, the minutes of the meeting held on 16 February 2021 had been circulated to the Parish Council and were taken as read.

**Resolved** that the minutes of the meeting held on 16 February 2021 be approved and signed by the Chairman.  
**Action TG**

**208/20 Matters Arising**

Minute Number 198/20, Village/Environment Matters, New Benches for the Village – The Clerk confirmed that the family who were connected to the memorial bench on Cumberford had been consulted with regard to the replacement and that the order for the three new benches would be placed shortly.

**209/20 Chairman's Announcements**

- Miller Homes, Tadmerton Road – A defects report had been sent from Cherwell District Council to Millers Homes.
- Protocol for Marking the Death of a Senior Figure – Changes had been made to the guidance to reflect the Covid-19 pandemic and Councillors had been provided with a copy of the new guidance.
- Local Transport and Connectivity Plan Vision Consultation – The Chairman and Councillor Nick Rayner would collate comments and the deadline for submission was 29 March 2021.

**210/20 Open Forum** – There were no residents present.

*(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)*

**211/20 Reports from County and District Councillors** – County Councillor Kieron Mallon reported that road re-surfacing works between Chipperfield Park Road and Strawberry Terrace would be starting on 15 March 2021 and would last 10 weeks. Councillor Mallon had also been liaising with Councillor Stephen Phipps on a number of matters on Barford Road.

Councillor Mallon also reported that trees had been removed by Crouch Hill in readiness for the installation of a new road layout for the A361, including a new roundabout. The work would be ongoing for a number of months and possibly cause serious disruptions on the A361.

In addition, a motion had been passed at Cherwell District Council with regard to flood management, which suggested that local people could set up flooding response groups. Councillor Mallon felt this initiative might be helpful around the Tadmerton Road area of the village.

## BLOXHAM PARISH COUNCIL

Councillor Christine Heath reported that the resident from Penny Meadow, 2 The Ridgeway, Bloxham had been in touch with her regarding a recently refused planning application at his property. Councillor Heath would look into this further.

### 212/20 Planning

i) Planning Applications

- 21/00370/F & 21/00371/LB, Brook Cottage, Little Bridge Road, Bloxham – The Parish Council considered an application for a single storey timber conservatory.

**Resolved** that the Parish Council has no objection to applications 21/00370/F & 21/00371/LB. **Action TG**

ii) Cherwell Local Plan Review 2040 - Planning for Cherwell to 2040 – Prior to the meeting, Councillors Sophie Floate and Stephen Phipps had drafted the response regarding the village services questionnaire for submission to Cherwell District Council.

**Resolved** that any further comments from Councillors be sent to Councillors Sophie Floate and Stephen Phipps by Friday 12 March 2021. **Action ALL**

### 213/20 Environment/Village Matters

i) Biodiversity Group – The Parish Council received an update on the work of the Biodiversity Group.

**Resolved** that:

- 1) the report be noted;
- 2) the first area of biodiversity will be located at the bottom of Winters Way onto Tadmerton Road;
- 3) this will be followed by two further areas in Painters Close and at the junction of Hawke Lane and Unicorn Street;
- 4) it be noted that the Biodiversity Group is willing to take responsibility for the village planters on the A361 and the Parish Council's thanks be passed to the Group; and
- 5) it be noted that funds have been allocated in the Village Works budget from April 2021 to support the work of the Biodiversity Group.

ii) Bloxham Annual Parish Meeting – The Parish Council discussed the Annual Parish Meeting being held on Thursday 22 April 2021 at 7.30pm on Zoom.

**Resolved** that the Annual Parish Meeting be organised as a Webinar on Zoom and the County and District Councillors also be invited to attend and present their reports. **Action SC/TG**

iii) Bowls Club Sign – The Parish Council discussed a request for a new sign at the entrance road to the Bowls Club. Since the publication of the report, Councillor Stephen Phipps had met with the Bowls Club and it had been agreed to change the location and erect a three-way sign to Dewey Hall, Jubilee Hall and Bloxham Bowls Club.

**Resolved** that a three-way directional sign to Dewey Hall, Jubilee Hall and Bloxham Bowls Club be approved. **Action SP**

### 214/20 Finance

xix) Accounts for Payment & Bank Reconciliation - The Clerk submitted to the Parish Council, the accounts for payment and the bank reconciliation as at 1 March 2021.



