

# BLOXHAM PARISH COUNCIL

## MINUTES OF THE MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 12 MAY 2014 AT 7.30PM

**PRESENT:** Chairman Councillor Geoff Mollard; Councillors Jim Golby, Mary Groves, Patricia Hopkins, Gloria Lester-Stevens, Stephen Phipps, Nick Rayner, Sue Slater, David Tyrrell and Jenny Yates.

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

**APOLOGIES:** District Councillor Lynda Thirzie-Smart and County Councillor Kieron Mallon also submitted their apologies.

### 171/13 DECLARATIONS OF INTEREST

Minute Number 176/13 (i) Planning Applications – Councilor Gloria Lester-Stevens declared an interest because she and her husband owned a property in close proximity to 4 Brookside Way, Bloxham, which was the subject of a planning application.

**Resolved** that the declaration of interest be noted.

**172/13 MINUTES** - The minutes of the meeting held on 7 April 2014 were taken as read and duly adopted and signed by the Chairman, with the following amendment:

Minute Number 168/13 – The Red Lion –The minute be amended to remove all financial information relating to the Red Lion and be amended to read:

Red Lion – Councillor Mary Groves reported that an offer had been made to Fullers for the Red Lion and the Committee was waiting for a reply to their offer. Fundraising was on-going and there were a number of definite pledges, as well as some uncollected pledges and unpledged offers.

**Resolved** that the minutes be approved.

### 173/13 MATTERS ARISING FROM THE MINUTES 7 APRIL 2014

Minute Number 160/13 - Verge Posts – Councillor Jenny Yates reported that a site meeting was being held on 14 May 2014 with the County Council to discuss the positioning of the verge posts by the School.

Minute Number 160/13 – Risk Assessment – Councillor Stephen Phipps reported that the risk assessment for the winter volunteers would be carried out in September/October 2014.

Minute Number 160/13 – Grit Bin – The Clerk reported that the County Council had corresponded with Parish Council on this matter some time ago, when it had first been agreed to move the grit bin. The siting of the bin would now be part of the County Council's review of grit bins in the summer.

**174/13 RESIDENTS' ISSUES** – Councillor Stephen Phipps introduced Marie Jones to the Parish Council. Marie had written a Management Plan for The Slade and this had been circulated to members, prior to the meeting. It was hoped that once the transfer from the County Council had taken place, that Marie would manage the facility on behalf of the Parish Council.

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Councillor Phipps reported that he had recently attended a site visit with the Chairman and Marie and it was noted that the culvert had got worse as there were a number of fallen trees in it and the boundary fence needed to be fixed. The pre-questionnaire should also be completed by the County Council prior to the transfer.

The Parish Council felt that because this had been on-going for such a long time, that a meeting with all the necessary parties should be held as soon as possible, with Nick Pugh from Aplins in attendance too, so that he could advise the Parish Council accordingly.

Marie Jones reported to the Parish Council, back ground information about herself and how she became involved, from an early age, in nature conservation. She was involved with Reg Tipping and his team and was keen to look after The Slade and make it an enjoyable place for the residents and particularly children, to visit. Marie advised that the Management Plan which she had produced, was a five year Plan, which would be reviewed annually. The Chairman thanked Marie for all her work at The Slade and for producing the Management Plan.

Members felt that a quarterly report from Marie, either in person or via Councillor Phipps, to the Parish Council would be helpful.

Councillor Stephen Phipps highlighted the issue with the boundary and that it would border with the new country park, which was part of the Miller Homes development. At the moment, the field where the country park was to be situated, was a ploughed field, however, once the park had been completed, if it was then a meadow, it could cause more flooding issues because the water would not be absorbed into the ground as quickly.

There may also be issues with people walking from the country park into The Slade if the boundary was not repaired.

Councillor Gloria Lester-Steven suggested that the boundary between the country park and The Slade could be in the form of allotments or a community orchard to form a natural barrier. Marie had considered planting a hedge. The Parish Council felt that all the ideas should be discussed again at a later date, when more information was known and the full planning application from Miller Homes had been submitted.

Councillor Jenny Yates reported that the country park would be the responsibility of a management company and this would be set up once the full planning application had been submitted.

**175/13 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** - Prior to the meeting, District Councillors Lynda Thirzie-Smart and Christine Heath and County Councillor Kieron Mallon had circulated their reports.

The Parish Council raised a concern that in her report, Councillor Thirzie-Smart had referred to Cherwell District Council dismissing the request from the Parish Council, for their policy on LEAPS and LAPS to be changed. The Parish Council had emailed Councillor Barry Wood on 6 May 2014 about this matter, but had not yet received a response. The Clerk was asked to contact Councillor Thirzie-Smart for clarification on this matter.

**Resolved** that the reports be noted.

**176/13 PLANNING**

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- i) Planning Applications - Councillor Jenny Yates reported on the planning applications which had been considered by the Parish Council's Planning Committee since the last meeting.

**Resolved** that the planning applications be noted.

- ii) Results of Planning Applications - Councillor Jenny Yates reported to the Parish Council on results of applications which had been determined by Cherwell District Council's Planning Committee.

**Resolved** that the results of the planning applications determined by Cherwell District Council, be noted.

- iii) Update on Bovis Homes – Prior to the meeting, notes of the meeting with Bovis Homes, held on 24 April 2014 had been circulated. The meeting had been attended by Councillors Mary Groves, Susan Slater, Gloria Lester-Stevens, Patricia Hopkins, Stephen Phipps and Jenny Yates. District Councillor Christine Heath had also attended. The meeting had been very useful and there were a number of items which the Parish Council would continue to monitor.

It was also reported that Bovis had erected a large sign on Barford Road which did not currently have planning permission, therefore the Parish Council had asked for it to be taken down.

**Resolved** that the report be noted.

- iv) Local Heritage Assets - Councillor Jenny Yates and Stephen Phipps had attended a workshop at Cherwell District Council with regard to registering local heritage assets. Heritage assets which could be registered ranged from ridge and furrow fields to buildings in the Parish. The Parish Council felt that a local person with knowledge of the village should be asked to take up the project. It was suggested that Peter Barwell, from Bloxham Museum, or the History Society would be appropriate.

**Resolved** that the report be noted and Peter Barwell be asked to investigate the heritage assets on behalf of the Parish Council. **Action TG**

- v) Local Areas for Play (LAP) and Local Equipped Areas for Play (LEAP) – As referred to earlier in the meeting, an email had been sent to Councillor Barry Wood, Leader of Cherwell District Council, and the Parish Council was still awaiting a response.

**Resolved** that the report be noted.

- vi) Planning Application 14/00184/F Green Up – It was reported that it had finally been agreed that this planning application would be "called in " at the Cherwell District Council Planning Committee in June 2014.

District Councillor Christine Heath would be having a meeting with Bob Duxbury and Councillor Rose Stratford prior to the Planning Committee on the 15 May 2014 and she would reinforce the point that the application should be determined by the Committee and not at officer level.

Councillor Jenny Yates reported that the Parish Council's Planning Committee would be discussing this application at their meeting on 20 May 2014 and that the applicant and the neighbours would be welcome to attend.

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**Resolved** that the report be noted.

- vii) Painters Farm Field – Prior to the meeting, notes of a request from the owner of Painters Farm Field had been circulated to the Parish Council. The owner had met with the Parish Council's Planning Committee to discuss the location of the proposed agricultural dwelling that already had planning permission on this site. Part of the proposal included the possibility of a car park for the Primary School.

The Parish Council supported the change of location and materials and the proposed car park, but the members could not support the removal of the agricultural tie on the land.

**Resolved** that the report be noted and Mr Facon be advised of the Parish Council's decision on this matter. **Action JY**

## 177/13 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP)

John Groves reported that the grant funding had now been received and this would be used to pay for a consultant. There had also been a number of working group meetings with regard to housing and infrastructure.

The results of the questionnaire should be available prior to the Annual Parish Meeting on 12 June 2014 and the return rate to date had been approximately 30%.

John was thanked for attending the meeting and for all his work on the Plan. He was also thanked for organising and manning a stall at Bloxfest, providing information and answering questions from residents.

**Resolved** that the report be noted.

## 178/13 PARISH COUNCIL MATTERS

### i) Committees

- 1) Environment Committee – A meeting of the Committee had been held on 8 May 2014, but the minutes had not yet been finalised. At the Committee meeting it had been reported that the Assets Register needed to be updated to include an area of land at the back on Winters Way.

The Clerk was also asked to contact the County Council to request a copy of the plan showing the areas of grass which the Parish Council cuts on behalf of the County Council.

**Resolved** that:

- i) the report be noted;
  - ii) the Assets Register be amended to include land at the rear of Winters Way and the vegetation be cut back; and **Action TG**
  - iii) the County Council be asked for a plan of the grass cutting areas in the village.  
**Action TG**
- 2) Resources Committee – There had not been a meeting on the Committee since the last meeting of the Parish Council.

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**Resolved** that the report be noted.

- 3) Planning Committee – Prior to the meeting, the minutes of the meeting held on 14 April 2014 had been circulated to the Parish Council.

Councillor Gloria Lester-Stevens reported that the ditch opposite the School needed clearing again and grills needed to be repaired. The Clerk was asked to report these to the County Council.

**Resolved** that the report be noted and the Clerk to report the issue of the ditch and the grills to the County Council. **Action TG**

- ii) Drop-in and Chat Session – Councillor Jenny Yates reported that she had attended the last drop-in and chat session at Bloxfest and a number of issues had been reported:
- a) a residential premises on the High Street, Bloxham, had been subjected to some anti-social behavior from passers-by. Sir Tony Baldry MP had agreed to take up this matter with Thames Valley Police on behalf of the resident.
  - b) Ad Hoc car sales were taking place on High Street. Sir Tony Baldy MP agreed to take up this matter too.
  - c) there were issues with missed bins, but this was a matter for the District Council. Councillor Heath advised that if she was contacted in these circumstance then a quick response could be arranged.
  - d) the beech tree outside of the Chip Shop/hairdressers had a number of notices attached to it, which was damaging the tree.
  - e) a dropped kerb at the war memorial was requested.
  - f) the VAS on the Barford Road was in the wrong position, but this had already been reported to the County Council who had given some alternative options. The Parish Council discussed the possibility of a solar powered VAS should be installed on Barford Road using Section 106 monies and the current one be kept by the County Council, on behalf of the Parish Council, until another suitable site was found.
  - g) the pavement in Chapel Street had been damaged by Thames Water contractors and had been closed for about six weeks after a huge tanker went across the pavement, broke it all up, including a manhole cover. Highways had been out and put a “closed pavement” sign up but when a resident followed it up with a call to Highways because he felt it was very dangerous, he was told there was no money to do the job. There was a metal plate across the manhole, but not fixed in any way so children or any other pedestrian could easily lift this, possibly resulting in someone actually falling into the manhole.

**Resolved** that:

- 1) the report be noted;
- 2) the Clerk to contact the County Council to ask for further information with regard to a dropped kerb at the war memorial; **Action TG**
- 3) a solar powered VAS should be installed on Barford Road using Section 106 monies and the current one be kept by the County Council, on behalf of the Parish Council, until a new suitable site was found. and **Action JY**
- 4) a meeting be arranged with Thames Water to discuss the issue in Chapel Street. **Action TG**

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- iii) Jubilee Park Management Committee – District Councillor Christine Heath reported that there were now 13 members on the Committee and there would be 14 once the Parish Council had appointed its representative for 2014/2015.

Councillor Susan Slater reported that she had been in touch with the Charity Commission and had been advised that trustees were not needed for the land because it was invested with the Official Custodian. However she was not yet clear if trustees had to be appointed for the purposes of the Hall.

The Chairman thanked Councillor Slater for her work and the Parish Council was happy for her to continue to look into the issue of whether or not trustees were needed for the building.

**Resolved** that the report be noted.

- iv) Parish Liaison Meeting 18 June 2014 – The Clerk confirmed that a number of agenda items had been forwarded to Cherwell District Council and Councillors Jenny Yates and Stephen Phipps would be attending the meeting.

**Resolved** that the report be noted.

- v) Gas Pipe from Jubilee Park – The Clerk reported on a request from the resident of 1 Barley Croft to install a new gas connection to replace their oil heating. The map circulated prior to the meeting, showed the proposed routing and connection of this pipe which covered the Jubilee car park and access road to Dewey Sports Centre.

The Parish Council discussed this request but had concerns that the car park could be damaged as a result of this work, therefore the request could not be approved.

The members suggested that a better route would be from the other side of the speed hump or from other properties close-by.

**Resolved** that:

- 1) the report be noted; and
- 2) the resident be advised of the Parish Council's decision not to allow the gas connection from Jubilee car park and other possible options be discussed with the resident. **Action TG**

### 179/13 FINANCE

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

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

Payment	Amount	Cheque no.
Theresa Goss – Salary & Expenses May 2014	£776.24	665
Katherine Mills – Salary for April 2014	£69.85	666
Oxfordshire County Council Pension Fund	£169.47	667
CPRE – Annual Membership	£36.00	668
Bloxham Mill Ltd – Room Hire	£103.25	669

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Solagen Ltd – Repairs to VAS	£149.40	670
Adderbury Parish Council – Use of laptop and printer	£30.00	671
Oxfordshire County Council – Grit for grit bins	£300.00	672
N Prickett – Grass Cutting	£1218.00	673
NALC - LCR Magazine Annual Subscription	£17.00	674
Broker Network Ltd – Parish Council Insurance	£499.44	675
HMRC April Payment	£190.53	676
HMRC May Payment	£302.74	677
Bloxham Gardening Club	£149.68	678

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 12 May 2014 for the Bank of Ireland bank accounts.

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

- iii) Accounts 2013/2014

- a) Annual Return for the year ended 31 March 2014

The Parish Council considered the Statement of Accounts (Section 1) and the Statement of Assurance (Section 2).

**Resolved** that these be approved and signed by the Chairman and the Clerk. **Action TG**

- b) End of Year Accounts as at 31 March 2014

The Parish Council considered the Receipts & Payments Account and the Summary of Receipts and Payments and Analysis of Funds as at 31 March 2014.

**Resolved** that these be approved and signed by the Chairman and the Clerk. **Action TG**

- iv) Boys Brigade Grant – The Clerk reported that the Boys Brigade had requested a grant for £300 for litter picking equipment. However, when the litter pick was undertaken, the equipment had been supplied by Cherwell District Council free of charge therefore, the Boys Brigade had asked the Parish Council whether it could use the grant for another purpose.

The Parish Council felt that because the application had been for the purchase of litter picking equipment and had been approved for this purpose only, then the grant should now be returned.

**Resolved** that:

- 1) the report be noted; and
- 2) the Boys Brigade be asked to return the grant for £300. **Action TG**

### 180/13 VILLAGE MATTERS

- i) Village Groups – There were no reports from village groups.

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Councillor Mary Groves reported that the feedback from Bloxfest had been overwhelmingly positive. The children's events went very well, with the pirates being particularly successful.

Sunnyside, where the youngsters played, was very well received and there was a great atmosphere in the Joiners Arms in the evening with people of all ages dancing together. The Red Lion was very good too.

The clearing up was completed on Sunday morning. A resident also came out of her house to thank the Committee unreservedly for clearing up so quickly. The main raffle prize, which was flights to Europe, had been won by a Bloxham resident, which was good.

Seven stalls had cancelled which was a shame, but the pottery in particular had some fabulous things going on.

The Chairman thanked Councillor Groves for her report and also thanked the organisers of the event for all their work.

**Resolved** that the report be noted.

- ii) The Slade – This item had been covered earlier in the meeting.

**Resolved** that the report be noted.

- iii) Red Lion – Councillor Mary Groves reported that an offer had been made to Fullers and the Committee was still waiting for a reply. Fundraising was still on-going and pledges were still needed to help towards the refurbishment of the Red Lion, should the offer be accepted.

**Resolved** that the report be noted.

- iv) Electoral Review of Cherwell – District Councillor Chris Heath reported that she had some figures for the Bloxham division and would be able to give a full update to the Parish Council's Planning Committee on 20 May 2014.

**Resolved** that the report be noted.

- v) Weight Limits – The Chairman reported that the Parish Council had obtained information from the County Council with regard to possible weight limits being introduced on Chapel Lane, Strawberry Terrace and Brickle Lane.

However, it was reported that the weight limits would not apply to businesses who operated within the weight limit zone, therefore there would be little point in progressing with it.

The Chairman reported that he had spoken to Bloxham School and they would be repairing the damage to the verges in Strawberry Terrace and Brickle Lane, as well as the damage caused to Jubilee car park.

**Resolved** that the report be noted and the weight limits not be progressed.

- vi) Youth Club – The Clerk reported that there were about four or five people who were interested in helping to re-establish the Youth Club and she was in the process of trying to arrange a meeting with them all.

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**Resolved** that the report be noted.

- vii) Recreation Ground – The Chairman reported that contact had been made with Sarah Tillett, the Chairman of the Trustees, earlier this year and she had reported that the Recreation Ground would be removed from the SHLAA and that new trustees were to be appointed. Since that time, there had been no update on either of these issues.

**Resolved** that:

- 1) the report be noted; and
  - 2) the Chairman to meet with Sarah Tillett and Robert Aplin to discuss these matters. **Action TG**
- viii) Outstanding Issues – Prior to the meeting, a list of outstanding items, relating to the County Council had been circulated to the Parish Council. Councillor Jenny Yates had attended a meeting with County Councillor Kieron Mallon and County Officers and the items were now being progressed. Councillor Yates and the Clerk would keep a watching brief on the items.

**Resolved** that the report be noted.

**181/13 CORRESPONDENCE** – The LCR magazine, CPRE Oxfordshire Voice and CPRE Countryside Voice were circulated.

**Resolved** that the report be noted.

## **182/13 MEETING DATES**

**Resolved** that it be noted that, future meeting dates for Bloxham Parish Council were as stated below. They would all commence at 7.30pm in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- 2 June 2014
- 12 June 2014 (Annual Parish Meeting at Warriner School)
- 7 July 2014
- 4 August 2014
- 1 September 2014
- 6 October 2014
- 3 November 2014
- 1 December 2014

Elections in Bloxham would be held on 22 May 2014.

**183/13 VOTE OF THANKS** –The Parish Council highlighted that for Councillors David Tyrrell and Geoff Mollard it was their last meeting as they had chosen not to stand for election. Members expressed their thanks to David and Geoff for all their hard work on the Parish Council, and to Geoff for being an excellent Chairman for the last 12 months. They will both be missed by the Parish Council and the Clerk.

(The meeting closed at 9.20pm)

# BLOXHAM PARISH COUNCIL

## MINUTES OF THE MEETING OF HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 2 JUNE 2014 AT 7.30PM

**PRESENT:** Councillors Patricia Hopkins, Gloria Lester-Stevens, Stephen Phipps, Nick Rayner, Sue Slater and Jenny Yates.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer), District Councillors Christine Heath and Lynda Thirzie-Smart, County Councillor Kieron Mallon and five members of the public.

**APOLOGIES:** Apologies for absence were received from Councillor Jim Golby and Mary Groves and these were accepted.

**1/14 APPOINTMENT OF CHAIRMAN** - Councillor Jenny Yates asked for nominations for the position of Chairman for 2014/2015.

Nick Rayner indicated that he would be willing to stand as Chairman for 2014/2015.

**Resolved** that Nick Rayner be appointed as Chairman for 2014/2015.

**2/14 APPOINTMENT OF VICE-CHAIRMAN** - The Chairman asked for nominations for the position of Vice-Chairman for 2014/2015. The Parish Council felt that as they would be considering three applications for co-option later in the meeting, this item should be deferred to the meeting on 7 July 2014.

**Resolved** that this item be deferred to the meeting on 7 July 2014.

**3/14 DECLARATIONS OF INTEREST** – There were no declarations of interest.

**Resolved** that the report be noted.

**4/14 MINUTES** - The minutes of the meeting held on 12 May 2014 were taken as read and duly adopted and signed by the Chairman, with the following amendment:

**Resolved** that the minutes be approved.

**5/14 MATTERS ARISING FROM THE MINUTES 12 MAY 2014**

173/13 – Verge Posts – The Parish Council was reminded that the posts were due to be installed by the County Council in the summer.

Minute Number 175/13 - LEAPS and LAPS – Councillor Stephen Phipps asked the District Councillors if there had been any progress with Cherwell District Council's (CDC) policy regarding LEAPS and LAPS. Councillor Lynda Thirzie-Smart advised that CDC were considering amending their policy and would chase up a response to the Parish Council's email which had been sent to District Councillor Barry Wood. **Action LTS**

Urban Reclassification – County Councillor Kieron Mallon agreed to chase up a response from County Officer on this issue. **Action KM**

176/13 (iv) - Local Heritage Assets - Peter Barwell from Bloxham Museum had kindly helped Councillor Mary Groves with the submission of an application to Cherwell District Council, for the Red

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Lion gardens. Councillor Groves would now be working with the History Society to register other local heritage assets in the village.

- 6/14 RESIDENTS' ISSUES** – Mr and Mrs McCauley attended the meeting to discuss with the Parish Council, their request for a gas pipe connection from the pipe to Jubilee Hall. The Chairman agreed to bring this item forward.