## BLOXHAM PARISH COUNCIL

**Resolved** that the bank reconciliation as at 1 March 2021 be approved and following accounts for payment be approved:

Theresa Goss – Salary and expenses for March 2021	
HMRC – Payment for March 2021	
Oxfordshire County Council – Clerks Pension for March 2021	
Bloxham Nursery – Christmas Tree	£120.00
Theresa Goss – Drop Box Annual Subscription	£95.88
Oxfordshire Playing Fields Association – Annual Subscription	£53.00

- ii) Section 106 Funds – The Parish Council considered the response from Oxfordshire County Council regarding the Section 106 funds allocated to Bloxham. This was following an email from the Chairman highlighting the Parish Council's concerns about not being consulted before funds were agreed with developers and subsequently allocated to projects.

**Resolved** that:

- 1) the Section 106 Community Benefit list be reviewed and discussed at a future meeting; and **Action TG**
- 2) a response be sent to Oxfordshire County Council requesting clarification on a number of the points contained in their reply to the Chairman. **Action SC**

### 215/20 Parish Council Matters

- xvii) Vacancies – The Clerk reported that there had not been any applications for cooption.

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

- xviii) Parish Council Representatives – Councillor Leonard Leigh reported that the Oxfordshire Neighbourhood Plan Alliance (ONPA) were providing webinars in a variety of subjects.

**Resolved** that the report be noted.

- xix) Parish Council Responsibilities – The Chairman reported that the two remaining roles (below) had now been filled.

**Resolved** that:

- Snow Warden – Resident of Bloxham, Chris Lilley, has agreed to be the lead Snow Warden and thanks be passed to him.
- Financial Monitoring – Councillor Joanna Barton

- xx) Training Policy – Prior to the meeting, the Clerk had circulated a draft Parish Council training policy.

**Resolved** that the training policy be approved.

**216/20 Correspondence** – The Clerk reported that three new directional signs to the Bloxham Bowls Club had been erected on the highway by Oxfordshire County Council.

### 217/20 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 218/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

## **BLOXHAM PARISH COUNCIL**

**218/20 Jubilee Hall Project** – The Chairman and Councillor Stephen Phipps gave an update on the project at the Hall.

**Resolved** that the report be noted.

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

**219/20 Meeting Dates** – The Chairman reported that until further notice, Parish Council meetings would be held on Zoom. Residents are reminded that if they wish to attend, they should contact the Parish Clerk for the meeting details. The meetings would all commence at 7.30pm.

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

- Tuesday 16 March 2021
- Monday 29 March 2021
- Monday 12 April 2021
- Thursday 22 April 2021 (Bloxham Annual Parish Meeting)
- Wednesday 5 May 2021

### **220/20 Items for Future Agendas**

- Goggs Tree works for Monday 6/9/2021
- Members' Allowances 2021/2022
- Cherwell Local Plan Review 2040 - Planning for Cherwell to 2040
- Community Benefit Section 106 List

(The meeting ended at 9.05pm)

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Chairman – 16 March 2021

**BLOXHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON**  
**TUESDAY 16 MARCH 2021 AT 7.30PM**

**PRESENT:** Chairman, Councillor Steve Craggs: Councillors Joanna Barton, David Bunn, Sophie Floate, Leonard Leigh, Gloria Lester-Stevens and Stephen Phipps.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer), County Councillor Kieron Mallon and one member of the public.

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

Parish Councillor Mike Morris submitted his apologies because he was at work, the apologies were accepted and the absence authorised.

District Councillors Mike Bishop and Christine Heath.

Councillor Nick Rayner was not present.

The Chairman welcomed everyone to the meeting and requested Councillors to advise the Parish Council if they were recording the meeting, to enable this to be facilitated.

**221/20 Declarations of Interest**

Minute Number 228/20 (i), Planning Applications, 21/00605/F, Penny Meadow, 2 The Ridgeway, Bloxham – Councillor David Bunn declared an interest because he was a neighbour to the site of the application.

**223/20 Minutes** – Prior to the meeting, the minutes of the meeting held on 16 March 2021 had been circulated to the Parish Council and were taken as read.