Councillor Gloria Lester-Steven reported that there were a number of trees overhanging the footpath which were located in the gardens of properties in Winters Way. There was also one property in Kennett Houses and one property in Greenhills Park with similar issues. The Clerk was asked to report write to the residents concerned. **Action TG**

- 7/14 GAS PIPE FROM JUBILEE PARK** – Mr and Mrs McCauley from 1 Barley Croft attended the meeting because they wanted to install gas into their property and requested to have a connection from the existing pipe which serviced Jubilee Hall. They had already requested permission for this and it had been refused by the Parish Council at the last meeting because the original proposed connection point would have been in Jubilee car park. Members had concerns about the impact on the Jubilee Hall car park and access road to Dewey Hall.

The Parish Council reiterated that it had no issues with the connection but did not agree to any work on the access road to Dewey Hall or the Jubilee Hall car park. The members felt the spur should run across the ground at 1 Barley Croft, inside the hedge and across the drive to the bowls club, then turn sharp right to link up to the main pipe in the road of Barley Close. The Parish Council also expected the residents to get the various approvals from the appropriate authorities and land owners.

There were also concerns, from a technical perspective, about whether or not the pipe in the Jubilee grounds could have a spur running from it.

There was also discussion about the access road to Dewey Hall and it had been established that this was owned by the Parish Council and Bloxham School had been granted access to Dewey hall some years ago. An email to confirm this had been sent to Bloxham School that day, but no reply had yet been received.

Mr McCauley also reported that there were overhanging trees from Jubilee Park into his property and he asked for these to be cut back. The Parish Council agreed that it would look into whose responsibility it was and then advise accordingly. However, as it was nesting season, no work could be done until after the summer anyway.

Another resident present at the meeting, Mrs Golby, advised the Parish Council that Mr McCauley had made a hole in the hedge at the side of his property, which bordered with Jubilee Park, so that his builders could pass materials over the fence. This had gone far beyond just trimming and the Parish Council had seen photographs of the damage that had been done to the hedge. In addition, where the builders had parked their van, was on the access road to Dewey Hall and neither the Parish Council nor Bloxham School had given their permission for this.

Mr McCauley advised the Parish Council that he and his wife had not been aware of the builders passing materials over the fence and would ensure that it did not happen again.

**Resolved** that:

- 1) the report be noted;

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- 2) the spur should not be connected on Parish Council land, specifically Jubilee Park or the access road to Dewey Hall, it should be connected in Barley Close or other suitable site with permissions from the appropriate land owners; and **Action TG**
- 3) responsibility be established as to who is responsible for the maintenance of the overhanging trees. **Action TG**

**8/14 CO-OPTION** – Following the uncontested election on 22 May 2014, the Chairman reported that there were four vacancies on the Parish Council. Three applications for co-option had been circulated to the members prior to the meeting and these were from Geoff Mollard, Andrew Taplin and Caroline Jones.

All three were proposed and unanimously co-opted on to the Parish Council.

**Resolved** that Geoff Mollard, Caroline Jones and Andrew Taplin be co-opted onto the Parish Council.  
**Action TG**

**9/14 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** - Prior to the meeting, District Councillors Lynda Thirzie-Smart and Christine Heath and had circulated their reports. County Councillor Kieron Mallon reported that he currently had no case work for Bloxham.

Councillor Gloria Lester Stevens asked County Councillor Kieron Mallon why the money received by the County Council from the Government for flood defenses was only being allocated to people who were flooded in December 2013. A number of people in the village who usually did get flooded, had tried very hard not to let this happen on this occasion and managed protected their property and now they were not eligible for the grant.

Councillor Mallon suggested that an email was sent to Gordon Hunt, Drainage Engineer at the County Council to find out if this was the case and how it could be appealed.

Councillor Christine Heath reported on the issues at Jubilee Park on the evening of 28 May 2014. There had been a number of young people in the Park, who were drinking and causing a disturbance. The Police had been contacted at about 830pm and no officers came on site until after 11pm, when most of the disturbance had died down. There had been a lot of litter left in the park, including glass bottles and the youngsters were drinking, throwing eggs around the car park and playing loud music from their cars.-

Councillor Heath had been in touch with Thames Valley Police to complain about the poor response. She asked the Parish Council if it wished to make a complaint too, given that this happened on Jubilee Park which was Parish Council owned land.

**Resolved** that:

- 1) the reports be noted;
- 2) an email be sent to Gordon Hunt about the grants for victims of flooding; and **Action TG/GLS**
- 3) an email be sent to the Area Commander Colin Paine, copied to Sara Thornton and Kath Lowe about the poor response by the Police during the issues at Jubilee Park on 28 May 2014.  
**Action TG**

**10/14 PLANNING**

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- vii) Planning Applications - Councillor Jenny Yates reported on the planning applications which had been considered by the Parish Council's Planning Committee since the last meeting.

**Resolved** that the planning applications be noted.

- viii) Results of Planning Applications - Councillor Jenny Yates reported to the Parish Council on results of applications which had been determined by Cherwell District Council's Planning Committee.

**Resolved** that the results of the planning applications determined by Cherwell District Council, be noted.

- ii) 14/00761/REM - Bovis Homes Western - OS Parcel 1200 Adjoining and South of St Christopher's Lodge, Barford Road, Bloxham – Councillor Jenny Yates reported that Bovis Homes had still not taken down the sign which had been erected on Barford Road, without permission from Cherwell District Council (CDC). The Parish Council would be following up on this.

Bovis had also submitted their planning application to CDC for the reserved matters. The Parish Council's Planning Committee would be submitting comments on this, which would include comments on play areas, Section 106 monies and the drainage layout. The deadline was 6th June 2014. It would probably be considered by CDC's Planning Committee in August 2014.

**Resolved** that the report be noted and the Planning Committee submit appropriate comments on the application to Cherwell District Council. **Action JY**

- ix) Local Plan – Prior to the meeting, the Parish Council's submission to the Local Plan inquiry had been circulated to the Parish Council. Councillor Jenny Yates reported that the Parish Council had a seat at the Inquiry table for the morning session on 19 June 2014. This was for the discussion on rural housing.

Councillor Yates reported that the Planning Committee had felt that the Local Plan was sound in principle, but there were a number of issues relating to Bloxham which members felt needed to be brought to the attention of the Inspector.

**Resolved** that the report be noted.

- x) Miller Homes and the Attenuation Pond - Councillor Jenny Yates reported that there was a meeting with Miller Homes on 5 June 2014 to discuss their draft plan and the issues with regard to the car park and proposed attenuation pond, underneath the car park. The Parish Council was seeking clarification on the management of the car park and there would be a public exhibition on the full application in July 2014.

**Resolved** that the report be noted.

- 11/14 **BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP)** John Groves was not attendance at the meeting and there was no update. There was a meeting of the Steering Group being held on Tuesday 10 June 2014.

**Resolved** that the report be noted.

# BLOXHAM PARISH COUNCIL

## 12/14 PARISH COUNCIL MATTERS

- v) Appointment of Council Representatives & Committees - The Parish Council discussed the appointments to its Committees and the representatives on the outside bodies.

**Resolved** that the Appendix 1, as attached to the minutes, be approved.

- vi) Committees

- 4) Environment Committee – There had not been a meeting of the Environment Committee since the last meeting of the Parish Council.

**Resolved** that the report be noted;

- 5) Resources Committee – There had not been a meeting of the Resources Committee since the last meeting of the Parish Council. Members were reminded that the next meeting was being held on 26 June 2014.

**Resolved** that the report be noted.

- 6) Planning Committee – Prior to the meeting, the minutes of the meeting held on 20 May 2014 had been circulated to the Parish Council.

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

- vii) Drop-in and Chat – No issues were raised with at the last session and the next session was being held on 14 June 2014.

**Resolved** that the report be noted;

- viii) Jubilee Park Management Committee – Prior to the meeting, the minutes of the Annual General Meeting of the Committee held on 27 May 2014 had been circulated to the Parish Council.

Councillor Jenny Yates reported that prior to the Parish Council meeting, there had been a meeting with the Clerk and she had agreed to continue to support the Committee for a temporary period of the six months. The payments for the additional hours would be made through the Parish Council pay roll and an invoice would be sent to the Jubilee Hall Committee.

It was highlighted that Geoff Mollard had been appointed as Chairman and Christine Heath as Vice-Chairman. A project group, consisting of four Committee members, had also been appointed to investigate improving Jubilee Hall and would be meeting shortly to start the process. It was hoped that the improvements could be funded by the Section 106 monies generated by the new developments in the village.

**Resolved** that the report be noted and the Clerk's assistance with the Jubilee Committee be supported.

- ix) Annual Parish Meeting (APM) – It was reported that the APM was being held on 12 June 2014 at Warriner School. John Groves would be giving a presentation on the Bloxham Neighbourhood Development Plan.

# BLOXHAM PARISH COUNCIL

The previous Chairman, Geoff Mollard, was unable to attend therefore either Councillor Nick Rayner or Councillor Stephen Phipps would chair the meeting and present Geoff's, Chairman's report. It was also suggested that the New Homes Bonus payments be highlighted in the Chairman's report.

**Resolved** that the report be noted.

## 13/14 FINANCE

- i) General Power of Competence - Prior to the meeting the Parish Council had received information on the General Power of Competence.

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

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

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

<b>New Homes Bonus Payments</b>	<b>Amount</b>	<b>Cheque No.</b>
Bloxham Ex-Serviceman's Hall	£600	680
Bloxham Museum	£600	681
1st Bloxham Boys Brigade	£2,200	682
St Mary's Thursday Club	£500	683
Bloxham Pre-School	£13,350	684
1 <sup>st</sup> Bloxham Scout Group	£3,500	685
St Mary's Parish Rooms	£750	686
Bloxham Flower Club	£500	687
Bloxham Village History Club	£240	688
<b>Payments</b>		
Theresa Goss – Salary for June 2014	£598.79	689
Theresa Goss – Expenses for June 2014	£37.21	689
K Mills – Salary for May 2014	£95.06	690
TaxAssist – Payroll charges for 2014/2015	£300.00	691
HMRC – Monthly Payment for Salaries	£157.09	692
Viking – Stationery order	£85.15	693
Oxfordshire County Council Pension Fund	£178.85	694
St Mary's Parish Rooms – Room hire	£105.00	695

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 2 June 2014 for the Bank of Ireland bank accounts.

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

- iii) Cheque Signatories – Following the elections, the signatories on the Parish Council bank accounts needed to be amended.

## BLOXHAM PARISH COUNCIL

**Resolved** that Councillors Jim Golby, Patricia Hopkins, Geoff Mollard, Nick Rayner, Sue Slater and Jenny Yates and the Clerk Theresa Goss, all be signatories on the Parish Council bank accounts at the Bank of Ireland. **Action TG**

- iv) Internal Audit Report 2013/2014 – Prior to the meeting, the Internal Auditor's report had been circulated to the Parish Council. No issues had been raised.

**Resolved** that the report be noted.

### 14/14 VILLAGE MATTERS

- j) Village Groups – Councillor Gloria Lester-Stevens reported that the St Mary's Thursday Club needed more funds would be undertaking some fundraising activities. The Club also needed a new secretary.

Councillor Patricia Hopkins reported that the Senior Citizens Club was doing well and had recently had a trip to Llandudno.

With regard to Bloxham Recreation Ground Trustees, Councillor Stephen Phipps reported that an email had been received from David Tyrrell advising that there was no need for any Bloxham Parish Councillors to attend their Annual General Meeting on 10 June 2014. Mr Tyrrell had also confirmed that the Recreation Ground had been removed from the SHLAA.

However, the Parish Council felt that as a major financial contributor to the Recreation Ground, two representatives should attend the AGM, as they were entitled to do.

There were a number of issues which the Parish Council needed to discuss with the Trustees, following correspondence with the Trustees earlier this year. A list of questions would be sent to the Chairman, Sarah Tillett, prior to the meeting.

**Resolved** that:

- 1) the report be noted;
  - 2) two Parish Councillors attend the Recreation Ground Trustees AGM on 10 June 2014; and
  - 3) a list of questions for the Trustees be emailed to the Chairman, Sarah Tillett, prior to the meeting. **Action TG**
- ii) The Slade – Prior to the meeting, Councillor Stephen Phipps had circulated an update report to the Parish Council. Councillor Phipps reported that along with Councillor Jenny Yates, they would be meeting with the County Council on 3 June 2014 to discuss the transfer.

The Parish Council also thanked County Councillor Kieron Mallon for using some of his Big Society Fund to contribute to the legal costs of the transfer.

**Resolved** that the report be noted.

- iii) Red Lion – Councillor Mary Groves was not at the meeting to provide a report, but the Parish Council had been advised that Fullers had received another offer for the Red Lion which was higher than the recommended value. Therefore, the Committee was considering how it would respond.

# BLOXHAM PARISH COUNCIL

**Resolved** that the report be noted.

- iv) Youth Club – Prior to the meeting, Councillor Jenny Yates had circulated the minutes of a meeting with the new volunteers for the Youth Club. Alan Miller had also attended the meeting.

Councillor Yates highlighted that the meeting had been held on 29 May 2014 and it was hoped that the Youth Club would start again in the summer with some “taster” sessions, prior to opening fully later in the year. The Youth Club may need some financial support in the interim whilst they made the necessary arrangements to access the bank account and the Parish Council was happy to assist with this.

The Parish Council also thanked Alison Bentley, Caroline Jones and Sarah Bradford for volunteering to get the Youth Club up and running again.

**Resolved** that the report be noted.

- v) Electoral Review of Cherwell – The Parish Council was advised that the current ward boundary, which included Bloxham, would probably change and the new ward would increase in size as part of the review. It would also become a three member ward rather than two member. There was a consultation process that ended on 12 July 2014.

**Resolved** that the report be noted.

**15/14 CORRESPONDENCE** – The Clerk circulated a copy of the Citizens' Advice Bureau, Annual Review for 2013.

**Resolved** that the report be noted.

## **16/14 MEETING DATES**

**Resolved** that it be noted that, future meeting dates for Bloxham Parish Council were as stated below. They would all commence at 7.30pm in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- 12 June 2014 (Annual Parish Meeting at Warriner School)
- 7 July 2014
- 4 August 2014
- 1 September 2014
- 6 October 2014
- 3 November 2014
- 1 December 2014

(The meeting closed at 9.45pm)

# BLOXHAM PARISH COUNCIL

## MINUTES OF THE MEETING OF HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 7 JULY 2014 AT 7.30PM

**PRESENT:** Councillors Caroline Jones, Mary Groves, Patricia Hopkins, Gloria Lester-Stevens, Geoff Mollard, Stephen Phipps, Nick Rayner, Sue Slater, Andrew Taplin and Jenny Yates.

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

**APOLOGIES:** Apologies for absence were received from Councillor Jim Golby and these were accepted. An apology for absence was also received from District Councillor Lynda Thirzie-Smart

**17/14 APPOINTMENT OF CHAIRMAN** - Councillor Nick Rayner announced that he was standing down as Chairman and therefore asked for nominations for the position of Chairman for 2014/2015.

**Resolved** that Councillor Geoff Mollard be appointed as Chairman for 2014/2015.

**18/14 APPOINTMENT OF VICE-CHAIRMAN** - The Chairman asked for nominations for the position of Vice-Chairman for 2014/2015.

**Resolved** that Councillor Jenny Yates be appointed as Vice-Chairman for 2014/2015.

**19/14 DECLARATIONS OF INTEREST** – There were no declarations of interest.

**Resolved** that the report be noted.

**20/14 MINUTES** - The minutes of the meeting held on 2 June 2014 were taken as read and duly adopted and signed by the Chairman.

**Resolved** that the minutes be approved.

**21/14 MATTERS ARISING FROM THE MINUTES 2 JUNE 2014**

Minute Number 5/14 – LEAPS and LAPS & Urban Reclassification – The Clerk was asked if there had been any progress with these items. The Clerk advised that there had not and she would contact Cherwell District Council and Councillor Kieron Mallon respectively, for progress reports. **Action TG**

Minute Number 9/14 – Grants for Flood Victims – The Clerk was asked to contact Gordon Hunt with regard to the grants for victims of flooding. **Action TG**

Minute Number 5/15 – Local Heritage Assets (LHA) – Councillor Stephen Phipps advised the Parish Council that Councillor Mary Groves had completed the LHA for the Red Lion Gardens, which was ready for submission to Cherwell District Council. The History Club and Bloxham Museum had been very helpful and Councillor Groves would continue to liaise with them, when required.

Councillor Phipps also reported on a recent article relating to LHAs in the July/August edition of the Bloxham Broadsheet which Yvonne Huntress had submitted for publication. The Parish Council would have welcomed a right of reply to the issues raised in the article and/or to have had the opportunity to discuss with Yvonne prior to publication. Councillor Yates reported that she had discussed the matter with the editorial staff at the Bloxham Broadsheet and would also meet with

## BLOXHAM PARISH COUNCIL

Yvonne Huntress to discuss the LHA process currently being followed by the Parish Council as clearly a mis-understanding had taken place.

- 22/14 RESIDENTS' ISSUES** – John Wyatt addressed the Parish Council and thanked the members for supporting his application on Ells Lane for a nursery.

Mr and Mrs McCauley attended the meeting to discuss with the Parish Council, their request for a gas pipe connection across Parish Council owned land at Jubilee Hall. The Chairman agreed to bring this item forward.

Mr Suresh Kumar from Bloxham Post Office attended the meeting and the Chairman agreed to bring this item forward too.

- 23/14 GAS PIPE FROM JUBILEE PARK** – Kevin McCauley and Karen Sidhu from 1 Barley Croft attended the meeting because they wanted to install gas into their property and had requested a connection from the existing pipe which serviced Jubilee Hall. This had been discussed at the last two meetings of the Parish Council.

A plan had been submitted showing a new route for the pipe. This route had been discussed when Councillors Nick Rayner, Susan Slater and Jenny Yates had met on site with the residents.

Concern was raised as to whether the current pipe supplying the Jubilee had the capacity and could cope with this additional spur. It was agreed that this should be stated on the consent form when it was submitted to Southern Gas.

Karen Sidhu also reported to the Parish Council, that the minutes of the last meeting of the Parish Council referenced Mr McCauley removing parts of the hedge to allow access to the side of their property.

Whilst the hedge has obviously been cut back, Karen Sidhu said this was not in fact carried out by Mr McCauley and asked for this to be corrected reported in these minutes.

**Resolved** that:

- 4) the report be noted;
- 5) permission be granted for a spur from the current gas pipe to 1 Barley Croft, as per the submitted plan dated 16th June 2014:
- 6) record the date of the submitted drawing on the consent form to ensure the approved route was used: and
- 7) written confirmation be requested from Southern Gas on their consent form, as to whether the current pipe had enough capacity and could cope with the additional spur. **Action TG**

- 24/14 BLOXHAM POST OFFICE** – Suresh Kumar, Post Master at Bloxham Post Office attended the meeting and addressed the Parish Council with regard to the potential decline of the Post Office.

He emphasised that the Post Office needed support from the local community and if people did not use it, they would lose it. He had diversified and starting selling other products, but the Co-op, who as his main competitor, had introduced the selling of newspapers and magazines, were enticing his customers away. He had also been made aware that the Co-op might be applying to sell tickets for the National Lottery.

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He was also concerned about the parking and because the disabled bay was outside of his shop, many potential customers could not park nearby and used the Co-op instead of his Post Office.

The Parish Council advised that the disabled bay had been purposely located outside the Post Office to assist disabled people when they wanted to use the Post Office and the kerb had been lowered too. Therefore, it was very unlikely that the County Council would now consider moving it. It was also highlighted that the County Council did not have the funds to buy the land outside of the shops.

The Parish Council suggested that Mr Kumar could start selling other products which were not currently available in the village, to try and attract more customers.

It was also suggested to Mr Kumar that he should speak to John Groves, the Neighbourhood Plan Co-ordinator, to see if there had been any indication from the questionnaire results as to what the residents of the village wanted to see from retail outlets.

**Resolved** that the report be noted.

**25/14 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** - Prior to the meeting, County Councillor Kieron Mallon and District Councillor Lynda Thirzie-Smart had circulated their reports to the Parish Council.

The Parish Council highlighted some issues to be raised with the County Council. These were:

1. the hedge running from opposite the Warriner School cross roads towards Banbury, needed to be cut back as it was overhanging the road and was particularly dangerous for cyclists;
2. the hedge on Barford Road needed to be cut back it was covering the VAS;
3. overhanging the ditches on Tadmarton Road opposite and outside of the School, were a number of trees and bushes.
4. the ditches opposite the Primary school appear to be overgrown again; and
5. Councillor Kieron Mallon be asked about progress with Old Bridge Road.

The Chairman reported that he would be meeting approximately once a month with Councillor Mallon to discuss any County Council issues which he could assist with.

It was also highlighted that when Section 106 monies were requested from the new developments, the Parish Council could ask for a cycle route running from Bloxham, directly to Banbury. This could be incorporated into a 'Section 106 wish-list' which would then be forwarded to Cherwell District Council.

District Councillor Chris Heath reported that there had been a number of issues recently in Little Green. This first was with regard to the re-painting of a 'keep clear' road sign. This had been resolved, with help from Councillor Kieron Mallon, and would be now be repainted.

There was also an issue with regard to a disabled parking bay which a resident had requested outside of her property, to meet the needs of her daughter who was registered blind. However, planning permission was required for this, Councillor Heath was unsure how successful this would be.

There was another residents' issue in Little Green. The resident wished to purchase, or lease from the County Council, an area of land in Little Green, because she was currently unable to park her car anywhere near to her property. District Councillor Chris Heath confirmed she would be going out to visit the resident and discuss this with her.

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It was highlighted to Councillor Heath that the Parish Council had still not had a reply from Councillor Barry Wood about the LEAPS and LAPS. Councillor Heath agreed to follow this up. **Action CH**

**Resolved** that:

- 2) the reports be noted; and
- 3) the items for the attention of the County Council be forwarded to the appropriate officers.

**Action TG**

### 26/14 PLANNING

- x) Planning Applications - Councillor Jenny Yates reported on the planning applications which had been considered by the Parish Council's Planning Committee since the last meeting.

**Resolved** that the planning applications be noted.

- xii) Results of Planning Applications - Councillor Jenny Yates reported to the Parish Council on results of applications which had been determined by Cherwell District Council's Planning Committee.

**Resolved** that the results of the planning applications determined by Cherwell District Council, be noted.

- xiii) Miller Homes (Tadmarton Road), Redrow Homes (Milton Road) and Bovis Homes (Barford Road) – Councillor Jenny Yates reported that the Parish Council had met with representatives from Miller Homes to discuss the draft layouts. Concern was expressed with regard to the road access shown leading to an open field. There was also a congested area to the right of the layout as well as number flats on the site. The full drainage plans would only be published once the layout had been finalised.

There would be a public exhibition on 16 July 2014 from 3pm to 8pm for residents to go along and make comments on the layout. There would be a preview for Parish Councillors from 2pm to 3pm if anyone wished to attend.

It was anticipated that the full application would be determined by Cherwell District Council in December 2014.

With regard to the Bovis Homes development on Barford Road, Cherwell District Council had asked Bovis to go back and rethink some of their submission. The Parish Council encouraged all residents to highlight to Cherwell District Council, any concerns they had with the development.

With regard to the Milton Road application, Redrow Homes was no longer the developer and a new application been received by CDC, 14/01017/OUT, from Mintondale (the original applicants) to extend the time limit. This re-submission could be due to a lack of builders showing an interest or to avoid flooding the market with new houses. However, it gave everyone the opportunity to resubmit their comments on the application.

Councillor Yates suggested that the Parish Council should request a meeting with Bob Duxbury to seek an explanation of the process now being followed and that a letter should be sent to the Chief Planning Inspector Simon Ridley, expressing the Parish Council's concern.

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**Resolved** that:

- a) the report be noted; and
  - b) a letter be sent to the Chief Planning Inspector Simon Ridley, expressing the Parish Council's concern with regard to the submission of planning application 14./01017/OUT; and **Action JY/TG**
  - c) a meeting be arranged with Bob Duxbury about planning application 14/01017/OUT. **Action JY/TG**
- xiv) Affordable Housing – There had been a positive meeting with Gary Owens and his colleague at Cherwell District Council and Mr Owens had promised to forward the policy documents relating to affordable housing allocation and to provide details of the housing register, relating to the need in Bloxham.

They took on-board the Parish Councils concerns regarding the flats, due to three developments being approved for completion at the same time and also the need for a greater percentage of shared ownership properties, following information gathered from the Housing Needs survey.

**Resolved** that the report be noted.

- v) Local Plan – Councillor Jenny Yates reported that the Local Plan inquiry examination had been suspended until 9 December 2014 to enable Cherwell District Council (CDC) to apply the higher housing figures following the production in April of the SHMA. The sites needed to be ones already promoted, that had no fundamental transport issues. CDC would now prioritise urban and brownfield sites.

The original housing figure had been 16,750 between 2006 - 2031, but the figure now was 22,800 between 2011- 2031. CDC would take into account houses built between January 2011 to 31st March 2014, which was 1100, and the full planning permissions approved for 6,018 homes.

From the 6 June 2014 to the 11 August 2014, CDC would be updating their evidence base, to justify the modifications required by the updated SHMA, including the sustainability appraisal, Habitats Appraisal, movement studies, and transport, the viability of the plan updating the infrastructure and delivery of the plan. CDC would be working with the County Council to ensure that the infrastructure would support the revised Plan.

A six week consultation would start on 18 August 2014, on all the changes. The responses would be reviewed from 29 September 2014 and a report to the Council, recommending approval would be submitted on 20 October 2014.

The examination would resume on the 9 December 2014 and the Inspector would be producing a report in early 2015. The Plan was scheduled for adoption by March 2015. The additional growth of approx 7000 houses could come via Bicester eco town in Bicester East.

**Resolved** that the report be noted.

**27/14 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP)** John Groves reported that following on from the report on affordable housing, via the BNDP questionnaire there were three people on the

## BLOXHAM PARISH COUNCIL

housing list who currently lived in Bloxham and required affordable housing in Bloxham, to be able to stay in the village.

The results of the questionnaire had been processed by Oxfordshire Rural Community Council and would be published shortly.

When the Neighbourhood Plan was published it would need to be framed as a positive document and the consultant who had been engaged, would ensure this was achieved in all areas within the Plan.

John highlighted that there was still a vacancy on the Steering Group for a Parish Councillor, and asked the Parish Council to fill this vacancy as soon as possible.

At the Steering Group meeting on 8 July 2014, there would be a focus on recreation and John would be taking advice from Oxfordshire Playing Fields Association. To assist him, he asked for clarification of the amount of Section 106's monies which were available for recreational purposes. He also asked for a joined up approach from the BNDP teams, the Parish Council and the Jubilee Park Management Committee on this topic.

With the Parish Council's agreement, John hoped to publish the results of what the residents said they wanted in the village with regard to recreation.

John highlighted the green areas, which were similar to green belt and could have a heightened level of protection. The Steering Group would be discussing this in more depth at the meeting on 8 July 2014.

There was not much currently in the Plan with regard to business. This was because there was not as much retail and number of businesses in the village which you would normally expect to see in a village the size of Bloxham.

Councillor Jenny Yates highlighted that there was a need for the Parish Council to put together a Section 106 'wish-list' which could be referred to, when applications were being submitted. She confirmed that there was currently approximately £100,000 available at the moment, for recreational purposes. This was held by Cherwell District Council and the funds had to be requested once there was a project in the village, which it could be used for.

The Chairman thanked John for his report.

**Resolved** that:

- 1) the report be noted; and
  - 2) a Section 106 'wish-list' be drawn up for eventual submission to Cherwell District Council.
- Action JY**

### 28/14 PARISH COUNCIL MATTERS

- x) Co-option – The Parish Council considered one application for co-option onto the Parish Council, which had been circulated prior to the meeting.

**Resolved** that Robert Giles be co-opted onto the Parish Council. **Action TG**

- xi) Committees

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- 7) Environment Committee – There had not been a meeting of the Environment Committee since the last meeting of the Parish Council.

**Resolved** that the report be noted.

- 8) Resources Committee – The minutes of the meeting held on 26 June 2014 had been circulated to the Parish Council prior to the meeting.

It was highlighted that via the Doctor's surgery in Bloxham, Lawrence Home Nursing Trust had enquired about the Parish Council giving the Trust a grant.

**Resolved** that:

- a) the report and minutes be noted; and
  - b) a GP Practice representative to attend a Parish Council meeting to discuss how they Lawrence Home Trust operate, prior to a grant being considered. **Action JY**
- 9) Planning Committee – Prior to the meeting, the minutes of the meeting held on 24 June 2014 had been circulated to the Parish Council.

Councillor Jenny Yates reported that Paul Townsend, who was the developer for Greenup had attended the Planning Committee meeting and had explained the application and provided more detailed drawings. This had been very useful and it was hoped a meeting could be arranged with the neighbours to discuss the application. The application was now due to be determined at Cherwell District Council's Planning Committee on Thursday 10 July 2014.

Councillor Yates recommended that in future, the Parish Council should be more forceful with regard to requesting that items of significant concern be called-in so they could be discussed by the CDC Planning Committee, rather than applications being approved at officer level.

Councillor Yates also brought to the attention of the Parish Council, the recent press reports about a former Cherwell District Council planning officer leaving the authority and then taking up a position with Gladman. This in itself was not an issue, however, claims on Gladman's web site that an achievement of their new employee was "*negotiating of an acceptable legal Agreement and Statement of Common Ground, to pave the way for an expeditious Appeal Process*" was a worrying announcement.

The Planning Committee recommended to the Parish Council that a letter highlighting the Parish Councils' concerns should be sent to the Chief Executive of Cherwell District Council. A draft letter had been circulated to the Parish Council prior to the meeting.

Councillors Gloria Lester-Stevens also reported on the flood relief grants and asked the Clerk to contact Gordon Hunt at Oxfordshire County Council about how the grants were being allocated. At the flood forum it had been indicated that those who were not flooded in December 2013, but were generally susceptible to flooding, could access the grants too.

**Resolved** that:

# BLOXHAM PARISH COUNCIL

- a) the report be noted and minutes be noted;
  - b) a letter be sent to Sue Smith, Chief Executive at Cherwell District Council, highlighting the concerns about the claims on Gladman's web site; and
  - c) Gordon Hunt be contacted with regard to the grants which are being awarded to victims of the flooding in December 2013. **Action TG**
- xii) Standing Orders and Financial Regulations – Prior to the meeting the new Standing Orders and Financial Regulations had been circulated to the Parish Council.

**Resolved** that the Standing Orders and Financial Regulations be approved. **Action TG**

- xiii) Drop-in and Chat – Councillor Gloria Lester-Stevens reported that the issue from the resident of Little Green who wished to purchase, or lease from the County Council, an area of land in Little Green, because she was currently unable to park her car anywhere near to her property, had been discussed at the last drop-in and chat session. However, District Councillor Chris Heath was now dealing with this matter.

The next session was being held on Saturday 12 July 2014.

**Resolved** that the report be noted.

- xiv) Jubilee Park Management Committee – The next meeting of the Committee was being held on Tuesday 15 July 2014 at 7.30pm at the Parish Rooms. There would be report at the next meeting of the Parish Council.

**Resolved** that the report be noted.

## 29/14 FINANCE

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

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

Payments	Amount	Cheque No.
Theresa Goss – Salary for July 2014	£598.88	698
Theresa Goss – Expenses for July 2014	£99.47	698
K Mills – Salary for June 2014	£84.85	699
Bloxham Mill Ltd – Room Hire	£81.00	700
HMRC – Monthly Payment for Salaries	£195.97	701
Mr D Clacy – Repairs to notice board and bench	£83.00	702
Oxfordshire County Council Pension Fund (extra amount for June to include)	£185.02	703
Nigel Prickett – Grass Cutting for May 2014	£1218.00	704
Nigel Prickett – Grass Cutting for June 2014	£1662.00	704
Cherwell District Council – Fees for uncontested election	£39.00	705
OALC – Chairmanship training event in October x	£156.00	706
Oxfordshire County Council – Room hire of Warriner School for Annual Parish Meeting	£53.00	707

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Information Commissioner – Fees for data protection registration	£35.00	708
Complete Weed Control – Weed killing in the village	£558.00	709
BDO LLP – External audit fees for 2013/2014	£516.00	710
Viking – Stationery Order	£20.87	711
Watson Laurie – Youth Club Insurance	£205.23	712
Bloxham Youth Club – Grant	£1000.00	713

- ii) Bank Reconciliation and Financial Report - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 7 July 2014 for the Bank of Ireland bank accounts and the financial report as at July 2014.

**Resolved** that the bank reconciliation and financial report be noted.

### 30/14 VILLAGE MATTERS

- k) Village Groups – There were no matters to report.

**Resolved** that the report be noted.

- ii) The Slade – Councillor Stephen Phipps reported that along with Councillor Jenny Yates, he had attended a meeting with Trevor Askew from the County Council, and Ruth Kerry from Carillion about the transfer of the Slade and the outstanding issues. Trevor Askew had been asked to reinstate the boundary fence, so that there was a clear and definite boundary for the Slade and to also complete works to the culverts. He had agreed to look at the culverts and had since agreed to some re-pointing work, removing trees from the stream and complete works to the tree which were growing out of the culverts. Confirmation was still awaited about the boundary fence.

Once the transfer was completed, Marie Jones would erect some signage.

At the meeting with Mr Askew, he had also stated that there would be no more delays and the issue of the Slade be offered back to the previous owner, was no longer a problem. However, since that meeting, an email had been received from Ruth Kerry asking the Parish Council for contact details for Arthur Coles, as the previous owner or his family, as she now needed to contact them. Councillor Phipps also had concerns that the basic pre-contract questionnaire still had not been completed. Therefore, Councillor Phipps and Councillor Jenny Yates would be meeting with Nick Pugh from Aplins Solicitors on Thursday 10 July 2014 to obtain some advice.

**Resolved** that the report be noted.

- iii) Red Lion – Prior to the meeting, Councillor Mary Groves had circulated to the Parish Council, the Red Lion Gardens, Local Heritage Assets application to Cherwell District Council.

Councillors Groves reported that there was a public meeting being held on Sunday 13 July 2014 and negotiations were still on-going with Fullers.

**Resolved** that the report be noted.

## BLOXHAM PARISH COUNCIL

- iv) Youth Club – Councillor Caroline Jones reported that the first taster session for the Youth Club was being held on Tuesday 8 July 2014 followed by another on Tuesday 15 July 2014. Councillor Jones had met with Adam French from the Youth Service and had been very helpful with the information he had provided.

However, he had highlighted that the Youth Club needed a Management Committee and it was suggested that as the Youth Club was held in Jubilee Hall, the Jubilee Park Management Committee be asked to undertake this function.

The Clerk highlighted that the Youth Club usually had a grant of £1000 per year and asked the Parish Council whether it wished to award this grant, now that the Youth Club was up and running again.

**Resolved** that:

- a) the report be noted;
  - b) a grant of £1000 be awarded to the Youth Club; **Action TG**
  - c) the Jubilee Park Management Committee be asked to undertake the role of Management Committee for the Youth Club; and **Action TG**
  - d) the Youth Club bank account signatories be agreed by the Jubilee Park Management Committee, and it be recommended that these be the three volunteers, Caroline Jones, Sarah Bradford and Alison Bentley.
- v) Electoral Review of Cherwell – Councilor Jenny Yates reported that the Parish Council had submitted to the Boundary Commission, its suggestions with regard to the new boundaries in Cherwell district.

**Resolved** that the report be noted.

- xv) Recreation Ground Trustees – Prior to the meeting a letter from the Trustees had been circulated to the Parish Council, along with a copy of a letter from Cherwell District Council advising that the Recreation Ground had been listed as a rejected site in the SHLAA, but it could not be removed altogether.

The Chairman reported that this item should be deferred until further information had been obtained from the Trustees. However, it was reported that the Vicar, Sarah Tillet, had resigned as the Chairman of the Recreation Ground Trustees.

**Resolved** that the report be noted.

**31/14 CORRESPONDENCE** – There were no items of correspondence.

**Resolved** that the report be noted.

**32/14 MEETING DATES**

**Resolved** that it be noted that, future meeting dates for Bloxham Parish Council were as stated below. They would all commence at 7.30pm in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- o 11 August 2014

# BLOXHAM PARISH COUNCIL

- 1 September 2014
- 6 October 2014
- 3 November 2014
- 1 December 2014

## MINUTES OF THE MEETING OF HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 11 AUGUST 2014 AT 7.30PM

**PRESENT:** Councillor Geoff Mollard (Chairman); Councillors Jim Golby, Mary Groves, Patricia Hopkins, Gloria Lester-Stevens, Stephen Phipps, Nick Rayner, Andrew Taplin and Jenny Yates.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer), District Councillor Lynda Thirzie-Smart and County Councillor Kieron Mallon. There were no members of the public.

**APOLOGIES:** Apologies for absence were received from Parish Councillors Caroline Jones and Susan Slater and these were accepted. District Councillor Christine Heath also submitted her apologies.

**33/14 DECLARATIONS OF INTEREST** – There were no declarations of interest.

**Resolved** that the interests be noted.

**34/14 MINUTES** - The minutes of the meeting held on 7 July 2014 were taken as read and duly adopted and signed by the Chairman, with the following amendments:

Minute Number 21/14 Local Heritage Assets (LHA) – The following sentences be extended to read:

The Parish Council would have welcomed a right of reply to the issues raised in the article and/or to have had the opportunity to discuss them with Yvonne prior to publication.

Councillor Yates reported that she had discussed the matter with the editorial staff at the Bloxham Broadsheet and would also meet with Yvonne Huntress to discuss the LHA process currently being followed by the Parish Council as clearly a mis-understanding had taken place.

Minute Number 23/14 – Gas Pipe at Jubilee Park – The following sentence was deleted:

The Parish Council was happy to amend the record accordingly in these minutes.

**Resolved** that the minutes be approved.

**35/14 MATTERS ARISING FROM THE MINUTES 7 JULY 2014**

Minute Number 21/14 Local Heritage Assets (LHA) – Councillor Jenny Yates reported that she had met with Yvonne Huntress and David Gibbard and they had both offered their wealth of knowledge to assist with this project where they could. Therefore, the Parish Council needed volunteers to progress with the identification of Local Heritage Assets in the village. The Clerk agreed to include a note on the Parish Council and village web sites and on the Facebook page. **Action TG**

Minute Number 23/14 – Gas Pipe at Jubilee Park – The Parish Council asked if confirmation had been received with regard to the capacity of the gas pipe. The Clerk confirmed that confirmation had been received and there was no issue with the capacity.

# BLOXHAM PARISH COUNCIL

Minute Number 25/13 – Items for the County Council – The Clerk advised that all of these items had been reported to the County Council and the requests were being processed.

Minute Number 28/14 Planning Committee – Flooding – Councillor Jenny Yates asked if there had been any progress with the query raised with Gordon Hunt with regard to the grants for the victims of flooding. The Clerk advised that she had received a response from the County Council which had been circulated to the Parish Council. The Clerk agreed to forward this email again. **Action TG**

Minute Number 30/14 Red Lion - Councillor Mary Groves reported that following the submission of the application to Cherwell District Council to register the gardens as a Local Heritage Asset, there was no further progress to report.

**36/14 RESIDENTS' ISSUES** – The Clerk reported that a resident had contacted her asking whether the bus shelter on Banbury Road, close to the junction with Strawberry Terrace, could be painted.

**Resolved** that the report be noted.

**37/14 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** - Prior to the meeting, District Councillors Christine Heath and Lynda Thirzie-Smart had circulated their reports to the Parish Council.

County Councillor Kieron Mallon reported that he had been supporting a couple of constituents with regard to some legal matters affecting them and the County Council.

He had recently met with the Chairman, Geoff Mollard, and they had discussed the outstanding issues within the village.

Following a site visit with two County Highways officers, there had been a request for the 'keep clear' markings to be reinstated in Little Green, however, some residents did not wish to have them reinstated. The County Highways Officers had decided that they should be reinstated and this work would be completed shortly.

A resident in Little Green had asked for a parking bay and they had been advised to apply to Cherwell District Council for a dropped kerb to assist with their parking issues. They had wanted to buy a piece of land from the County Council to park their vehicle, however Councillor Mallon reported that this may not be possible.

There had been no change with regard to the repairs at Old Bridge Road and funds would be available for the repairs in 2017.

Councillor Mallon had spoken to Trevor Askew at OCC with regard to The Slade, and it had been agreed that the County Council would reinstate the boundary fence prior to the transfer being completed. Councillor Mallon had awarded to the Parish Council, a grant of £1750 to cover the legal fees and if there was any surplus, this could be used towards the cost of the boundary fence.

Councillor Stephen Phipps thanked Councillor for his support with The Slade and asked whether the offer could be confirmed in writing. Councillor Mallon agreed to ask Trevor Askew to email Councillor Phipps. **Action KM/SP**

# BLOXHAM PARISH COUNCIL

Councillor Mallon also reported that a Highways Officer had emailed the Chairman with a progress report relating to the walls in Unicorn Street and Hawkes Lane.

A resident had also been in contact with Councillor Mallon about conducting an environmental impact of traffic and air quality in Bloxham. Councillor Mallon had been advised that air pollution was a District Council function and had contacted the CDC officer concerned. The resident was to be advised to Cherwell District Council. The Parish Council asked Councillor Lynda Thirzie-Smart to follow up this matter with the District Council.

Councillor Mallon was thanked for his report.

**Resolved** that the reports be noted.

## 38/14 PLANNING

- xv) Planning Applications - Councillor Jenny Yates reported on the planning applications which had been considered by the Parish Council's Planning Committee since the last meeting.

Councillor Jenny Yates reported that the developers for the site at Greenup would be attending the next meeting of the Planning Committee with revised plans.

With regard to the Bovis sign on Barford Road, Councillor Stephen Phipps highlighted that a planning application had now been submitted. However, the photographs which were included within the application, did not represent the sign which was actually in place. As this sign had been erected in February 2014 without planning permission and still did not have permission, the Parish Council felt that it should be removed. However, Cherwell District Council seemed reluctant to take the necessary enforcement action. The Parish Council would continue to request that CDC took the appropriate enforcement action. The Parish Council asked Councillor Lynda Thirze Smart to follow up this matter.