**Resolved** that the minutes of the meeting held on 16 March 2021 be approved and signed by the Chairman.  
**Action SC/TG**

**224/20 Matters Arising**

Minute Number 213/20/20, Environment/Village Matters - Biodiversity Group – Councillor Gloria Lester-Stevens reported that the Biodiversity Group had suggested a 'No Mow in May'. It was agreed that this matter would be discussed at the next meeting. **Action TG**

The Biodiversity Group had also emailed to the Clerk, a schedule of the work they intended to carry out on the village planters and the three trial wild flower areas. It was agreed that the £230.00 quote would be funded from the general planting budget and that maintaining the planters should go ahead. However, it was felt that prior to any planting of the proposed wildflower areas, the Parish Council's intention not to cut these areas should be advertised in the village so that local residents were aware. Councillor Leonard Leigh also agreed to speak to the residents of Painters Close. **Action TG**

Minute Number 214/20, Finance - Section 106 funds – The Chairman reported that he had sent a further response to the Leader of the County Council, County Councillor Ian Hudspath asking for clarification around Section 106 funds and how Parish Councils could be engaged in improving the process.

**225/20 Chairman's Announcements** – There were no Chairman's Announcements.

**226/20 Open Forum** – A resident addressed the Parish Council with regard to their objection to planning application 21/00557/F, Creek Cottage, Little Bridge Road, Bloxham.

Councillor Stephen Phipps reported that a resident had asked whether other residents could be asked to pick up litter if it accumulated outside of their property. It was agreed that a note would be included in the Broadsheet asking residents to pick up litter if they saw it lying around the village. **Action TG**

## BLOXHAM PARISH COUNCIL

Councillor Phipps also reported that a sculpture had been erected in Bodicote to reflect the history and character of the village and he suggested that Bloxham could consider something similar. It was agreed that Councillors would look at the sculpture in Bodicote and this would be discussed again at a future meeting. **Action ALL**

Councillor Phipps highlighted that dogs in Jubilee Park should be kept on a lead in the play area. This would be reported in the Broadsheet to remind residents. **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)*

**227/20 Reports from County and District Councillors** – County Councillor Kieron Mallon had nothing to report. There were no reports from the District Councillors.

### 228/20 Planning

#### iii) Planning Applications

- 21/00557/F, Creek Cottage, Little Bridge Road, Bloxham – The Parish Council considered an application for a side and rear extension.

**Resolved** that:

- 1) the Parish Council objects to application 21/00557/F because it feels the development is contrary to the following Bloxham Neighbourhood Development Plan polices:
  - BL 9a - Ensure that the living conditions of neighbouring residents are not materially harmed.
  - BL10a - Development shall be permitted within the Conservation Area where it can demonstrate that it preserves or enhances the character or appearance of the area.
  - BL11 (a) and (c) - 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.
  - BL12 - Any development proposed within or near the key views identified in the Conservation Area Appraisal 2007 or any successor document, must ensure that key features of the view can continue to be enjoyed and that any development has an acceptable impact in relation to the visual qualities of those views. All development shall demonstrate that it does not result in harm to the rural or heritage character of the village.
- 2) should Cherwell District Council be minded to approve the application, a Traffic Management Plan is required to limit the impact on local residents who live along the narrow roads in the vicinity of the site; and
- 3) Cherwell District Council be requested to provide details on the pre-application process and confirm whether the Conservation Area Officer is consulted during this process, with regard to all applications in the Conservation Area. **Action TG**

- 21/00444/F, 34 Greenhills Park, Bloxham – The Parish Council considered an application for the erection of a first floor extension above the existing single storey garage, to provide larger bedrooms and an en-suite to the master bedroom.

**Resolved** that the Parish Council has no objection to application 21/00444/F. **Action TG**

- 21/00605/F, Penny Meadow, 2 The Ridgeway, Bloxham – The Parish Council considered an application for a first floor rear extension.

**Resolved** that the Parish Council has no objection to application 21/00605/F, however if the application is approved, loading should be completed at the rear of the site to ensure that The Ridgeway does not become blocked. **Action TG**

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- 21/00329/CLUP, 13 Chipperfield Park Road, Bloxham – The Parish Council considered an application for the erection of porch.

**Resolved** that:

- 1) the Parish Council makes no comment on application 21/00329/CLUP; and
- 2) in future, when CLUP applications are received from Cherwell District Council, they be circulated to the Parish Council for information but not included on an agenda, unless a Councillor specifically requests this. **Action TG**

- iv) Local Transport and Connectivity Plan Vision Consultation – The Chairman and Councillor Nick Rayner had collated comments on the consultation document.