**Resolved** that the planning applications and the report be noted.

- xvi) Results of Planning Applications - Councillor Jenny Yates reported to the Parish Council on results of applications which had been determined by Cherwell District Council's Planning Committee.

**Resolved** that the results of the planning applications determined by Cherwell District Council, be noted.

- xvii) Complaint to Cherwell District Council (CDC) – Following the submission of a complaint to Cherwell District Council about the Miller Homes Inquiry, a response from Bob Duxbury, Planning Officer, had been received.

The Parish Council's Planning Committee felt that this was not a sufficient response and would be reply to Mr Duxbury accordingly, through District Councillor Christine Heath.

**Resolved** that the report be noted and the response be supported. **Action JY**

- xviii) Section 106 Wish List - The Parish Council's Planning Committee had drafted a wish-list which would eventually be submitted to Cherwell District Council for reference, when officers were

## BLOXHAM PARISH COUNCIL

negotiating the Section 106 agreements on planning applications. Not all members had seen the list, therefore it would be circulated and discussed again at the next Parish Council meeting.

The Chairman highlighted that when he had met with Councillor Mallon the previous week, they had discussed the poor state of the pavements, but the County Council could not address the issue because they did not have sufficient funds available.

The Parish Councillors also highlighted their concerns about how unstable the walls in the middle of the village along the A361 were. This had been investigated by the County Council but again, although the County Council knew they were unstable, they did not have the funds to complete the necessary maintenance work. In the old part of the village, there were also issues with sewers collapsing.

Councillor Jenny Yates highlighted the volume of traffic which went through Bloxham at all hours of the day and night, which also caused noise and air pollution.

It was suggested that the wish-list should also be prioritised prior to submission to Cherwell District Council, as well as cross referencing the results of the BNDP questionnaire.

Councillor Yates also reported that it was still hoped Miller Homes would change its mind and reallocate the recreational Section 106 monies from North Oxfordshire Academy and Wood Green Leisure Centre back to Bloxham and to Warriner School.

**Resolved** that:

- 1) the wish-list be circulated to the Parish Council; and **Action JY**
- 2) this item be deferred to the next meeting of the Parish Council. **Action TG**

- xix) South Milton Road Appeal - Following the submission of a fresh outline planning application by Mintondale for development on land on Milton Road South, the Parish Council had written to the Chief Planning Inspector, Simon Ridley.

The Parish Council letter highlighted that Mintondale should not be permitted to submit a new application for the site just because they could not meet the build deadline set by the Inspector when permission was approved at the appeal and conditions regarding time limits set. In Mr Ridley's response, he had advised that all these matters should be addressed in the first instance with Cherwell District Council.

The Parish Council would now be contacting CDC and asking their officers to enforce the original build deadline condition and reject the resubmitted outline application.

**Resolved** that the report be noted.

- xx) Oxfordshire Travel Plan – Councillor Jenny Yates reported that Councillor Andrew Taplin had collated the Parish Council's response and submitted it to the County Council.

**Resolved** that the report be noted.

- 39/14 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP)** John Groves reported that the consultant, who had been engaged by the Steering Group, had formulated the wording of some policies for inclusion in the BNDP.

# BLOXHAM PARISH COUNCIL

Within the Plan, it would be highlighted that the views in the village should be protected, as should the Church, the Conservation Area and the Recreation Ground.

Areas of green spaces could also be nominated for protection within the Plan, and the Steering Group would be recommending that the Recreation Ground, Jubilee Park and the Red Lion Gardens should all be protected. However, this question had not been asked within the BNDP questionnaire, therefore the Steering Group would be gathering the necessary evidence.

It was also reported that the housing and infrastructure policy documents had been updated.

The Steering Group would be meeting with the Oxfordshire Playing Fields Association on Wednesday 13 August 2014 to discuss how they could support and advise the Group.

The Parish Council membership of the Oxfordshire Playing Fields Association had also lapsed, this would be reinstated.

John Groves was thanked for all his work on the BNDP.

**Resolved** that the report be noted and the membership of OPFA be reinstated. **TG**

## 40/14 PARISH COUNCIL MATTERS

### xvi) Committees

- 10) Environment Committee – There had not been a meeting of the Environment Committee since the last meeting of the Parish Council.

**Resolved** that the report be noted and a meeting be arranged as soon as possible.  
**Action KM**

- 11) Resources Committee – There had not been a meeting of the Resources Committee since the last meeting of the Parish Council.

**Resolved** that:

- i) the report be noted;
- ii) a meeting of the Committee be held on 30 October 2014 at 730pm; and **Action KM**
- iii) a meeting be arranged for January 2015. **Action KM**

- 12) Planning Committee – Prior to the meeting, the minutes of the meeting held on 17 July 2014 had been circulated to the Parish Council. There had also been a meeting of the Committee on 30 July 2014, however these were not ready for circulation.

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

- 13) Committee Memberships 2014/2014 – Following the appointment of three new Councillors recently, the Committee memberships were discussed.

**Resolved** that the Committee memberships for 2014/2015 be confirmed as follows:

# BLOXHAM PARISH COUNCIL

## Resources

Nick Rayner  
Jim Golby  
Jenny Yates  
Mary Groves  
Stephen Phipps  
Geoff Mollard  
Robert Giles

## Environment

Nick Rayner  
Jim Golby  
Patricia Hopkins  
Gloria Lester-Stevens  
Geoff Mollard  
Andrew Taplin  
Robert Giles

## Planning and Strategy

Gloria Lester-Stevens  
Jenny Yates  
Stephen Phipps  
Patricia Hopkins  
Sue Slater  
Andrew Taplin  
Caroline Jones  
Mary Groves

- xvii) Drop-in and Chat – There had been two sessions since the last meeting of the Parish Council. One resident had attended each session.

At the session in July, a resident had attended to discuss the halls in the village and felt that there was no hall big enough for adult dance lessons.

At the August session, a resident had attended to discuss the air quality in Bloxham.

The next session was being held on Saturday 13 September 2014.

**Resolved** that the report be noted.

- xviii) Jubilee Park Management Committee – Prior to the meeting, the minutes of the Jubilee Park Management Committee held on 15 July 2014 had been circulated to the Parish Council.

The next meeting of the Committee was being held on Tuesday 26 August 2014 at 7.30pm at St Mary's Parish Rooms.

The Chairman reported that the new Management Committee was committed to improving the Jubilee and all the members were working very hard on their individual responsibilities. The Committee had also received a great deal of support from the Clerk Theresa Goss and Vice-Chairman of the Parish Council, Jenny Yates.

There was a Jubilee Park Project Team in place and the members were looking at how a new building could be progressed and funded. The team had also been meeting with a number of different organisations to seek advice and grant funding was being investigated. It was envisaged that the majority of the costs would be met through the section 106 monies which had been made available following the granting of planning permissions for the large developments in the village.

A request had also been made to Bloxham School to donate a small parcel of land to the east of the Jubilee which would give much more flexibility if a new building was constructed. Bloxham Schools' Management Committee would be considering this request at its' next meeting in October.

The Chairman reported that a users' survey had been drafted for consideration by the Jubilee Park Management Committee and subsequent approval by the Parish Council. This would ensure that a new hall would meet the needs of the users.

## BLOXHAM PARISH COUNCIL

The Chairman asked the Parish Council to consider whether all of the Section 106 monies which had been obtained from the large developments should be used on a new hall, or whether members felt that the money should be used on smaller individual projects in the village.

It was highlighted that other halls in the village had already benefitted from Section 106 monies and members generally felt that the section 106 money should be used to fund a new Jubilee Hall as it was the only facility in the village owned by the Parish. It also had the benefit of a car park which other halls did not and the village should have a facility it could be proud of.

The Chairman also reported that in the meantime, general maintenance works were needed to tidy up the changing rooms, kitchen, toilets etc.

Members felt that if the project was to be progressed, then the details should be looked at closely by the Parish Council's Planning Committee, as well as cross referencing with information from the BNDP.

**Resolved** that the report be noted.

### 41/14 FINANCE

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

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

Payments	Amount	Cheque No.
Theresa Goss – Salary for August 2014	£752.45	714
Theresa Goss – Expenses for August 2014	£25.03	714
K Mills – Salary for July 2014	£57.46	715
Theresa Goss – Petty Cash for Brian Stringer, Caretaker at Jubilee Hall	£50.00	716
HMRC – Monthly Payment for Salaries	£283.65	717
Oxfordshire County Council Pension Fund (take off £7.40 overpayment for July) do not show on sheet	£223.72	718
Nigel Prickett – Grass Cutting for July 2014	£1218.00	719
Bloxham Mill Ltd – Room Hire	£24.00	720
OALC – Roles & Responsibilities Training for Caroline Jones	£78.00	721
John Goves – BNDP expenses	£47.72	722
Town and Country Trees Ltd – Work in Greenhills Park	£1140.00	723
Bloxham Youth Club – Grant	£1000	724
Playsafety Ltd – Play area inspection	£92.40	725
Stephen Phipps – Ink cartridge	£17.49	726

- ii) Bank Reconciliation and Financial Report - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 11 August 2014 for the Bank of Ireland bank accounts.

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

- iii) External Auditors' Report – Prior to the meeting, the external audit report from BDO LLP, had been circulated to the Parish Council. The audit had been completed with no issues to address.

# BLOXHAM PARISH COUNCIL

**Resolved** that the report be noted.

## 42/14 VILLAGE MATTERS

- i) Village Groups – There were no matters to report.

**Resolved** that the report be noted.

- ii) The Slade – Councillor Stephen Phipps reported that the two outstanding issues with The Slade had been with regard to the reinstatement of the boundary fencing and the repairs to the culverts. The repairs to the culvert had now been agreed and the County Council would be reinstating the boundary fence, prior to the completion of the transfer. County Councillor Kieron Mallon was thanked for meeting some of the legal costs relating to the project and for also committing funds to help with the costs of the boundary fence.

Councillor Phipps was in contact with Trevor Askew from the County Council and other minor issues relating to the transfer were being slowly overcome.

**Resolved** that the report be noted.

- iii) Red Lion – Prior to the meeting, a copy of a letter had been circulated to the Parish Council, from Colin Challenger to Councillor Christine Heath, which asked her to object to the application by Fullers for a change the use at the Red Lion. The Parish Council had also been asked to objection to the application.

However, negotiations with Fullers had now stalled because Fullers did not accept the offer which had been put forward by the Committee and had advised that they were now negotiating with another bidder.

**Resolved** that the report be noted and the letter from Colin Challenger be discussed at the next meeting. **Action TG**

- iv) Youth Club – Councillor Caroline Jones was not present at the meeting, therefore, there was no update.

The Clerk reported that the Parish Council needed to confirm the cheque signatories on the Youth Club bank account.

**Resolved** that:

- 1) the report be noted; and
- 2) the signatories on Bloxham Youth Club bank account be Caroline Jones, Alison Bentley and Sarah Bradford. **Action TG**

- iv) Circular Walk – The Chairman reported that the circular walk around Bloxham was near to completion. As the walk incorporated three permissive paths which crossed land owned by Eton College as well as some local land owners, legal agreements were being negotiated and it was hoped they would all be signed by the end of September.

**Resolved** that the report be noted.

## BLOXHAM PARISH COUNCIL

- v) Bloxham Recreation Ground – There was no further update on the recreation ground.

**Resolved** that the report be noted.

- vi) Milton Road Speed Limit – The Chairman reported on the receipt of an email from Alan Plumb, Chairman of Milton Parish Meeting, seeking the Parish Council's support to address the issues of speeding on Milton Road.

**Resolved** that the report be noted and the Parish Council supports Milton Parish Meeting on the issue of speeding on Milton Road. **Action TG**

- vii) Old Bridge Road – As stated earlier in the meeting, the repairs were not scheduled to be started until 2017.

**Resolved** that the report be noted.

- viii) Defibrillators in Bloxham – Prior to the meeting, the Clerk had contacted the ambulance service to request a report on the usage of the defibrillators in the village. However, the Clerk had not received a response.

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

- i) Parking and Speeding Issues in Bloxham - The Clerk reported that she had contacted Thames Valley Police to invite the local Sergeant to a meeting to discuss parking and speeding issues in the village. However, as a date had not yet been finalised, she would make contact again and try to arrange a meeting, prior to the next meeting of the Parish Council

**Resolved** that the report be noted.

**43/14 CORRESPONDENCE** – Two items of correspondence were circulated to the Parish Council. These were the LCR magazine and CPRE's Countryside Voice.

**Resolved** that the report be noted.

### **44/14 MEETING DATES**

**Resolved** that it be noted that, future meeting dates for Bloxham Parish Council were as stated below. They would all commence at 7.30pm in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- 1 September 2014
- 6 October 2014
- 3 November 2014
- 1 December 2014

(The meeting closed at 10.00pm)

## **MINUTES OF THE MEETING OF HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 1 SEPTEMBER 2014 AT 7.30PM**

# BLOXHAM PARISH COUNCIL

**PRESENT:** Councillor Geoff Mollard (Chairman); Councillors Robert Giles, Jim Golby, Mary Groves, Caroline Hone, Patricia Hopkins, Gloria Lester-Stevens, Stephen Phipps, Susan Slater, Andrew Taplin and Jenny Yates.

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

**APOLOGIES:** An apology for absence was received from Councillor Nick Rayner and this was accepted. Apologies for absence were also received from District Councillor Lynda Thirzie-Smart and County Councillor Kieron Mallon.

**45/14 DECLARATIONS OF INTEREST** – There were no declarations of interest.

**Resolved** that the interests be noted.

**46/14 MINUTES** - The minutes of the meeting held on 11 August 2014 were taken as read and duly adopted and signed by the Chairman.

**Resolved** that the minutes be approved.

**47/14 MATTERS ARISING FROM THE MINUTES 11 AUGUST 2014**

Minute Number 37/14 County Councillors' Report – Councillor Jenny Yates asked whether there had been an update from County Councillor Kieron Mallon about the environmental impact of traffic in the village. The Clerk confirmed that there had not and she would chase this up. **Action TG**

Minute Number 38/14 Planning – Councillor Jenny Yates asked if there had been any response from Andy Preston with regard to the letter which had been sent to him relating to the Mintondale planning application. The Clerk confirmed that there had not and she would chase this up. **Action TG**

**48/14 RESIDENTS' ISSUES** – Councillor Jim Golby reported that a resident had advised him that the branches from a tree in the garden of Lightbread Cottage, The Ridgeway were overhanging onto the public footpath. The Clerk was asked to write to the residents and ask them to cut the branches back. **Action TG**

**Resolved** that the report be noted.

**49/14 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** - Prior to the meeting, District Councillor Lynda Thirzie-Smart had circulated her report to the Parish Council. There was no report from County Councillor Kieron Mallon.

District Councillor Christine Heath advised that she did not have any case work to be reported to the Parish Council and had been spending a lot of time working on planning matters.

**Resolved** that the reports be noted.

**50/14 PLANNING**

## BLOXHAM PARISH COUNCIL

- xxi) Planning Applications - Councillor Jenny Yates reported on the planning applications which had been considered by the Parish Council's Planning Committee since the last meeting.

It was also reported that the Section 106 wish list had been circulated to all Councillors for their comments.

Councillor Yates also advised that planning application 14/01038/LB - St Mary's Lodge, Church Street, Bloxham for replacement coping details to the boundary wall, had been determined by Cherwell District Council, prior to the deadline which had been given to the Parish Council to pass comments. The Clerk had written to Cherwell District Council on this matter and was waiting for a reply.

**Resolved** that the planning applications and the report be noted.

- xxii) Results of Planning Applications - Councillor Jenny Yates reported to the Parish Council on results of applications which had been determined by Cherwell District Council's Planning Committee.

**Resolved** that the results of the planning applications determined by Cherwell District Council, be noted.

- xxiii) 14/01017/OUT Land South of Milton Road, Bloxham – Councillor Jenny Yates reported that the Parish Council's Planning Committee was working on a submission to Cherwell District Council to be read out at its Planning Committee meeting when the Mintondale planning application was considered on 4 September 2014.

**Resolved** that the Parish Council's Planning Committee be given delegated authority to formulate a submission on planning application 14/01017/OUT, on behalf of the Parish Council.  
**Action JY**

- xxiv) 14/00761/REM OS Parcel 1200 Adjoining and South of St Christopher's Lodge, Barford Road, Bloxham – Councillor Jenny Yates reported that the deadline for the Parish Council's response to the Bovis Homes development on Barford Road to Cherwell District Council was 12 September 2014.

**Resolved** that the Parish Council's Planning Committee be given delegated authority to formulate and submit a response on planning application 14/00761/REM, on behalf of the Parish Council. **Action JY**

- xxv) Local Plan – Councillor Jenny Yates reported that the deadline for comments on the revised Local Plan was Friday 3 October 2014.

**Resolved** that the Parish Council's Planning Committee be given delegated authority to formulate a response on the Local Plan, and submit it to Cherwell District Council, on behalf of the Parish Council. **Action JY**

- 51/14 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP)** - John Groves reported that the Steering Group had considered the policies which had been formulated by the Consultant who had been appointed to help with the BNDP and there would be a further meeting with him this week.

# BLOXHAM PARISH COUNCIL

John would be working with the Oxfordshire Playing Fields Association with regard to the recreation part of the project. He had met with Bloxham Football Club to discuss their needs and a meeting with Warriner School was planned to discuss shared use agreements.

A meeting would also be requested with Cherwell District Council to discuss the new housing figures within the revised Local Plan.

John Groves was thanked for all his work on the BNDP.

**Resolved** that the report be noted.

## 52/14 PARISH COUNCIL MATTERS

### xix) Committees

- 14) Environment Committee – The minutes of the meeting held on 28 August 2014 had been circulated to the Parish Council prior to the meeting.

The Parish Council considered the recommendations from the Committee.

**Resolved** that:

- i) Thames Water be contacted to discuss the issues of the damaged footpaths in Chapel Street, Bloxham: **Action TG**
  - ii) a meeting be arranged with the Chairman, Councillor Nick Rayner and Nigel Prickett to discuss the grass cutting contract; **Action TG**
  - iii) Town and Country Trees Ltd be contacted to arrange for a review and update of the tree survey; **Action TG**
  - iv) the position of a maintenance person be advertised with an anticipated start date of 1 April 2015; **Action GM/JY**
  - iv) an article be included in the Broadsheet and the Banbury Guardian asking for local craftsmen who are willing to support the Parish Council; **Action NR**
  - v) investigations be made into the arrangements for a Christmas tree and the tree lighting for 2014; **Action GM**
  - vi) the County Council be advised that the Parish does not require any salt this winter; and **Action TG**
  - vii) Councillor Stephen Phipps to update the Community Emergency Planning information, requested by the County Council. **Action SP**
- 15) Resources Committee – There had not been a meeting of the Resources Committee since the last meeting of the Parish Council.

**Resolved** that the report be noted.

- 16) Planning Committee – Prior to the meeting, the minutes of the meeting held on 20 August 2014 had been circulated to the Parish Council.

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

## BLOXHAM PARISH COUNCIL

- xx) Standing Orders – Prior to the meeting the Clerk had advised the Parish Council that an amendment was needed to the Standing Order because there had been a change in legislation about the filming of meetings.

Members of the public were now entitled to film Parish Council meetings without the consent of the Parish Council and this had to be reflected in the Standing Orders.

The Parish Council was unhappy that this legislation had been approved. Members felt they would like further clarification as to whether a member of the public could be asked not to film a meeting, if requested by the Parish Council.

**Resolved** that:

- 1) the report be noted;
- 2) the amendments to the Standing Orders be referred to the Resources Committee; and  
**Action TG**
- 3) further legal advice be sought on this matter. **Action TG**

- xxi) Drop-in and Chat – There had not been a session since the last meeting of the Parish Council.

The next session was being held on Saturday 13 September 2014.

**Resolved** that the report be noted.

- xxii) Jubilee Park Management Committee – Prior to the meeting, the minutes of the Jubilee Park Management Committee held on 26 August 2014 had been circulated to the Parish Council.

The next meeting of the Committee was being held on Tuesday 28 October 2014 at 7.30pm at St Mary's Parish Rooms.

**Resolved** that the report be noted.

### 53/14 FINANCE

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

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

Payments	Amount	Cheque No.
Theresa Goss – Salary for September 2014	£599.99	727
Theresa Goss – Expenses for September 2014	£25.75	727
HMRC – Monthly Payment for Salaries	£174.77	728
Oxfordshire County Council Pension	£178.85	729
Oxfordshire Playing Fields Association – Annual Membership	£50.00	730
Town and Country Trees Ltd – Work in Greenhills Park	£480.00	731
Oxfordshire County Council – Room Hire	£104.00	732
Tony Burton Consulting Limited	£500	733

## BLOXHAM PARISH COUNCIL

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 1 September 2014 for the Bank of Ireland bank accounts.

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

- iii) Appointment of Internal Auditor – The Clerk reported that the letter of engagement had been received from Phil Hood from Arrow Accounting for the Internal Audit for 2014/2015.

**Resolved** that Phil Hood from Arrow Accounting be appointed as the Internal Auditor for 2014/2015. **Action TG**

### 54/14 VILLAGE MATTERS

- m) Village Groups – There were no matters to report.

**Resolved** that the report be noted.

- ii) The Slade – Councillor Stephen Phipps gave an update report on the progress with the transfer of The Slade. It was hoped it would be completed in the next couple of months. There were still a few outstanding issues and these were being discussed with the Parish Council's solicitors.

**Resolved** that the report be noted.

- iii) Red Lion – Councillors Mary Groves reported that there had been no change with the situation at the Red Lion and the Committee was still waiting for Fullers to advise on the outcome of their negotiations with another party who was interested in the site.

Also, prior to the meeting, a copy of a letter had been circulated to the Parish Council, from Colin Challenger to Councillor Christine Heath, which asked her to object to any future planning application by Fullers for a change the use at the Red Lion. The Parish Council had also been asked to objection to any such application.

The Parish Council felt that it would comment on the application for the change of use when it was consulted.

**Resolved** that the report be noted

- iv) Youth Club – Councillor Caroline Hone reported that Bloxham Youth Club was re-opening on Tuesday 9 September 2014 from 7pm to 8.30pm at Jubilee Hall, however, more volunteers were needed to help run it.

The new bank account would be opened shortly and the volunteers were undertaking the necessary training from the Youth Development Team.

Caroline was thanked for all her work at the Youth Club.

**Resolved** that:

- a) the report be noted; and  
b) a note be added to the Parish Council Facebook page asking for Youth Club volunteers.

**Action TG**

## BLOXHAM PARISH COUNCIL

- ix) Circular Walk – The Chairman reported that the circular walk around Bloxham was progressing, but there were still issues concerning permissive path consent. It was hoped this would be resolved shortly.

The route was approximately 5 miles and was a beautiful walk around the village.

**Resolved** that the report be noted.

- x) Defibrillators in Bloxham – Prior to the meeting, the Clerk had contacted the ambulance service to request a report on the usage of the defibrillators in the village. She had received an acknowledgment, but the performance figures were yet to be forwarded to her.

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

- xi) Parking and Speeding Issues in Bloxham - The Chairman reported that along with Councillor Jenny Yates, he had met with Sergeant Rebecca Fishwick and PCSO Angela Alford.

Sergeant Fishwick and PCSO Alford had advised that it was an offence to park on pavements and tickets would be issued to anyone doing so. Thames Valley Police would also monitor speeding on Milton Road and the A361. Information on the Community Speed Watch Scheme would also be forwarded to the Clerk.

It was agreed that they would continue to meet with the Parish Council on two occasions per year.

Sergeant Fishwick also agreed to investigate why there was not a Police presence at Jubilee Park when the GCSE results had been released, as had been planned by the Police.

The Parish Councillors also reported that they were happy with the verge posts which had been installed at the Primary School but asked the Clerk when the VAS would be installed.

**Resolved** that:

- a) the report be noted; and
  - b) the County Council be asked for an installation date for the VAS. **Action TG**
- xii) Remembrance Day 2014 – The Chairman reported that Remembrance Sunday would be held on Sunday 9 November 2014 and there would be the usual road closures through the village from approximately 10am to 1pm.

The Clerk would be arranging the road closure and purchase of the maroons.

Councillor Jenny Yates also hoped that Smiths of Bloxham would monitor the road closures again, but if they were unavailable, volunteers would be needed.

**Resolved** that the report be noted and the application for the road closure be submitted to Cherwell District Council. **Action TG**

# BLOXHAM PARISH COUNCIL

**55/14 CORRESPONDENCE** – One item of correspondence was circulated to the Parish Council from the CPRE, Countryside Voice.

**Resolved** that the report be noted.

## **56/14 MEETING DATES**

**Resolved** that it be noted that, future meeting dates for Bloxham Parish Council were as stated below. They would all commence at 7.30pm in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- 6 October 2014
- 3 November 2014
- 1 December 2014
- 5 January 2015
- 2 February 2015
- 2 March 2015
- 13 April 2015
- 7 May 2015 (Annual Parish Meeting, venue to be confirmed)
- 11 May 2015
- 1 June 2015

## **57/14 ITEMS FOR THE NEXT AGENDA**

1. Broadband coverage in Bloxham

(The meeting closed at 9.05pm)

## **MINUTES OF THE MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 6 OCTOBER 2014 AT 7.30PM**

**PRESENT:** Councillor Geoff Mollard (Chairman); Councillors, Mary Groves, Patricia Hopkins, Gloria Lester-Stevens, Stephen Phipps, Nick Rayner, Susan Slater, Andrew Taplin and Jenny Yates.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer), District Councillors Christine Heath and Lynda Thirzie-Smart, County Councillor Kieron Mallon, John Groves and one member of the public.

**APOLOGIES:** Apologies for absence were received from Councillors Caroline Hone, Robert Giles and Jim Golby and these were accepted.

**58/14 DECLARATIONS OF INTEREST** – There were no declarations of interest.

**Resolved** that the interests be noted.

**59/14 MINUTES** - The minutes of the meeting held on 1 September 2014 were taken as read and duly adopted and signed by the Chairman.

**Resolved** that the minutes be approved.

# BLOXHAM PARISH COUNCIL

## 60/14 MATTERS ARISING FROM THE MINUTES 1 SEPTEMBER 2014

Minute Number 47/14 Matters Arising – Environmental Impact Assessment – Councillor Jenny Yates asked if there had been a response from County Councillor Kieron Mallon about the screening of air quality. The Clerk confirmed that there had not. However, it was noted that District Councillor Lynda Thirzie-Smart had referred to this matter in her report to the Parish Council and she suggested that the Parish Council should make a formal request to Cherwell District Council (CDC) for screening of air quality. **Action TG**

Minute Number 48/17 Residents Issues – Works to Trees – It was reported that some of the trees around Lightbread Cottage had been cut back by the residents, but the trees reported to be owned by Oxfordshire County Council (OCC) needed to be cut back too. The Clerk was asked to report this to OCC. **Action TG**

Minute Number 52/13 (ii) Recording of Meetings – The Clerk reported that she had obtained further advice on this matter from the Oxfordshire Association of Local Councils (OALC) and they had stated that the legislation and guidance only permitted a refusal to allow filming of a meeting where the filming would cause a disturbance to the meeting. Any person wishing to film a meeting, had a legal right to do so.

**61/14 RESIDENTS' ISSUES** – A resident attended the meeting and commented with regard to the proposal by Taylor Wimpey to build 30 houses on Milton Road, whether the footpath which ran behind the Council houses on Milton Road was still a public footpath as it was an ancient right of way. It had been removed from the footpaths register many years ago, possibly before the 1930's, and the Parish Council was unsure whether it could be included again.

The resident also reported that the area in which the proposed houses were to be built, included rare species of plants as well as a railway cutting, which was home to foxes, bats and birds of prey.

He also highlighted the cycle track which joined with the Barford Road was very dangerous at its junction.

The resident suggested that the Parish Council should approach the builder, Taylor Wimpey, and ask them to complete a land exchange with the Recreation Ground as there would then be more land for parking.

The Parish Council advised that the Recreation Ground was not owned by the Parish Council and proposal would have to be made to the Recreation Ground Trustees.

He also asked why farmers had to put a margin around their agricultural land for bio diversity, but developers did not have to. The Parish Council was unable to comment on this.

The Chairman thanked the resident for all of his comments and the Parish Councillors agreed with the majority of what he had suggested. The Chairman reiterated that the footpath behind the council houses was not on the footpath register, but he would pursue the matter of its reinstatement.

**Resolved** that:

- a) the report be noted; and
- b) the reinstatement of the footpath to the rear of the council houses on Milton Road be investigated. **Action GM**

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**62/14 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** - Prior to the meeting, District Councillor Lynda Thirzie-Smart had circulated her report to the Parish Council.

County Councillor Kieron Mallon reported that he had no case work and no updates on any of the matters previously brought to his attention by the Parish Council.

District Councillor Christine Heath reported that she would be visiting the CDC offices on Tuesday and would be speaking to officers about the wall in Unicorn Street.

Councillor Jenny Yates asked Councillor Mallon about his thoughts on the Lengthsman Scheme, which the Clerk had emailed to him. He thought the scheme was a good idea and asked for a copy of the email from Maurice Sheehan at to the Parish Council indicating that it was a sound idea in principle, but the contractor used by OCC may object.

The Parish Council highlighted a letter from OCC in response to queries concerning planning matters and the perceived lack of support received from OCC. Councillor Mallon asked for a copy to be sent to him, as it appeared he had not been copied in by OCC.

Councillor Mallon also suggested that he should meet regularly with the Chairman between Parish Council meetings so that he could chase up any outstanding OCC issues in Bloxham.

**Resolved** that:

- a) the reports be noted;
- b) a copy of the letter from OCC about the planning matters be forwarded to Councillor Mallon;  
**Action TG**
- c) the Chairman and Councillor Mallon to meet between Parish Council meetings to discuss outstanding OCC matters in the village; and **Action GM/KM**
- d) Cherwell District Council be asked to complete an air quality assessment in Bloxham, and it not be undertaken during the school holidays. **Action TG**

## **63/14 PLANNING**

xxvi) Planning Applications - Councillor Jenny Yates reported on the planning applications which had been considered by the Parish Council's Planning Committee since the last meeting.

**Resolved** that the planning applications be noted.

xxvii) Results of Planning Applications - Councillor Jenny Yates reported to the Parish Council on results of applications which had been determined by Cherwell District Council's Planning Committee.

Councillor Yates also highlighted that there had been a re-application for Champers on Barford Road Bloxham (14/01371/F). Also Truffle Cottage, Hogg End, Bloxham (14/00305/TCA) was an application for the removal of a goat willow. However, all the other trees and hedges forming the boundary of the property had already been removed and as this property was in the conservation area, permission should have been sought for the removal of all the trees, not just the goat willow. This would be followed up with CDC by Councillor Yates.

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Councillor Yates also reported that the application from Bloxham Grove Farm, Bloxham Grove Road, Bloxham (14/00852/F) which had been approved by CDC, included a condition with regard to signage on Bloxham Grove Road. Councillor Yates confirmed that she would be querying with CDC, which officers would be checking that the correct signage had been erected and also why the condition relating to the inclusion of a flue, had a one year deadline attached to it.

Councillor Stephen Phipps also queried why the rebuilding of the wall in Unicorn Street had taken such a long time. It had collapsed in February 2014 and was still nowhere near to completion.

The Parish Council agreed that the rebuilding of the wall had taken an un-necessary amount of time and the Chairman reported that even though planning permission had finally been granted about six weeks ago, no work had yet been undertaken. He had also sent emails to the County and District Councillors for Bloxham, but had not received a response. The residents of the area, as well as the Parish Council, found the whole situation frustrating as well as unacceptable.

As a resident of Unicorn Street, the Chairman declared an interest under the Code of Conduct.

**Resolved** that the report and the results of the planning applications determined by Cherwell District Council, be noted.

xxviii) Planning Matters – Councillor Jenny Yates updated the Parish Council on the following items:

- Department for Communities and Local Government (DCLG), Review of the Neighbourhood Development Plans – The Parish Council had submitted to the DCLG its comments on this consultation document.
- Cherwell District Council Local Plan – The Parish Council's comments on the amended Local Plan had been submitted to Cherwell District Council. The Parish Council had also made a request to address the Inspector at the Inquiry.
- Bovis Home Development on Barford Road (14/00761/REM) – This application would be decided at officer level and not by CDC's Planning Committee. The main areas of concern were drainage and location of houses and parking spaces. Building work would also have to commence within one year of the application being approved. The Environment Agency was also objecting on the matter of drainage.
- Miller Homes Development on Tadmerton Road (14/01634/REM) – This planning application had been received today by the Parish Council and Councillor Yates suggested that residents should be alerted this so that they could make their own comments. It was also suggested that potential buyers of properties on new developments in the village, should be made aware that they may not be able to secure a place at the Primary School unless their child was entering at Reception. In-year moves, would be highly unlikely.
- Taylor Wimpy Development on Milton Road – The consultation event for the proposed development had been held on Monday 8 September 2014. A planning application had not yet been submitted to Cherwell District Council (CDC). It was highlighted that the Parish Council's Section 106 wish-list should be forwarded to all CDC planning officers to ensure that CDC would take it into account when negotiations were undertaken with the

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developers, so that developers would be aware of the needs of the village, should approval be given.

- Letters from OCC and CDC – The Parish Council had written to Caroline Ford at CDC and County Councillor Ian Hudspeth at OCC with regard to planning matters in Bloxham. The replies which had been received, had been circulated to the Parish Council prior to the meeting.

The Parish Councillors all felt that both letters did not address the points which had been made by the Parish Council. The Parish Council felt that the replies from OCC were unprofessional, unhelpful and had poor content.

The letter from OCC mainly blamed CDC as it was the planning authority, but OCC had responsibility for making appropriate representations on planning applications with regard to drainage, education and highways and could not pass blame to CDC for their poor responses on these matters.

Parish Councillors found the attitude of CDC and OCC officers, towards the Parish Council to be very frustrating and the Parish Council currently had no confidence in the planning process. Parish Councils could use their local knowledge to assist the CDC and OCC officers, but at the moment, the Parish Council perceived that it was viewed as a hindrance by these authorities.

There were some very good planning authorities across the country who did listen and worked well with Parish Councils, but it seemed that CDC and also OCC did not wish to work in this way.

The officers at these authorities both also used the excuse that they had a heavy workload, but if this was the reason, it was clearly a result of poor management. The Parish Council viewed it as highly unprofessional to use workload as a reason for not carrying out a duty. There was no excuse for not responding to emails.

**Resolved** that:

- a) the report be noted;
- b) residents be alerted to the submission of the Miller Homes development for the reserved matters (14/01634/REM); **Action TG**
- c) County Councillor Kieron Mallon be sent a copy of the response from OCC and he be asked to go back to OCC and give feedback on the Parish Council's concerns; and **Action TG/KM**
- d) the Parish Council's Section 106 wish-list be sent to all planning officers at CDC and also Karen Howe at OCC. **Action TG**

**64/14 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP)** - John Groves reported that the consultation on the revised Local Plan, had caused a few issues for the writing of the BNDP. However, a meeting had been arranged for Tuesday 7 October 2014 with Kate Gordon from CDC so that these could be discussed.

It was not completely clear from the revised Local Plan, what the housing numbers for Cherwell were, however, it was reported that there was approximately 250 homes for Kidlington, and 1254 to be split amongst the rest of the category A villages.

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Bloxham was still a category A village and CRAITLUS still stated that Bloxham was a sustainable village, because it had a school, shops and low carbon connectivity. In their submission to the Local Plan, the Parish Council questioned this categorisation.

There was another meeting of the Steering Group next week and John would be feeding back to the Group, the outcomes of the meeting with Kate Gordon.

John also reported that he had met with Oxfordshire Playing Fields Association (OPFA) and they had produced a very detailed document about Bloxham. John agreed to forward this to the Clerk. The document covered recreation and the shortage of facilities, it noted that the Warriner School wished to have an all weather pitch and suggested this should be included in the BNDP and it also suggested that the two recreation grounds should be registered as recreational facilities in perpetuity, with Fields in Trust.

OPFA also detailed some sources of grant funding which should be investigated shortly.

John Groves was thanked for all his work on the BNDP.

Councillor Jenny Yates asked whether the Red Lion Gardens had been registered as a Local Heritage Asset. Councillor Mary Groves confirmed that the application had been made, but she had not received a reply to her email chasing it up. She agreed to contact CDC again, but as the application had been submitted, it would be classed as a non-designated heritage asset.

John Groves reported that the boundaries for the Salt Way development had been placed where they were, because of non-designated heritage assets.

**Resolved** that the report be noted.

## 65/14 PARISH COUNCIL MATTERS

### xxiii) Committees

- 17) Environment Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for 27 November 2014.

Councilor Nick Rayner reported that he had advertised for the role of a tradesman to assist with tasks around the village. However, the Clerk confirmed there had not been any applicants so far.

**Resolved** that the report be noted.

- 18) Resources Committee – There had not been a meeting of the Resources Committee since the last meeting of the Parish Council. The next meeting was scheduled for 30 October 2014.

**Resolved** that the report be noted.

- 19) Planning Committee – Prior to the meeting, the minutes of the meeting held on 2 September 2014 had been circulated to the Parish Council. There had also been a

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meeting on 25 September 2014 but these had not yet been circulated to the Parish Council.

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

- xxiv) Drop-in and Chat – The last session of the Drop-In and Chat, had been held on Saturday 13 September 2014.

The following items were raised by members of the public:

- Speeding vehicles in the village including Milton Road. The resident may be interested in being involved with the Community Speed Watch Scheme. There was also a case of overtaking on the wrong side of the island on Milton Road.
- Signs stating "Respect our Village"; it was suggested these be placed around the village.
- Bloxham Grove Road needed a sign indicating walkers on the road. It was also being used as a fly tipping site at present, what action could be taken?
- Could anything be done about the parking outside of the Deli? Cars parked over the dotted white line indicating the lay-by. Vehicles parked on either side of the road on the pavement making it difficult for pedestrians to pass safely.
- Cars parked on the pavement by Bloxham School offices on the High Street.
- Was Old Bridge Road really unsafe?
- White lines on Courtington Lane had faded.
- Pavements on Chapel Street opposite Manor Farm Gardens past the Ellen Hinde Hall were unsafe and had been in this condition for some time.
- Hedge adjacent to Waters Court still needed cutting. The residents and OCC needed to be advised.
- Concern regarding Bovis on the Barford Road; would Bovis keep all site vehicles in a compound on the development site and not park on Barford Road.

Councillor Jenny Yates advised that the issues with parking and speeding had been discussed at a meeting with Thames Valley Police and this would be covered later in the meeting.

The next session was being held on Saturday 11 October 2014.

**Resolved** that:

- a) the report be noted;
- b) OCC be advised of the issues of fading white lines and the hedge in Waters Court;  
**Action TG**
- c) CDC be advised of the fly tipping in Bloxham Grove Road; and **Action TG**
- d) it be noted that, pavements in Chapel Street were being addressed by Thames Water.  
**Action TG**

- xxv) Jubilee Park Management Committee – The next meeting of the Committee was being held on Tuesday 28 October 2014 at 7.30pm at Jubilee Hall, Bloxham.

Following the last meeting of the Committee, members of the new Committee had been working hard on a number of tasks, which included ensuring that the hire agreement was up to date, ensuring compliance with all legislation especially health and safety issues, addressing employment issues, opening new bank accounts and building a web site. The Project Team was also still working on the proposal for a new building.

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The Chairman highlighted that any new building would not be ready for use for at least 3-5 years therefore the Parish Council would need to spend some money in the interim, so that the Hall was in a decent state to be hired out.

**Resolved** that the report be noted.

- xxvi) Meeting with Bloxham School – Prior to the meeting, the minutes of the meeting held with Bloxham School on 24 September 2014 had been circulated to the Parish Council.

Councillor Yates reported that it had been a good meeting and the Chairman suggested that meeting more regularly than every six month might be helpful.

**Resolved** that the report be noted.

- xxvii) Annual Parish Meeting (APM) – The Clerk reported that the date which had been set for the APM, 7 May 2015, was the day of the general election. Therefore, it was suggested that this be changed to 23 April 2015.

Members felt that an external speaker would not be required and the Parish Council's Committee Chairmen should be asked to report on their work during the year. Information could also be given on how the precept was spent during 2014/2015, as well as receiving a BNDP update.

**Resolved** that the report be noted and the date of the APM be changed to 23 April 2015.

## 66/14 FINANCE

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

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

Payments	Amount	Cheque No.
Theresa Goss – Salary for October 2014	£598.79	736
Theresa Goss – Expenses for October 2014	£56.78	736
Katherine Mills – Salary for July/Aug/Sept	£357.60	737
HMRC – Monthly Payment for Salaries	£98.37	738
Oxfordshire County Council Pension	£178.85	739
Viking – Stationery Order for Clerk	£61.16	740
Viking – Stationery Order for Chairman	£37.66	741
N Prickett – Grass Cutting August 2014	£774.00	742
Cherwell District Council – Emptying Dog Bins for Summer Period	£1743.46	743
Bloxham Mill Ltd – Room Hire	£54.00	744
Nigel Prickett – Grass Cutting September 2014	£1218.00	745
Gloria Lester-Stevens – Ink cartridges	£78.98	746

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 6 October 2014 for the Bank of Ireland bank accounts.

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

## 67/14 VILLAGE MATTERS

- n) Village Groups – There were no matters to report.

**Resolved** that the report be noted.

- ii) The Slade – Prior to the meeting, Councillor Stephen Phipps had circulated an update on The Slade.

Councillor Phipps reported that OCC had agreed to pay for the removal of trees from both culverts, clear the stream of fallen branches, for the headwalls of the culverts to be repaired and the boundary fence to be repaired.

OCC's own contractors had quoted for the culvert work however this was an unacceptable price which had been rejected and OCC had asked if the Parish Council knew of any local contractors who would be willing to quote.

Contact details for Terry Eden and Martin Corbett had been passed on having confirmed with them that they could do the work. Both had worked for the Parish before.

Marie Jones had confirmed that the trees above the culverts had already been removed by OCC. Marie was working on notices for The Slade, for when it was transferred and she would also arrange for a new notice board to be installed.