**Resolved** that the comments be approved and submitted to Oxfordshire County Council. **Action SC/TG**

- v) Cherwell Local Plan Review 2040 - Planning for Cherwell to 2040 – The Parish Council considered the submission, which had been collated by Councillors Stephen Phipps and Sophie Floate.

**Resolved** that the comments be approved and submitted to Cherwell District Council. **Action TG**

### 229/20 Environment/Village Matters

- i) Vehicle Activated Sign (VAS) A361 – The Parish Council discussed erecting the VAS on the A361 by Bloxham Recreation Ground.

**Resolved** that:

- 1) the report be noted; and
- 2) the erection of the VAS be approved in principle, subject to confirmation of the availability of funding from Oxfordshire County Council. **Action TG**

### 230/20 Finance

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

**Resolved** that the following accounts for payment be approved:

Community First Oxfordshire – Annual Subscription	£70.00
Oxfordshire Neighbourhood Plan Alliance – Annual Subscription	£50.00

- ii) Containing Covid-19 Outbreak Management Fund – The Parish Council discussed which village organisations could benefit from this grant funding from Cherwell District Council.

**Resolved** that delegated authority be given to the Clerk and Responsible Financial Officer, Chairman, Councillor Joanna Barton and Councillor Sophie Floate to identify suitable organisations which fit into the criteria and submit the application to Cherwell District Council before the deadline of 26 March 2021. **Action SC/JB/SF**

- iii) Members' Allowances 2021/2022 – The Parish Council considered the report of the Independent Parish Remuneration Panel with regard to Members' Allowances for 2021/2022.

**Resolved** that:

- 1) the report be noted;
- 2) no basic allowance be paid to Councillors in 2021/2022; and

## **BLOXHAM PARISH COUNCIL**

- 3) Councillors be reimbursed for travel and subsistence during 2021/2022, on the production of receipts to the Clerk and Responsible Financial Officer.
- iv) Section 106 Funds – The Parish Council reviewed the Section 106 Community Benefits List, which included items the Parish Council would like to be considered during the negotiations between the local authority and developers in the future.

**Resolved** that:

- 1) the Community Benefits Section 106 List be approved (as detailed in Appendix 1 to the minutes) with the following inclusions: support for climate change measure such as electric cars charging points, resurfacing the car park opposite the Primary School and additional Vehicle Activated Signs; and **Action TG**
- 2) the Community Benefits Section 106 List be submitted to Cherwell District Council and Oxfordshire County Council. **Action TG**

### **231/20 Parish Council Matters**

- xxi) Vacancies – The Clerk reported that there had not been any applications for cooption.

**Resolved** that the two vacancies continue to the advertised. **Action TG/SC**

- xxii) Parish Council Representatives – There were no reports.

**Resolved** that the report be noted.

- xxiii) Data Protection Act 2018 – The Parish Council reviewed the Parish Council's Data Protection Act 2018 policies.

**Resolved** that no amendments be made to the Parish Council's policies in relation to the Data Protection Act 2018.

- xxiv) Staffing Committee – The Chairman reported that the minutes would be discussed at the next Parish Council meeting.

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

**232/20 Correspondence** – There was no further correspondence.

### **233/20 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 234/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**234/20 Jubilee Hall Project** – The Chairman and Councillor Stephen Phipps gave an update on the project at the Hall.

**Resolved** that the report be noted.

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

**235/20 Meeting Dates** – The Chairman reported that until further notice, Parish Council meetings would be held on Zoom. Residents are reminded that if they wish to attend, they should contact the Parish Clerk for the meeting details. The meetings would all commence at 7.30pm.

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

## **BLOXHAM PARISH COUNCIL**

- Monday 29 March 2021
- Monday 12 April 2021
- Thursday 22 April 2021 (Bloxham Annual Parish Meeting)
- Wednesday 5 May 2021
- Wednesday 19 May 2021

### **236/20 Items for Future Agendas**

- Goggs Tree works for Monday 6/9/2021
- 'No Mow May' – Biodiversity Group
- Staffing Committee Minutes
- Return to Physical Meetings
- Vehicle Activated Sign (VAS) A361

(The meeting ended at 9.00pm)

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Chairman – 29 March 2021

**BLOXHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON**  
**MONDAY 12 APRIL 2021 AT 7.30PM**

**PRESENT:** Chairman, Councillor Steve Craggs: Councillors Joanna Barton, David Bunn, Sophie Floate, Leonard Leigh, Gloria Lester-Stevens, Mike Morris, Stephen Phipps and Nick Rayner.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer), District Councillor Christine Heath and two members of the public.