Councillor Phipps was thanked for his work on The Slade.

**Resolved** that the report be noted.

- iii) Red Lion – Councillors Mary Groves reported that the offer made by the Red Lion Hub had been rejected and Fullers had accepted an offer from another company. However, the site was still being marketed so the sale had not yet been completed. Councillor Groves also confirmed that she was stepping down from the Steering Group and Councillor Robert Giles would be taking her place.

The Parish Council asked if the company who had made the offer to Fullers had contacted the Red Lion Hub and made a suggestion of how they could work together. Councillor Groves confirmed that this did happen, but it was not followed up.

The Chairman reported that he received an email from the owner of Bloxham Pharmacy with a proposal to work with the Red Lion Hub, which involved moving the pharmacy onto the Red Lion site but it also incorporated some of the Red Lion Hub ideas. However, this was not followed up promptly by the Steering Group promptly and the Chairman had apologised to the owner of the pharmacy on behalf of the Parish Council for this. It was felt that this opportunity may now have been missed.

The Parish Council emphasised that CDC should not approve the change of use from business to residential use and anticipated that this would be the case.

**Resolved** that the report be noted.

## BLOXHAM PARISH COUNCIL

- iv) Youth Club – On behalf of Councillor Caroline Hone, the Chairman reported that there were now six members of the Youth Club and the bank account had been sorted out. Bloxham School had also been asked if it would be able to support the Youth Club and the Bursar was going to look into the matter.

**Resolved** that the report be noted.

- v) Traffic Issues in Courtington Lane – This item was deferred as the meeting had not yet been held, but this may now have been superseded by the meeting with Thames Valley Police with regard to this same issue.

**Resolved** that the report be noted.

- xxviii) Defibrillators in Bloxham – Prior to the meeting, the Clerk had contacted the ambulance service to request a report on the usage of the defibrillators in the village. She had received an acknowledgment, but the performance figures were yet to be forwarded to her.

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

- xxix) Parking and Speeding Issues in Bloxham – Prior to the meeting, the minutes of a meeting held on 1 October 2014 between the Chairman and Councillor Jenny Yates and Thames Valley Police had been circulated to the Parish Council.

The meeting had been very useful and there were a number of actions which would be followed up by Thames Valley Police, including the monitoring of parking, especially around the school as well as speeding vehicles coming in and leaving the village and better monitoring of Jubilee Park.

**Resolved** that:

- a) the report be noted; and  
b) the 'Have your Say' events being held on 7 November and 3 December 2014 at the Primary School be publicised by the Parish Council, on behalf of Thames Valley Police.  
**Action TG**

- xxx) Remembrance Day 2014 – The Chairman reported that Remembrance Sunday would be held on Sunday 9 November 2014.

The Clerk confirmed that the maroons had been ordered and she had applied for the road closure and signage. However, she would check with CDC when and where the signs could be collected.

**Resolved** that the report be noted.

- xxxi) Lengthsman Scheme – This item had been covered earlier in the meeting.

**Resolved** that the report be noted.

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xxxii) Bloxham Christmas Tree Festival – The Parish Council had received a letter from St Mary's Church asking the Parish Council to sponsor and decorate a Christmas tree, to raise funds for St Mary's Church.

**Resolved** that:

- a) the report be noted;
- b) the invitation to sponsor and dress a tree be accepted at a cost of £20 for the sponsorship and £25 for the tree stand; and **Action TG**
- c) Melanie Rayner be asked to dress the tree on behalf of the Parish Council, with a budget of £100. **Action NR**

xxxiii) Community Emergency Plan – Prior to the meeting, Councillor Stephen Phipps had circulated the Community Emergency Plan for 2014/2015. This had already been submitted to the County Council.

Councillor Phipps was thanked for his work on the Plan.

**Resolved** that the report be noted.

xii) Consultation on Proposal to Close SENSS base at Queensway School, Banbury – The Parish Council had received a consultation document from OCC about the proposed closure of the SENSS base at Queensway School, Banbury.

The Parish Council did not feel that it knew enough about the issue to be able to make any informed comments at this time.

**Resolved** that the report be noted and no comments be made on the consultation.

**68/14 CORRESPONDENCE** – One item of correspondence was circulated to the Parish Council, which was the LCR magazine.

The Chairman also reported on a letter which he had received from a resident, highlighting her concerns at the rivalry between the Post Office and the Co-op in the village. The Parish Council had discussed this matter previously with the owner of the Post Office and Councillor Mary Groves had also spoken to him personally about how he could entice customers back to the Post Office. Therefore, the Parish Council was unable to assist any further with his matter.

**Resolved** that the report be noted.

**69/14 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 70/14 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**70/14 QUOTES FOR WORKS AT JUBILEE HALL** – The Chairman reported that quotes were being obtained for works to Jubilee Hall. However, not enough quotes had yet been received therefore this item would be discussed at the next meeting.

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

# BLOXHAM PARISH COUNCIL

## 71/14 MEETING DATES

**Resolved** that it be noted that, future meeting dates for Bloxham Parish Council were as stated below. They would all commence at 7.30pm (unless stated otherwise) in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- 3 November 2014 (**starting at 7pm**)
- 1 December 2014
- 5 January 2015
- 2 February 2015
- 2 March 2015
- 13 April 2015
- 23 April 2015 (Annual Parish Meeting, venue to be confirmed)
- 11 May 2015
- 1 June 2015

(The meeting closed at 9.50pm)

## MINUTES OF THE MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 3 NOVEMBER 2014 AT 7.00PM

**PRESENT:** Councillor Geoff Mollard (Chairman); Councillors Robert Giles, Mary Groves, Caroline Hone, Patricia Hopkins, Gloria Lester-Stevens, Stephen Phipps, Susan Slater, Andrew Taplin and Jenny Yates.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer), District Councillor Christine Heath, John Groves, one member of the public and Community First Responders Ian Broome and Karen Kesterton.

**APOLOGIES:** Apologies for absence were received from Councillors Jim Golby and Nick Rayner and these were accepted. Apologies were also received from District Councillor Lynda Thirzie-Smart and County Councillor Kieron Mallon.

**72/14 COMMUNITY FIRST RESPONDERS** - Mrs Karen Kesterton and Mr Ian Broome, Community First Responders (CFR) attended the meeting to present information on the service which they provide to the village.

Ian reported to the Parish Council that there were two CFR's and two defibrillators in Bloxham and he showed the Councillors the defibrillator which he used when he was called out on an emergency. He also ran through the other items which were part of their kit, along with the defibrillator.

Ian advised the Parish Council on the types of emergency they would be called out to and what they could do to assist the patient until the Ambulance arrived. If a patient was in cardiac arrest, the CFR would fit the defibrillator pads onto the patient and it would then pick up their heart rhythm. Depending on that rhythm, the defibrillator may or may not be able to work on that patient.

Ian reported that in an emergency, the first thing that anyone should do was call 999 and if the CFR's were needed, they would be paged straight away to attend to the patient. A patient had the greatest chance of survival if they were attended to within the first 8-10 minutes.

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Ian briefly reported on how a patient could be revived and that when a 999 call came in, the operator would always advise the caller on how to do CPR until the CFR or the ambulance service arrived. CFR's had to re-qualify every six months and had a one day training session on a monthly basis.

It was reported that Hook Norton had a defibrillator located in the village which could be opened by a CFR in the event on an emergency. Members discussed with Ian whether having a centrally located defibrillator was a good idea and whether a Council should arrange first aid training for the residents of the village.

The Chairman thanked Ian and Karen for attending the meeting.

**Resolved** that the report be noted.

**73/14 DECLARATIONS OF INTEREST** – Councillor Patricia Hopkins declared an interest in the Parish Council grants, because she was a member of the Senior Citizens Club.

**Resolved** that the interests be noted.

**74/14 MINUTES** - The minutes of the meeting held on 6 October 2014 were taken as read and duly adopted and signed by the Chairman.

**Resolved** that the minutes be approved.

**75/14 MATTERS ARISING FROM THE MINUTES 6 OCTOBER 2014** - There were no matters arising.

**Resolved** that the report be noted.

**76/14 RESIDENTS' ISSUES** – John Wyatt attended the meeting and reported that he had the Christmas tree ready for the village and it was about 10 feet tall. It had been grown in a pot but when it was sited in the village, it would be fully secured. He would liaise with the Chairman about the date for delivery.

My Wyatt also reported on the condition which had been attached to his planning permission 14/00349/F, which stated that 'only produce grown on the application site shall be sold directly from the site and that such sales shall only constitute 5% of the total value of sales from the site'.

The Planning Committee members stated that they were not aware of this condition and would look into it further on behalf of Mr Wyatt.

Councillor Gloria Lester-Stevens reported that a number of residents had contacted her about the issue of dog fouling in the village. Deddington Parish Council had recently forwarded to the Clerk, some information about dog fouling and members felt that this should be reproduced in the Broadsheet.

Councillor Lester-Stevens also asked if there had been a response from Gordon Kelman about the issues of clearing the blocked drain on Tadmarton Road and also replacing the grills on Tadmarton Road. The Clerk confirmed she had not had a reply from Mr Kelman and would contact him again.

# BLOXHAM PARISH COUNCIL

There were also issues of cars parking on grass verges and driving along pavements, and this was not just at school drop-off and collection times.

There was also an elderly couple in Cumberford Close who were now unable to attend to their front and back gardens and they had become very overgrown. This had been brought to the attention of the Housing Association and the situation would be monitored.

**Resolved** that:

- a) the report be noted;
- b) the conditions attached to Mr Wyatt's planning application 14/00349/F, be investigated; **Action TG/JY**
- c) a dog fouling article be placed in the Broadsheet; and **Action TG**
- d) Gordon Kelman be contacted again about the issues of clearing the blocked drain and replacing the grills on Tadmarton Road. **Action TG**

**77/14 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** - Prior to the meeting, District Councillor Lynda Thirzie-Smart had circulated her report to the Parish Council.

There was no report from District Councillor Christine Heath and County Councillor Kieron Mallon.

Councillor Jenny Yates asked if Councillor Mallon could be contacted again about the air quality assessment and the lengthsman scheme, as he said at the last Parish Council meeting, that he would be following up on both of these items.

**Resolved** that:

- e) the reports be noted; and
- f) Councillor Mallon be contacted about the air quality assessment and the lengthsman scheme. **Action TG**

**78/14 PLANNING**

xxix) Planning Applications - Councillor Jenny Yates reported on the planning applications which had been considered by the Parish Council's Planning Committee since the last meeting.

**Resolved** that the planning applications be noted.

xxx) Results of Planning Applications - Councillor Jenny Yates reported to the Parish Council on results of applications which had been determined by Cherwell District Council's Planning Committee.

**Resolved** that the report and the results of the planning applications determined by Cherwell District Council, be noted.

- xxxi) Planning Matters – Councillor Jenny Yates updated the Parish Council on the following items:
- Bovis Homes - A request had been made for a meeting with Cherwell District Council (CDC). At the moment, concerns were mainly on the parking and building materials. CDC was suggesting that only one car parking space was needed for a two bed roomed house, however the developers and the Parish Council had advised CDC that this was unrealistic.

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- Miller Homes - There was on-going dialogue with the case officer about the outstanding issues, including the main problems with the drainage. A meeting had been requested with the County Council to discuss concerns regarding drainage.
- Response to the Hook Norton NDP –The Parish Councils’ response to the Hook Norton NDP had been submitted to Cherwell District Council.
- Planning Resource – This service incurred an annual subscription of £125 per year, however, it was felt that it was a very good source of information for planning matters.
- Cherwell District Council’s Local Plan – Members had some concerns that the Plan had been voted through by Cherwell District Councillors, when those Councillors had openly admitted that they were not happy with the Plan. When the amended Plan was approved by CDC, there were a number of major changes which were not even discussed and Parish Council comments did not appear to have been taken on board. It was also noted that the Plan would not carry significant weight until it had been approved by CDC and also been through the inspection process.
- Training held at Cherwell District Council on 23 October 2014 – Councillor Susan Slater reported on the training session which had been held on 23 October and was attended by Councillors from Bloxham, Adderbury and Milcombe and had been provided by three CDC planning officers.

The main feeling was that the training was too general, was rushed by the planning officers and they did not appear keen to answer questions. The presentation was merely telling the Parish Council what the planning officer wanted them to do, but did not address the questions and issues which the Parish Councils had with the planning process and CDC.

They covered issues such as the Local Plan, SHMA, housing land supply and their lack of staffing in the planning department.

The Parish Council had also received an invitation from Rural Oxfordshire Action Rally (ROAR) to attend a meeting on 7 December 2014 in Witney to discuss inappropriate and excessive developments in Oxfordshire.

Councillor Stephen Phipps went on to advise that he had spoken to Keith Mitchell, who used to be the County Councillor for Bloxham, as well as the Leader of the County Council, with regard to the Parish Council’s frustration with the planning process. Keith had agreed to meet with the Parish Council to advise on other possible strategies for handling planning matters. Councillors Stephen Phipps, Jenny Yates, Susan Slater and the Chairman agreed to meet with Keith. Councillor Phipps agreed to arrange this meeting.

**Resolved** that:

- e) the report be noted; and
- f) the subscription to Planning Resource be approved.

**79/14 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP)** - John Groves reported that he would be meeting with Councillor Jenny Yates and Susan Slater on Tuesday 4 November 2014 to discuss the draft BNDP.

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It was now likely that the timescale for the publication of the Plan would be similar to that of the Local Plan.

An article would be placed in the December edition of the Broadsheet advising residents that the draft plan was now being consulted on and this would be completed in two phases. The first phase was the pre-consultation and this lasted six weeks and the second stage was the publication and this too, was a consultation period of six weeks.

In conjunction with this, there was also on-going work with regard to the conditions statement and other matters relating to the BNDP.

John also highlighted that the grant funding which had been received, must be spent by 31 December 2014. It could only be spent on consultation and it was agreed that this expenditure would be discussed at the meeting with Councillors Yates and Slater.

**Resolved** that the report be noted.

## 80/14 PARISH COUNCIL MATTERS

xxxiv) Committees

- 20) Environment Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for 27 November 2014.

**Resolved** that the report be noted.

- 21) Resources Committee – Prior to the meeting the minutes of the Resources Committee held on 30 October 2014 had been circulated to the Committee.

**Resolved** that:

- a) the report and minutes be noted;
  - b) the County Council be asked to explore the proposal of a new zebra crossing on the A361, opposite Strawberry Terrace; **Action TG**
  - c) a request be made to the County Council for a meeting to consider allocating £89,000 developers funds to the repairs of the bridge on Old Bridge Road; **Action TG**
  - d) the 2015/16 New Homes Bonus be allocated to the Jubilee Hall refurbishment plan; and
  - e) future meetings of the Environment and Resources Committees be held in Councillors homes, in order to cut down expenditure on meeting accommodation costs. **Action KM**
- 22) Planning Committee – Prior to the meeting, the minutes of the meeting held on 16 September had been circulated to the Parish Council.

**Resolved** that:

- a) the report and minutes be noted; and

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- b) a joint traffic survey with South Newington and Milcombe be approved. A company, rather than residents be used to carry out the survey to monitor number plates of HGV's in order to establish their route (Milcombe or South Newington) and to identify traffic flow. The cost would be split three ways with South Newington and Milcombe Parish Councils. **Action TG**

xxxv) Drop-in and Chat – The last session of the Drop-In and Chat, had been held on Saturday 11 October 2014. The list of issues brought to the attention of the Councillors who had been present at that session, had been circulated to the Parish Council prior to the meeting.

**Resolved** that the report be noted.

xxxvi) Jubilee Park Management Committee – Prior to the meeting, the minutes of the Committee meeting held on 28 October 2014 had been circulated to the Parish Council.

The Chairman highlighted some of the main items which included the changes to the booking arrangements, surrender of the premises licence, the new web site and the proposed refurbishments to the current building.

**Resolved** that the report be noted.

## 81/14 FINANCE

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

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

Payments	Amount	Cheque No.
Theresa Goss – Salary for November 2014	£805.16	749
Theresa Goss – Expenses for November 2014	£17.68	749
Katherine Mills – Salary for October 2014	£109.59	750
HMRC – Monthly Payment for Salaries	£301.64	751
Oxfordshire County Council Pension	£249.01	752
Complete Weed Control – Weed killing in the village	£558.00	753
Bloxham Mill Ltd – Room hire	£36.00	754
Tony Burton Consulting Ltd – BNDP	£500.00	755
Mr J Groves – BNDP expenses	£196.79	756

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 3 November 2014 for the Bank of Ireland bank accounts.

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

xxxvii) Parish Council Grants 2015/2016, Budget and Precept 2015/2016 – Prior to the meeting, applications for Parish Council grants, the proposed budget and the proposed precept for 2015/2016 had been circulated to the Parish Council.

Since the meeting of the Resources Committee on Thursday 30 October 2014, a late application from St Mary's Church had been received. A grant of £3000 was requested for tree work in St Mary's Church yard, church yard up-keep and grass cutting.

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The grants, budget for 2015/2016 and proposed precept of £64102 for 2015/2016 were all recommended to the Parish Council by the Resources Committee. The proposed rise in the precept from £60760 in 2014/2015 was 5.5%.

**Resolved** that:

- a) the Parish Council grants for 2015/2016 be approved as follows; **Action TG**

Recreation Ground	£2,500.00
Bloxham St Mary's Thursday Club	£1,500.00
Youth Club Grant	£1,000.00
Bloxfest Grant	£2,000.00
Charitable Donations CAB etc	£500.00
Royal British Legion	£400.00
Bloxham Senior Citizens Christmas Lunch	£300.00
Church Floodlighting	£250.00
Neighbourhood Plan	£5,000.00
Ex-Servicemens Hall	£1,000.00
Parish Rooms	£700.00
Tree Work St Marys Church yard, church yard up-keep and grass cutting	£2,500.00
Ellen Hinde Hall Donation	£1,000.00
Bloxham Pre-School	£435.00
First Bloxham Scout Group	£335.00
Jubilee Park Donation	£3,000.00
<b>Total</b>	<b>£22,420.00</b>

- b) all applicants be asked to sign a form to state that they will provide the Parish Council with evidence of the expenditure on the items listed on their 2015/2016 application form, no later than 30 September 2015, and that they understand that non-return of the form will result in non-payment of the grant for 2015/2016 and an application not being eligible for consideration in 2016/2017;
- c) the Recreation Ground Trustees be asked to use their grant of £2500 for the maintenance of the play area and that the Parish Council, as the main contributor, requests that a member of the Parish Council be permitted to attend the Recreation Ground Trustees Annual General Meeting;
- d) the Parish Council also requests from the Recreation Ground Trustees, assurances that the recreation ground will be registered with the Fields in Trust, as a playing field in perpetuity and also confirmation of the names of the present trustees, together with their positions, eg. Chairman/Vice-Chairman;
- e) the Jubilee Park Management Committee be advised that their grant should be spent on play area maintenance;
- f) the budget for 2015/2016 be approved however, should the £5000 allocated to the Neighbourhood Development Plan not be needed, it be re-allocated to the Lengthsman scheme; and **Action TG**
- g) the precept for 2015/2016 be approved at £64102. **Action TG**

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## 82/14 VILLAGE MATTERS

- o) Village Groups – There were no matters to report.

**Resolved** that the report be noted.

- ii) The Slade – Prior to the meeting, Councillor Stephen Phipps had circulated an update report. There had not been much progress since the last meeting and the two areas which still needed to be addressed were the repairs to the headwalls and fence.

**Resolved** that the report be noted.

- iii) Red Lion – Councillor Robert Giles reported that he had spoken to Brian Auld and there had not been any significant developments since the last meeting of the Parish Council.

Robert would be attending the Steering Group meeting on 8 November 2014 and would report back at the next meeting of the Parish Council.

**Resolved** that the report be noted.

- iv) Youth Club – Councillor Caroline Hone reported that attendance at the Youth Club was still very low, despite a lot of advertising around the village. Therefore, along with Sarah Bradford and Alison Bentley they had decided to continue until Christmas and then review whether or not it should continue. They had done a lot of work with the Youth Service and local schools to try and increase the numbers, but it had not worked.

The Parish Council thanked Caroline, Alison and Sarah for all their hard work on the Youth Club.

**Resolved** that the report be noted.

- xxxviii) Remembrance Day 2014 – The Chairman reported that the service was being held on Sunday 9 November 2014 and he would be laying a wreath on behalf of the Parish Council.

**Resolved** that the report be noted.

- xxxix) First Aid – Councillor Jenny Yates reported that free first aid sessions were being run by Barford St Michael & St John Parish Council, together with St John's Ambulance and asked whether Bloxham Parish Council should explore doing the same in the village.

Members felt that first aid courses were a good idea and asked the Clerk to follow up on this with the Clerk at Barford St Michael & St John Parish Council.

**Resolved** that:

- a) the report be noted; and  
b) contact be made with the Clerk at Barford St Michael & St John Parish Council. **Action**  
**TG**

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- xl) Power Outages in Bloxham – Councillor Jenny Yates reported that because there were such a high number of power outages in the village, Sir Tony Baldry MP had been in contact with Western Power and had arranged a meeting with them for February 2015.

**Resolved** that the report be noted.

- 83/14 CORRESPONDENCE** - There was one item of correspondence which was the Oxfordshire Rural Community Council Annual Review.

**Resolved** that the report be noted.

### **84/14 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 85/14 & 86/14 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

- 85/14 QUOTES FOR WORKS AT JUBILEE HALL & TREES WORK IN THE VILLAGE** – The Chairman reported that a quote had been received from Reids Playground Maintenance for works to the play area at Jubilee Park. Three other companies had been approached for a quote, but had not responded to the Clerk of the Management Committee.

The Chairman also reported on a quote which had been received from Rural Works for various works to tree around the village.

**Resolved** that:

- a) the quote from Reids Playground Maintenance be accepted, excluding the works to the bench; **Action TG**
- b) the quote from Rural Works be accepted, excluding the supply and plant of a replacement tree by the speed camera, on the A361; and **Action TG**
- c) John Wyatt be asked to provide the replacement tree on the A361. **Action GM**

- 85/14 PAY REVIEW FOR CLERK AND ADMINISTRATION ASSISTANT** – The Parish Council reviewed the pay for the Clerk and Administration Assistant, as was required on an annual basis.

The Clerk and Administration Assistant had met with the Chairman and completed their appraisal. They had both met their objectives which had been set last year and had agreed new objectives with the Chairman for the following year.

**Resolved** that:

- a) the Clerk be awarded a spinal point increase to point 29; and
- b) the Administration Assistant be awarded a two spinal point increase to point 17.

### **86/14 MEETING DATES**

**Resolved** that it be noted that, future meeting dates for Bloxham Parish Council were as stated below. They would all commence at 7.30pm (unless stated otherwise) in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

# BLOXHAM PARISH COUNCIL

- 1 December 2014
- 5 January 2015
- 2 February 2015
- 2 March 2015
- 13 April 2015
- 23 April 2015 (Annual Parish Meeting, venue to be confirmed)
- 11 May 2015
- 1 June 2015

(The meeting closed at 9.45pm)

## MINUTES OF THE MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 1 DECEMBER 2014 AT 7.30PM

**PRESENT:** Councillor Geoff Mollard (Chairman); Councillors Robert Giles, Mary Groves, Patricia Hopkins, Gloria Lester-Stevens, Stephen Phipps, Andrew Taplin and Jenny Yates.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer), District Councillors Christine Heath and Lynda Thirzie-Smart, County Councillor Kieron Mallon, Andy Wales, John Groves and one member of the public.

**APOLOGIES:** Apologies for absence were received from Councillors Jim Golby, Caroline Hone, Nick Rayner and Susan Slater and these were accepted.

**87/14 DECLARATIONS OF INTEREST** – There were no declarations of interest.

**Resolved** that the interests be noted.

**88/14 MINUTES** - The minutes of the meeting held on 3 November 2014 were taken as read and duly adopted and signed by the Chairman.

**Resolved** that the minutes be approved.

**89/14 MATTERS ARISING FROM THE MINUTES 3 NOVEMBER 2014**

Minute Number 78/14 (iii) Planning Matters, Meeting with Keith Mitchell – Due to a mix up of venues, the meeting with Keith Mitchell did not go ahead as planned.

Minute Number 81/14 (iv) – Parish Council Grants – The Chairman reported that he had received a visit from David Tyrrell about the Parish Council grant which had been awarded to the Bloxham Recreation Ground Trustees.

Minute Number 82/14 (v) – Remembrance Day – Councillor Jenny Yates reported that the day went smoothly and asked for a thank you letter to be sent to the Smiths for all their help on the day. **Action TG**

Grass Verge on A361 – Councillor Stephen Phipps reminded the Parish Council about the poor condition of the grass verge on the A361 by the speed camera. The Clerk was asked to contact the

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County Council to find out if the owner of the garage had a right of access over the grass verge and to report the damage that had been done. **Action TG**

**Resolved** that the reports be noted.

**90/14 RESIDENTS' ISSUES** – Andy Wales attended the meeting to advise the Parish Council on a community based app. Prior to the meeting, details on the app had been circulated to the Parish Council.

Andy reported that there was currently no national database for clubs and societies and asked whether this was a project which the Parish Council would support.

He advised that the app was similar to Yell but would be maintained by local people and businesses could add their details to it for a fee. It was hoped that the app would then support the local community and local businesses.

The project was self funding and the majority of the profits would go back into the local community and local projects. Bids for the projects would have to be submitted, in a similar way to bidding for any other grant funding.

The company would be a limited company and it was a commercial organisation, but it was still a community venture, with money going back into communities. The database would also be updated every six months and the fee was £25 per year. He believed that this was significantly cheaper than advertising in other publications and on other web sites.

The Chairman thanked Andy for attending the meeting.

Mr Hitchcock addressed the Parish Council on a number of issues. He asked the Parish Council if a drop-kerb could be installed by Strawberry Terrace, whether the speeding on Milton Road had been monitored, where the village defibrillator was stored and why could people not access the Community First Responders themselves, why the St Mary's Thursday Club had been awarded a grant of £1500 when there was only 10 members allowed at any one time, why there was no hearing loop system in St Mary's Parish Rooms, why the Youth Club had been awarded a grant when it maybe closing at Christmas, why did Bloxfest get a grant when as a tax payer he objected to this and there was poor access for the disabled to footpaths around the village.

Mr Hitchcock was advised of the following:

- for a drop-kerbs, a request had to be made to the County Council as this was not an issue which the Parish Council had any power over;
- the issues of speeding on Milton Road had been referred to Thames Valley Police and would be reported to them again;
- defibrillators were only used by the Community First Responders (CFR) when they were contacted via the 999 service to attend an emergency call. They should not be contacted directly and in the event of an emergency, members of the public should always dial 999 in the first instance and the CFR's would then be paged to attend if they were required. This would ensure that there was no delay in the patient receiving the care they needed;
- due to health and safety requirements, the St Mary's Thursday Club was only allowed to have ten members and no more. The Parish Council awarded a grant based on the information provided by the Club and felt it was appropriate to support the most elderly and frail members of

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- the community to ensure that they were able to get out and see other people. Those who attended had to be referred by their GP and there was a waiting list;
- the Parish Council would look into the issue of making the deliberations louder at meetings to support those who were hard of hearing;
  - a grant for the Youth Club had been awarded for 2015/2016, however payments would not actually be made until April 2015. If the Youth Club had closed by this date, then the payment would not be made;
  - Bloxfest had applied for a grant and the Parish Council was happy to support this local event; and
  - the stiles at the entrances to many of the footpaths in the village would soon be changed to kissing gates.

### **Resolved** that:

- e) the report be noted;
- f) a note be included in the Broadsheet about the Community First Responders and the use of the defibrillator;
- g) investigations be made into how meetings can be louder and clearer to assist those who are hard of hearing; and **Action GM/TG**
- h) the community based app be discussed at the next meeting. **Action TG**

**91/14** **REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** - Prior to the meeting, District Councillor Lynda Thirzie-Smart had circulated her report to the Parish Council.

District Councillor Christine Heath reported that she would be assisting with the issues relating to the residents at Cumberford Close and would chase this up with Housing officers at Cherwell District Council.

Councillor Mallon circulated to the Parish Council, a letter from Bev Hindle who was the Deputy Director of Strategy and Infrastructure Planning at Oxfordshire County Council. Bev was responding to the request from the Parish Council that parking allocation to houses in Bloxham be classified as rural and not urban. He stated that it was not feasible or appropriate from a resourcing perspective to undertake a change to the Parking Standards and would not be reclassifying Bloxham as rural. The Parish Council was very unhappy with this response and again, found OCC's response very frustrating.

Councillor Kieron Mallon also reported that due to budgetary restrictions, the County Council would not be able to contribute to the Lengthsman Scheme. Councillor Jenny Yates thanked Councillor Mallon for looking into this matter but emphasised that it was a shame the County Council couldn't assist the Parish Council, as other County Councils around the country had been able to assist their own parishes.

With regard to the outstanding issues in Bloxham, Councillor Mallon had contacted Mark Kemp and Lisa Michelson and a meeting would be held in the New Year.

**Resolved** that the reports be noted.

### **92/14** **PLANNING**

xxxii) Planning Applications - Councillor Jenny Yates reported on the planning applications which had been considered by the Parish Council's Planning Committee since the last meeting.

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**Resolved** that the planning applications be noted.

xxxiii) Results of Planning Applications - Councillor Jenny Yates reported to the Parish Council on results of applications which had been determined by Cherwell District Council's Planning Committee.

**Resolved** that the results of the planning applications determined by Cherwell District Council, be noted.

xxxiv) Planning Matters – Councillor Jenny Yates updated the Parish Council on the following items:

- Update on CDC's Local Plan - The Local Plan Inquiry was due to start on 9 December 2014 and would last until 23 December 2014. The Parish Council would be addressing the Inquiry on 18 December 2014.
- Local Heritage Assets (LHA) – Councillor Jenny Yates reported that the Parish Council needed to identify and nominate all Ridge and Furrow fields surrounding Bloxham as LHA's. Due to the current workloads of the Parish Councillors, it was suggested that residents could be asked to assist with this project.

**Resolved** that:

- g) the report be noted; and
- h) residents be asked if they could assist with the Local Heritage Assets Project. **Action TG**

**93/14 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP)** – Prior to the meeting the draft BNDP and summary sheet had been circulated to the Parish Council.

John Groves reported that the draft Plan had almost been completed and the six week consultation period would be starting on 10 January 2015. It would be launched at the Drop-In and Chat session at the Ex-Serviceman's Hall.

It had been reported in the December issue of the Broadsheet, that comments on the consultation could be submitted in December. However, as the consultation period would now be starting on 10 January 2015, anyone who wished to make comments prior to that date, would need to re-submit them in January.

John also reported that the Parish Council had received grant funding for consultation work, however, this had to be spent by 31 December 2014. Therefore, it was requested that Tony Burton Consulting Limited be given an advanced payment of £2000 for work which he would carry out by the end of March 2015.

With the Parish Council's permission, John would also be engaging Sustrans to carry out a survey of the footpaths in the village and the cost of this would be £3000, which would be met from grant funding. This did not include public rights of way.

It was also reported that there would be an amendment to the Plan with regard to green areas. It had been decided that five green areas within the village should be nominated in the Plan to give them a protected status. They were Jubilee Park, the Recreation Ground, Red Lion Gardens, Bloxham School cricket ground and the rugby fields up to Hobb Hill. As this was a recent change, there was

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currently no evidence that residents wanted these to be protected, so a separate evidence gathering exercise would be undertaken, probably in the form of a mini questionnaire.

**Resolved** that:

- 1) the report be noted;
- 2) the draft BDNP be approved for consultation, starting on 10 January 2015;
- 3) the payment of £2000 to Tony Burton Consulting Limited be approved, noting that this is an advance payment for work he will carry out before the end of March 2015; and
- 4) the work by Sustrans on the village footpaths be approved.

## 94/14 PARISH COUNCIL MATTERS

xli) Committees

- 23) Environment Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council. The meeting scheduled for 27 November 2014 had been cancelled.

**Resolved** that the report be noted.

- 24) Resources Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council.

**Resolved** that the report and minutes be noted;

- 25) Planning Committee – Prior to the meeting, the minutes of the meeting held on 10 November 2014 had been circulated to the Parish Council. The minutes of the meeting held on 26 November 2014 would be circulated shortly.

Chairman of the Planning Committee, Councillor Jenny Yates, highlighted the report from John Wyatt at the last Parish Council meeting with regard his request receive support from the Parish Council with regard condition 10 of his planning approval. The Parish Council had contacted Cherwell District Council and they had agreed to amend this condition as it had been badly worded.

With regard to planning application 14/01425/F, Clyston, Banbury Road, Bloxham for the demolition of outbuildings and construction of single and two storey extension, Councillor Yates reported on a phone call from the Banbury Guardian. The previous owner of this property had rung the Banbury Guardian and told their reporters that the outbuilding on the site, used to be a deeds office for Bloxham brick works and as it was in the conservation area, it should not be knocked down.

The Parish Council nor the District Council were aware of the deeds office and after some investigations, there appeared not to be any evidence to support this. The only person who seemed to be aware of it, was the previous owner and none of the neighbours had raised this issue. The History Society was also not aware of this building.

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

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- xlii) Drop-in and Chat – The last session of the Drop-In and Chat, had been held on Saturday 8 November.

Councillor Mary Groves advised that a resident had attended this session to report concerns about potholes in the village and also the state of the pavements in Chapel Street. The Chairman advised that he had already met with Thames Water to raise the issue of the pavements in Chapel Street and these had also been reported to Oxfordshire County Council. The Clerk reported that she had contacted the County Council about the repairs to the potholes because footpaths and highways was their area of responsibility.

**Resolved** that:

- 1) the report be noted;
- 2) the Councillors attending the next session be included on each agenda; and **Action TG**
- 3) the resident be written to and advised of the action which has been taken. **Action TG**

- xliii) Jubilee Park Management Committee – The next meeting of the Committee was being held on Tuesday 9 December 2014.

The Chairman of the Committee, Geoff Mollard, reported that a lot of had been work going on at the Hall. This included a new web site and the on-line bookings would also be available shortly, an energy audit was being completed on 12 December 2014 which would then allow the Committee to access grant funding for works to the building and a number of building repairs were scheduled to be completed too. The works to the play area had also recently been completed.

The Chairman reported that the Committee and the Project Team were all working very well.

**Resolved** that the report be noted.

### 95/14 FINANCE

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

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

Payments	Amount	Cheque No.
Theresa Goss – Salary for December 2014	£728.85	757
Theresa Goss – Expenses for December 2014	£31.78	757
Katherine Mills – Salary for November 2014	£167.64	758
HMRC – Monthly Payment for Salaries	£254.79	759
Oxfordshire County Council Pension	£223.06	760
Geoff Mollard – Expenses to Training Course	£40.50	761
David Clacy – Repairs to play area bench at Jubilee Hall	£82.00	762
Tony Burton Consulting LTD – BNDP	£2000.00	763
Cherwell District Council – Remembrance Day Road Closure	£91.92	764
Oxon County Council – Room Hire	£39.00	765
Gardening Club – Shrubs/plants for village planters	£41.90	766
N R Prickett – Grass Cutting for November 2014	£774.00	767

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Reids Playground Maintenance – Jubilee Park Play Area works	£2329.20	768
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- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 1 December 2014 for the Bank of Ireland bank accounts.

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

## 96/14 VILLAGE MATTERS

- p) Village Groups – There were no matters to report.

**Resolved** that the report be noted.

- ii) The Slade – Councillor Stephen Phipps reported that he was still waiting for the County Council to complete the outstanding works prior to the transfer being completed.

It was also highlighted that another outstanding issue was that the attenuation pond on the Miller Homes site which would empty out up-stream from The Slade and could potentially cause flooding issues in Brookside Close.

**Resolved** that the report be noted.

- iii) Red Lion – Councillor Robert Giles reported that he had attended the Committee meeting on 8 November 2014. There had been a number of offers of help once the site had been purchased and it was still a possibility that the Committee could raise the funds to purchase the site.

There were also health and safety concerns with the site now that it was unoccupied. Rats had been reported on the site as well as the access being blocked off.

**Resolved** that the report be noted.

- iv) Youth Club – As Councillor Caroline Hone was not present, there was no report with regard to the Youth Club.

**Resolved** that the report be noted.

- v) First Aid – The Clerk reported that she had contacted Beth Elger from St John Ambulance about running a first aid course in the village.

St John Ambulance could run either essential first aid adult resuscitation only, or essential first aid resuscitation of adults, children and babies. It was a 3 hour course and the minimum number was 6 and maximum number was 14, per course.

The Parish Council had to supply the venue and the cost was £115 plus £5 per person. There was no mention of the course being run free of charge.

The Parish Council felt that in the first instance, one course should be run and more would be considered if there was sufficient demand.

**Resolved** that:

## BLOXHAM PARISH COUNCIL

- c) the report be noted;
  - d) a 3 hour course on essential first aid resuscitation of adults, children and babies be arranged for a Saturday morning at the Ex-Serviceman's Hall; and **Action TG**
  - e) the Parish Council will meet the costs of the course and the venue and residents be asked to contribute £5 each. **Action TG**
- xliv) Bridges – The Parish Council discussed the number of bridge failures in the area in recent months and whether these were monitored by the County Council. There was also works being carried out at South Newington.

**Resolved** that the report be noted.

- xlvi) Christmas Lights – The Chairman reported that the John Wyatt had kindly donated and erected the Christmas tree, but it now needed some lights. The Councillors felt that basic LED battery powered lights would be sufficient.

Also, with regard to the Christmas tree in St Mary's Church, the Parish Council had been asked if it would like to purchase the tree at a cost of £20, once the decorations had been taken down on 8 December 2014.

**Resolved** that:

- a) the report be noted;
  - b) lights for the Christmas tree be purchased; and
  - c) Alison Stevens be offered first refusal on the purchase of the Parish Council's Christmas tree. **Action TG**
- xlvi) Manual Grit Spreader – The Chairman reported that the Parish Council had two manual grit spreaders stored at Bloxham School's depot on Courtington Lane, but there were no volunteers to operate them, should the need arise.

Bloxham School had been asked to assist but they did not have the available resources.

Members felt that a note should be circulated to the village asking for volunteers.

Councillor Andy Taplin volunteered to take the lead and liaise with the volunteers, once they had been recruited.

**Resolved** that:

- a) the report be noted; and
- b) a note be circulated in the village via the web sites and Facebook asking for volunteers to assist with the grit spreading. **Action TG**

**97/14 CORRESPONDENCE** - There were two items of correspondence from the CPRE.

**Resolved** that the report be noted.

**98/14 MEETING DATES**

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**Resolved** that it be noted that, future meeting dates for Bloxham Parish Council were as stated below. They would all commence at 7.30pm (unless stated otherwise) in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- 5 January 2015
- 2 February 2015
- 2 March 2015
- 13 April 2015
- 23 April 2015 (Annual Parish Meeting, venue to be confirmed)
- 11 May 2015
- 1 June 2015

(The meeting closed at 9.50pm)

## MINUTES OF THE MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 5 JANUARY 2015 AT 7.30PM

**PRESENT:** Councillor Geoff Mollard (Chairman); Councillors Robert Giles, Jim Golby, Mary Groves, Patricia Hopkins, Gloria Lester-Stevens, Andrew Taplin, Susan Slater and Jenny Yates.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer), District Councillors Christine Heath and Lynda Thirzie-Smart, County Councillor Kieron Mallon, John Groves and one member of the public.

**APOLOGIES:** Apologies for absence were received from Councillors Nick Rayner and Stephen Phipps and these were accepted. Parish Councillor Caroline Hone was not present.

**99/14 DECLARATIONS OF INTEREST** – There were no declarations of interest.

**Resolved** that the interests be noted.

**100/14 MINUTES** - The minutes of the meeting held on 1 December 2014 were taken as read and duly adopted and signed by the Chairman.

**Resolved** that the minutes be approved.

**101/14 MATTERS ARISING FROM THE MINUTES 1 DECEMBER 2014**

Minute Number 96/14(v) – First Aid Course – The Clerk reported that the first aid course had been arranged and would be run by St John's Ambulance on Saturday 21 March 2015, from 10am to 1pm at the Ex-Serviceman's Hall. The course would cost the Parish Council £135 and then each attendee would need to pay £5 each. The Clerk would now advertise the course around the village. Should there be a huge demand for the course, further dates would be investigated.

Minute Number 89/14 Grass Verge on A361 – The Clerk reported that Kathryn Gash from the County Council Highways had been in touch with the resident concerned and the area of grass would be reseeded in the spring.

**Resolved** that the reports be noted.

## BLOXHAM PARISH COUNCIL

**102/14 RESIDENTS' ISSUES** – John Wyatt attended the meeting and thanked the Parish Council for its help and support with regard to the conditions attached to his planning permission. This had now been resolved and the traffic and parking would only be an issue if at a later date, Mr Wyatt applied to Cherwell District Council for more retail use from his site. Mr Wyatt had already been monitoring the traffic problems on Ells Lane and submitted some photographs to the Parish Council.

The Chairman thanked My Wyatt for the village Christmas tree and advised that the lights would be taken down the following day, and the tree could then be removed.

**Resolved** that the report be noted.

**103/14 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** - Prior to the meeting, District Councillor Lynda Thirzie-Smart and County Councillor Kieron Mallon had circulated their reports to the Parish Council.

Councillor Mallon asked the Clerk to forward to him, the list of outstanding issues within Bloxham. Following his meeting with County Council officers on 13 January 2015, he would then convene a meeting with the Parish Council to discuss how they would be progressed.

Councillor Mallon also highlighted the recent issue of Members' Allowance at the County Council. The Independent Panel who reviewed the allowance on behalf of the County Council, recognised that allowances had not been increased for a long time and subsequently recommended a 19% increase. Although this had been approved by the County Council, Councillor Mallon and five other County Councillors would not be accepting the increase.

District Councillor Christine Heath reported that the issues with the elderly residents in Cumberland Close had been investigated by Housing officers at Cherwell District Council and the matter was now with Social Services.

The Councillors were thanked for their report.