**APOLOGIES:** County Councillor Kieron Mallon.

The Chairman welcomed everyone to the meeting and requested Councillors to advise the Parish Council if they were recording the meeting, to enable this to be facilitated.

The Chairman asked the Parish Council to remain silent for two minutes as a mark of respect for HRH The Prince Philip, Duke of Edinburgh following his death on 9 April 2021.

**253/20 Declarations of Interest** – There were no declarations.

**254/20 Minutes** – Prior to the meeting, the minutes of the meeting held on 29 March 2021 had been circulated to the Parish Council and were taken as read.

**Resolved** that the minutes of the meeting held on 29 March 2021 be approved and signed by the Chairman.  
**Action SC/TG**

**255/20 Matters Arising**

Minute Number 243/20 (i), Planning Applications – 21/00693/F, 14 Schofields Way, Bloxham – The Chairman reported that he had contacted Cherwell District Council with regard to the rules around fencing off amenity land. It was agreed that this was an area of concern for the Parish Council and further details on areas of amenity land in the village would be requested from Cherwell District Council. **Action TG**

**256/20 Chairman's Announcements**

- Heather Westbury had unfortunately resigned from the Parish Council due to personal reasons.
- An email had been received from Tom Smith with regard to issues on the public rights of way and the permissive footpaths with walkers vandalising fencing and not picking up dog mess. It was agreed that an article would be produced for the Broadsheet highlighting to residents, the possible consequences of footpath closures, if behaviour did not improve. This would also be published on the usual web sites and Facebook pages. **Action SCTG**

**257/20 Open Forum** – The residents in attendance did not wish to address the Parish Council.

Councillor David Bunn reported that a lot of litter was being left by the bus stop outside the Ex-Servicemen's Hall. It was agreed that a quote would be obtained for a litter bin which could be fixed to the bus stop and this would be discussed at a future meeting. **Action TG**

Councillor David Bunn also reported that a footpath on Bloxham Grove Road, near to Warriner School, was impassable when the weather was wet. This would be reported to the Footpaths Officer at Oxfordshire County Council. **Action TG**

It was also highlighted that there were a number of volunteer litter pickers in the village and the Parish Council passed its thanks to all of those volunteers. A note would also be included in the Broadsheet. **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)*



## BLOXHAM PARISH COUNCIL

**258/20 Reports from County and District Councillors** – There was no report from County Councillor Kieron Mallon. District Councillor Christine Heath reported on a tree in Green Garth which required work completing to it. Councillor Heath would send the details to the Clerk. **Action CH/TG**

### 259/20 Planning

#### vi) Planning Applications

- Results of Planning Applications – None
- 21/01015/F, Hifiolds, Banbury Road, Bloxham – The Parish Council considered an application for the demolition of existing conservatory & single-storey extension, an erection of new single storey extension. Install 2no windows to existing ground floor side elevation and infill main entrance open porch to create new closed porch entrance and internal alterations

**Resolved** that the Parish Council has no objections to application 21/01015/F. **Action TG**

- 21/00958/ADV, Co-op, High Street, Bloxham – The Parish Council considered an application for an internally illuminated fascia sign, 1no internally illuminated projecting sign, 3 no. non-illuminated window graphics

**Resolved** that:

- 1) the Parish Council objects to application 21/00958/ADV because it fears the cumulative effect of the existing and proposed lights will be unacceptable for the neighbours, and there is no evidence in the application to allay this concern.

It is therefore contrary to Bloxham Neighbourhood Development Plan policy BL9a. The site is also located in a Conservation Area which makes the additional light pollution unsuitable for the High Street.

If the Planning Authority is minded to approve the application, the proposed lights should be turned off, thirty minutes after the shop has closed. **Action TG**

- 2) contact be made with Cherwell District Council's Environmental Health Department with regard to the effect on neighbours of the existing lights; and **Action TG**
- 3) a letter be written to the Co-op asking for clarification as to why, the mission statement on their web site (referring to protecting the environment and supporting the health and well-being of their customers) contradicts application 21/00958/ADV to install additional lighting and causing light pollution on High Street, Bloxham, which has a detrimental impact on the environment and their customers. **Action TG**

### 260/20 Environment/Village Matters

- i) Bloxham Annual Parish Meeting (APM) – The Parish Council discussed the APM scheduled for Thursday 22 April 2021 at 730pm on Zoom. All residents were invited to attend.

**Resolved** that the information received relating to vandalism of farmers' property be shared by the Chairman at the Annual Parish Meeting. **Action SC**

### 261/20 Finance

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

**Resolved** that:

## BLOXHAM PARISH COUNCIL

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

Theresa Goss – Salary for April 2021	
Theresa Goss – Expenses for April 2021	
HMRC – April 2021 payment	
Oxfordshire County Council – Clerks Pension for April 2021	
Auditing Solutions Ltd – Internal Audit 2020/2021	£180.00
Glasdon UK Ltd – Three benches	£1881.61
CPRE – Annual Subscription	£36.00

- xxii) Accounts 2020/2021 – The Parish Council considered the Annual Governance and Accountability Return for the year ended 31 March 2021 and the Receipts and Payments as at 31 March 2021.

**Resolved** that:

- i) the Receipts & Payments Account as at 31 March 2021 be approved; and
  - ii) the Annual Governance Statement 2020/2021 (Section 1) and the Accounting Statement for 2020/2021 (Section 2) be approved. **Action TG**
- iii) Internal Auditor's Report 2020/2021 – Prior to the meeting, the Parish Council had received the Internal Auditors final report for 2020/2021.

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

### 262/20 Parish Council Matters

- xxv) Vacancies – The Chairman reported that two residents had been in contact with the Parish Council, expressing an interest in becoming a Parish Councillor.

**Resolved** that the report be noted.

- xxvi) Parish Council Meetings Post 7 May 2021 – The Parish Council discussed the format of Parish Council meetings once the emergency legislation expired on 7 May 2021.

**Resolved** that in response to the Covid-19 situation, Bloxham Parish Council believes it is not safe to hold a physical Parish Council meeting.

The Parish Council agrees that beyond 7 May 2021, it grants the Clerk and Responsible Financial Officer, delegated authority to make decisions on behalf of the Parish Council, where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline.

The delegation does not extend to matters expressly reserved to the Parish Council in legislation or in its Standing Orders or Financial Regulations.

Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first physical meeting of the Parish Council, or upon changes to Government legislation, whichever is the soonest.

- 263/20 Correspondence** – The Chairman reported that the Agent for the planning application at Creek Cottage had contacted the Parish Council requesting information provided at the previous meeting. The Chairman advised on his response.

The Chairman also reported on correspondence from Bloxham School with regard to people diverting from the footpath between Bloxham Grove Road and The Ridgeway and walking across their playing field. The Chairman would circulate the emails to the Parish Council for their feedback. **Action SC**

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Councillor Stephen Phipps reported on the issues at the Jubilee Hall car park and drivers parking their cars on the car park when they were not using the facility.

**Resolved** that the report be noted.

### 264/20 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 265/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**265/20 Jubilee Hall Project** – The Chairman and Councillor Stephen Phipps gave an update on the project at the Hall.

**Resolved** that the report be noted and the Chairman and Councillor Stephen Phipps be authorised to progress the project as necessary.

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

**266/20 Meeting Dates** – The Chairman reported that until further notice, Parish Council meetings would be held on Zoom. Residents are reminded that if they wish to attend, they should contact the Parish Clerk for the meeting details. The meetings would all commence at 7.30pm.

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

- Thursday 22 April 2021 (Bloxham Annual Parish Meeting)
- Wednesday 5 May 2021
- Wednesday 19 May 2021

### 267/20 Items for Future Agendas

- Goggs Tree works for Monday 6/9/2021
- Vehicle Activated Sign (VAS) A361
- Tree in Winters Way
- Dispensations for Councillors
- Litter bin at bus stop outside the Ex-Servicemen's Hall
- Warriner School - Public Right of Way
- Additional dog waste bins & litter bins & signage

(The meeting ended at 9.20pm)

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Chairman – 5 May 2021