**Resolved** that the reports be noted.

**104/14 ELECTORAL REVIEW** – Prior to the meeting, the recommendations from the Local Government Boundary Commission had been circulated to the Parish Council. Their recommendations were that Cherwell should now have 48 Councillors and there be three Councillors per ward.

The recommendations from the Local Government Boundary Commission also stated that Bloxham would now be in a Ward with Adderbury and Bodicote.

However, members felt that the proposals which the Parish Council had submitted during the first round of the consultation process, which recommended that Bloxham be in a Ward with Bodicote Village, Milton, Milcombe, Wiggington, South Newington and Hook Norton should be re-submitted.

This recommendation from the Parish Council reflected the impact and overload of the A361 which was of major concern to all villages listed, the villages shared the same school catchment area and the villages of Bloxham, Milcombe and South Newington were in the same Beniface.

Therefore, members felt that this submission should be re-submitted to the Boundary Commission as part of the consultation process.

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**Resolved** that:

- 1) the report be noted; and
- 2) the comments be re-submitted to the Boundary Commission stating that Bloxham be in a Ward with Bodicote Village, Milton, Milcombe, Wiggington, South Newington and Hook Norton because this reflected the impact and overload of the A361 which was of major concern to all villages listed, the villages shared the same school catchment area and the villages of Bloxham, Milcombe and South Newington were in the same Benefice. **Action TG**

# BLOXHAM PARISH COUNCIL

## 105/14 PLANNING

xxxv) Planning Applications - Councillor Jenny Yates reported on the planning applications which had been considered by the Parish Council's Planning Committee since the last meeting. It was also reported that Miller Strategic Land had submitted another planning application for Tadmarton Road with regard to the reserved matters relating to the outline permission which had already been granted.

**Resolved** that the planning applications be noted.

xxxvi) Results of Planning Applications - Councillor Jenny Yates reported to the Parish Council on results of applications which had been determined by Cherwell District Council's Planning Committee.

**Resolved** that the results of the planning applications determined by Cherwell District Council, be noted.

xxxvii) Planning Matters – Councillor Jenny Yates updated the Parish Council on the following items:

- Local Plan Examination – Prior to the meeting, Councillor Jenny Yates had circulated a report with regard to the Local Plan Examination which had been held from 9 December 2014 to 23 December 2014.

There were two outstanding questions from the Parish Council that had remained unanswered and these were submitted again. The Inspector had instructed Cherwell District Council to provide a response by the 6 February 2015.

Adrian Colwell had also agreed to meet with the Parish Council in early January 2015, to discuss the sustainability criteria.

The Chairman thanked Councillor Yates for her report.

**Resolved** that the report be noted.

- Travel Survey - Prior to the meeting, Councillor Jenny Yates had circulated a report with regard to travel survey, which was being undertaken in conjunction with South Newington and Milcombe Parish Councils. The cost for this survey was around £500 and would be split between the three Parish Councils.

The Chairman thanked Councillor Yates for her report.

**Resolved** that the report be noted.

**106/14 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP)** – Prior to the meeting, John Groves had circulated a 'round up' of the consultation launch.

John reported to the Parish Council on the timings of the launch, the main policy points and the launch of the consultation.

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John highlighted that the Plan would be launched on 10 January 2015 and would be available for consultation for a period of 6 weeks. It would then take around 4 to 6 weeks to re-write the Plan based on the comments which had been received. Each comment would be looked at individually and reasons would be stated as to why it had or had not been included in the Plan.

The revised Plan would then need to be approved by the Parish Council, followed on by another consultation period of 6 weeks. The Plan and any additional comments would then be submitted to Cherwell District Council for forwarding to an examiner. If the Plan passed the examination, it would then go to a village referendum.

John then gave the Parish Council a copy of the policies contained within the Plan and gave more details on the launch of the consultation.

John was thanked for all his hard work on the Plan.

Councillor Jenny Yates advised the Parish Council that the leaflets which would be delivered to all residents in the village, would be available for collection by distributors at the 'drop-in and chat' session on Saturday 10 January 2015.

**Resolved** that the report be noted.

## 107/14 PARISH COUNCIL MATTERS

### xlvii) Committees

- 26) Environment Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council.

**Resolved** that the report be noted.

- 27) Resources Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council.

**Resolved** that the report be noted.

- 28) Planning Committee – Prior to the meeting, the minutes of the meeting held on 11 December 2014 had been circulated to the Parish Council.

Councillor Jenny Yates highlighted three recommendations which had been made to the Parish Council by the Planning Committee.

The first recommendation was with regard to a presentation which the Committee had received from the Chair of Governing Body at Bloxham Primary School regarding the proposed development behind Courtington Lane and the consequent provision of land to the Primary School.

The Parish Council discussed the issues but it was felt that it could not support a proposal for more housing development in the village and if the development resulted in a bigger school, it would mean that the feel of a rural school would be compromised. The proposal was also not in-line with the Bloxham Neighbourhood Development Plan and for all these reasons, the Parish Council did not wish to receive a presentation on the proposals.

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Councillor Jenny Yates then highlighted the recommendation from the Planning Committee, with regard to the presentation it had received from Esther Rolls at Warriner School, about the proposal for a multi-sports facility. The Parish Council agreed to invite Esther Rolls to the next Parish Council meeting.

With regard to the recommendation on responding to the recent communication from OCC on the capacity of parking for new developments, this would be discussed again by the Planning Committee, therefore the Parish Council did not need to take any action.

**Resolved** that:

- a) the report and minutes be noted;
- b) the Parish Council does not receive a presentation by the Bloxham Primary School Governing Body with regard to a proposed development at the rear of the School; **Action GM/JY/TG**
- c) Esther Rolls from Warriner School be invited to the meeting on 2 February 2015 to present information on the proposal for the multi-sports facility. **Action TG**

xlvi) Drop-in and Chat – The last session of the Drop-In and Chat, had been cancelled due to a double booking at the Ex-Serviceman's Hall.

**Resolved** that the report be noted.

iii) Jubilee Park Management Committee – Prior to the meeting, the minutes of the meeting held on 9 December 2014 had been circulated to the Parish Council. Also circulated, were the estimates for phase 1 of the refurbishment works at the Hall.

The Chairman highlighted that the bookings for the Hall would soon be available on-line and would be managed by Charlotte Simms.

The Chairman then asked the Parish Council to consider the estimates for phase 1 of the refurbishment works. The estimated costs of this work would be around £20,000. This would be funded from the New Homes Bonus and Section 106 monies and was an interim measure leading to a future rebuild of the Hall.

The Parish Council thanked the Chairman for all his work at Jubilee Hall and the progress which had been made.

**Resolved** that:

- 1) the report be noted;
  - 2) the expenditure for the refurbishment of the Hall be approved; and
  - 3) contact be made with Philip Rolls at Cherwell District Council with regard to accessing the Section 106 funds. **Action TG**
- iv) Standing Orders – Prior to the meeting, the Clerk had circulated an amended copy of the Standing Orders. An amendment was necessary due to a change in legislation, which meant that the recording of Parish Council meetings was now permitted, without the written consent of the Council and the Standing Orders needed to be amended to reflect this change.

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**Resolved** that the Standing Orders be approved. **Action TG**

- v) Risk Assessment and Assets Register – Prior to the meeting, the Parish Council’s Risk Assessment and Assets Register had been circulated to the Parish Council.

**Resolved** that the Risk Assessment for 2014/2015 and Assets Register 2014/2015 be approved. **Action TG**

- vi) Christmas Tree Festival – The Parish Council expressed its thanks to Alison Stevens for her work dressing the Parish Council’s Christmas Tree, as part of the festival at St Mary’s Church.

**Resolved** that the report be noted and a thank you letter be sent to Alison Stevens. **Action TG**

- vii) Parish Transport Representative - Councillor Jenny Yates asked the Parish Council if it would like to have a parish transport representative.

**Resolved** that no appointment be made.

- viii) Wild Oxfordshire - Councillor Jenny Yates asked the Parish Council if it would like to invite a representative from Wild Oxfordshire to make a presentation at a future meeting. This organisation may be able to assist the Parish Council with The Slade and possibly advise on how to access funding too.

**Resolved** that Wild Oxfordshire be invited to attend a future meeting. **Action TG**

- ix) Parish Polls – Prior to the meeting, the Parish Council had received a copy of the Department for Communities and Local Government (DCLG) consultation paper with regard to Parish Polls. The Clerk explained what was being proposed and she was asked to formulate a response on behalf of the Parish Council.

**Resolved** that a response be submitted to the DCLG supporting the changes to Parish Polls. **Action TG**

- x) Learning Disability Service – Councillor Jenny Yates asked the Parish Council if it would like to make a submission as part of the consultation on the Learning Disability Service.

**Resolved** that no comments be made on the Learning Disability Service.

## 108/14 FINANCE

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

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

Payments	Amount	Cheque No.
Theresa Goss – Salary for January 2015	£657.80	771
Theresa Goss – Expenses for January 2015	£43.54	771
Katherine Mills – Salary for December 2014	£154.40	772
HMRC – Monthly Payment for Salaries	£210.99	773
Oxfordshire County Council Pension	£198.86	774

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Stephen Phipps – Christmas Tree Lights	£34.99	775
Stephen Phipps – Ink for printer	£53.99	775
Alison Stevens – Christmas Tree Decorations	£54.54	776
Bloxham Mill Business Centre – Room Hire	£118.50	777
Star Fireworks – Maroons for Remembrance Day	£204.00	778
St Mary's Parish Rooms – Room Hire	£95.00	779
Rural Works – Tree works in the Village	£810.00	780
Sustrans Ltd - Walking and cycling audit for BNDP	£3000.00	781
John Groves – BNDP Advertisement	£291.60	783
Haymarket Media Group Ltd – Planning Resource Subscription	£135.00	784

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 5 January 2015 for the Bank of Ireland bank accounts.

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

- xlix) Grass Cutting Contract 2015-2018 – Prior to the meeting a quote from Mr N Prickett had been received for the grass cutting contract for 2015-2108. The Chairman and Councillor Nick Rayner had also met with Mr Prickett to discuss the contract.

The Parish Council felt that he had done a very good job with the grass cutting for the last 12 months and would be happy for him to undertake the contract for the next 3 years.

**Resolved** that the grass cutting contract running from 1 April 2015 to 31 March 2018 be awarded to Mr N Prickett. **Action TG**

- l) Budget 2015/2016 – Since the meeting in November 2014 when the budget for 2015/2016 had been approved, there had been a few minor changes and these also needed to be approved. The amended budget had been circulated to the Parish Council prior to the meeting.

**Resolved** that the amended budget for 2015/2016 be approved and the precept figure remains at £64,102 for 2015/2016. **Action TG**

- li) Bloxham Recreation Ground – The Chairman reported that David Tyrrell had spoken to him on behalf of the Bloxham Recreation Ground Trustees. There did not appear to be any agreement from the Trustees with regard how the Parish Council grant for 2015/2016 should be spent and there was certainly no acceptance of the conditions which had been applied.

The Parish Councillors felt that to progress this matter, they would like to speak directly to the Trustees to try and resolve the situation and the Clerk was asked to write to them individually and arrange this.

**Resolved** that:

- 1) the report be noted; and
  - 2) individual letters be sent to the Trustees inviting them to a meeting with the Parish Council.
- Action JY/GM/TG**

# BLOXHAM PARISH COUNCIL

## 109/14 VILLAGE MATTERS

- q) Village Groups – Councillor Gloria Lester-Stevens reported that she would be attending a meeting with the Thursday Club on Thursday 15 January 2015.

**Resolved** that the report be noted.

- ii) The Slade – Prior to the meeting, Councillor Stephen Phipps had circulated a progress report with regard to The Slade. The report covered the works which were still to be completed by the County Council and the legal issues.

**Resolved** that the report be noted and this be followed up with County Councillor Kieron Mallon, OCC officers and the Parish Council's solicitor. **Action TG**

- iii) Red Lion – Councillor Robert Giles reported that there would be public meeting on 8 February 2015 at 5pm at Warriner School. Fullers had now set an asking price of £400,000, however it was felt this was still an over valuation of the building and the site.

So far £160,000 had been raised by the village and there would be another push for donations at the public meeting.

Nicole Hamilton and Brian Auld had both stepped down from the Steering Group for family and work related reasons but were still available to the Red Lion Steering Group in an advisory capacity. This meant that more volunteers were now needed to join the Steering Group.

It was also hoped that shares would be issued shortly.

**Resolved** that the report be noted.

- iv) Youth Club – As Councillor Caroline Hone was not present at the meeting, there was no report with regard to the Youth Club.

**Resolved** that the report be noted.

## 110/14 CORRESPONDENCE - A copy of the LCR magazine was circulated to the Parish Council.

**Resolved** that the report be noted.

## 111/14 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 111/14 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

## 112/14 CLERK AND ADMINISTRATION ASSISTANT – Prior to the meeting, the revised salary scales for 2014-2016 produced by the National Joint Council for Local Government had been circulated to the Parish Council. The salaries for the Clerk and the Administration Assistant needed to be amended to reflect these increases.

**Resolved** that the increases be approved applied from 1 January 2015. **Action TG**

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

## 113/14 MEETING DATES

**Resolved** that it be noted that, future meeting dates for Bloxham Parish Council were as stated below. They would all commence at 7.30pm (unless stated otherwise) in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- 2 February 2015
- 2 March 2015
- 13 April 2015
- 23 April 2015 (Annual Parish Meeting, venue to be confirmed)
- 11 May 2015
- 1 June 2015

(The meeting closed at 10.15pm)

## MINUTES OF THE MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 2 FEBRUARY 2015 AT 7.30PM

**PRESENT:** Councillor Geoff Mollard (Chairman); Councillors Robert Giles, Mary Groves, Patricia Hopkins, Gloria Lester-Stevens, Stephen Phipps, Nick Rayner, Andrew Taplin, Susan Slater and Jenny Yates.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer), District Councillor Christine Heath, County Councillor Kieron Mallon and John Groves.

**APOLOGIES:** Apologies for absence were received from Councillors Caroline Hone and Jim Golby and these were accepted. Apologies for absence were also received from District Councillor Lynda Thirzie-Smart.

The Chairman welcomed everyone to the meeting and reminded the Councillors and the public that recording of the meeting was permitted. However, he asked that should anyone wish to record the proceedings, please could they advise the Parish Council so that this could be facilitated.

## 114/14 DECLARATIONS OF INTEREST

Minutes Number 120/14 Planning 14/02147/F - Gloria Lester-Stevens declared an interest under the code of conduct as family lived near to the site of the application.

**Resolved** that the interests be noted.

**115/14 WARRINER SCHOOL, MULTI-SPORTS FACILITY** – Esther Rolls from Warriner School was due to attend the meeting to give a presentation on the proposal for a multi-sports facility but had been unable to attend.

**Resolved** that the report be noted and Esther Rolls be invited to attend the meeting on 2 March 2015.  
**Action TG**

**116/14 MINUTES** - The minutes of the meeting held on 5 January 2015 were taken as read and duly adopted and signed by the Chairman, with the following amendment:

# BLOXHAM PARISH COUNCIL

108/14 – Bloxham Neighbourhood Development Plan – The following sentence be amended to read 'The Plan and any additional comments would then be submitted to Cherwell District Council for forwarding to an examiner'

**Resolved** that the minutes be approved with the amendment.

**117/14 MATTERS ARISING FROM THE MINUTES 5 JANUARY 2015** – There were no matters arising from the minutes.

**Resolved** that the reports be noted.

## **118/14 RESIDENTS' ISSUES**

Dog Fouling – The Chairman reported that dog owners were allowing their dogs to use green play areas in the village as latrines and not clearing the pavements in a number of areas in the village, especially in the Cumberford, Queen Street, Kings Road, The Avenue, Courtington Lane, Rose Bank and Little Bridge Road leading into Unicorn Street

The Chairman met with Cherwell District Councils' Environment Enforcement Manager, Mark Harmon, and they walked around the village and the amount of dog mess was excessive in a number of areas, including the Church yard.

Mr Harmon had suggested that signage could be erected around the village and the Chairman showed some examples to the Parish Council. A number of areas around the village could also be kept under surveillance by Cherwell District Council (CDC) officers. If residents saw people letting their dogs foul but were not then prepared to be a witness, there would be less chance of a successful prosecution. However, there would be prosecutions if the CDC Officers witnessed this happening.

There would be a number of patrols carried out by Cherwell District Council and Councillor Jenny Yates suggested that the Parish Council could pay CDC to increase that number.

The Chairman stated that a CDC Dog Warden lived in Bloxham and it had been suggested that he could come and speak to the PC, if necessary.

Councillor Stephen Phipps reported that dog fouling was also a problem in The Slade and that there had been reports that cattle were getting diseases from dog mess, as well as it putting children at risk too.

The Council felt that there should be a campaign in the village to address the issue before it got any worse.

Parking in Gascoigne Way - Councillor Nick Rayner reported that parking on the green play area on Gascoigne Way would be discussed at the next Environment Committee.

Bovis Development on Barford Road - Councillor Mary Groves reported that there was a lot of mud on Barford Road coming from the Bovis development, as well parking issues caused by the contractors. A Barford Road resident had spoken to the site manager but the problems had not yet been resolved.

Councillor Stephen Phipps encouraged all residents and Councillors to register the problems on 'fix my street' which was available on Oxfordshire County Councils' web site.

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Councillor Gloria Lester-Steven reported the grill on the ditch outside of the primary school had not been rectified so needed to be corrected as soon as possible as it was being unblocked almost daily by residents. OCC were already aware of this issue but it had not been rectified.

**Resolved** that:

- 1) the report be noted;
- 2) an article be included in the Broadsheet asking residents to clear up after their pets, also stating that surveillance will be undertaken in the village; **Action TG**
- 3) CDC to complete surveillance in the village; **Action TG**
- 4) parking issue in Gascoigne Way be included on the next Environment Committee agenda; and **Action TG/KMills**
- 5) the grill in the ditch outside the school which needs to be repaired, be reported to Gordon Kelman again asking if it to be corrected. **Action TG**

**119/14 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** - Prior to the meeting, District Councillor Lynda Thirzie-Smart and County Councillor Kieron Mallon had circulated their reports to the Parish Council.

Councillor Stephen Phipps asked Councillor Kieron Mallon who was in overall charge if the County Council Chief Executive was not being replaced. Councillor Mallon reported that Peter Clark, Head Solicitor, would probably oversee these matters. Wiltshire County Council had worked without a Chief Executive, so OCC would be trailing this to establish if it was effective.

Councillor Phipps also asked for clarification about the services a Unitary Council would offer and how it worked. Councillor Mallon reported that one Council would offer all services rather than having a two tier system which was currently operated in Oxfordshire.

Councillor Jenny Yates asked why a unitary authority had not been implemented a few years ago when it was previously proposed and what had changed now. Councillor Mallon stated that these issues goes in cycles, all District Councils in Oxfordshire would have to agree for a unitary authority to be formed. If one of those District Councils did not agree, then it wouldn't happen. It also had a lot to do with potential savings and this had to be investigated.

Councillor Yates asked how other unitary authorities had performed. Councillor Mallon stated that there had been varying degrees of success across the country,

Councillor Phipps highlighted that the Local Transport Plan issued by OCC cabinet and was now out for consultation and the Parish Council needed to respond.

District Councillor Christine Heath reported that she would be requesting that the application on the site of Yeomans Garage be called into the Planning Committee and would provide further updates in due course.

Councillor Heath also reported that when the right of way had been granted to Bloxham School to access Dewey Hall, across land at Jubilee Park, the agreement had included a condition that the School installed two street lamps. Also as part of the agreement, Bloxham School was required to fence Jubilee Hall car park, but it had never been carried out because the Jubilee Park Management Committee at the time, did not want it to be completed.

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Councillor Heath would also check the issue with regard to the ownership of the small piece of land at the west end of Sycamore Terrace and report back to the Chairman.

The Councillors were thanked for their report.

**Resolved** that the reports be noted.

## 120/14 PLANNING

xxxviii) Planning Applications - Councillor Jenny Yates reported on the planning applications which had been considered by the Parish Council's Planning Committee since the last meeting.

It was reported that the application on the site of Yeomans Garage involved its demolition and the erection of five dwellings with associated landscaping, however, the application did not show the flooding impact on the dwellings. Residents of that area had attended the Parish Council's Planning Committee to speak on the matter.

Councillor Christine Heath would be requesting that the application be called into CDC's Planning Committee and it was hoped there would also be a site visit. Bats had been seen frequently flying in that area, as were swifts. The Parish Council would be objecting to this application.

**Resolved** that the planning applications be noted.

xxxix) Results of Planning Applications - Councillor Jenny Yates reported to the Parish Council on results of applications which had been determined by Cherwell District Council's Planning Committee.

**Resolved** that the results of the planning applications determined by Cherwell District Council, be noted.

xl) Planning Matters – An update was received on the following items:

- OCC Section 106 monies available to the village – A meeting was needed with OCC to discuss Section 106 monies available to Bloxham, following the recent meeting on the outstanding issues in the village.

Councillor Stephen Phipps asked for the Section 106 monies to be on the agenda for the next meeting of the Resources Committee.

**Resolved** that:

- 1) the report be noted.
  - 2) Section 106 monies be added to the agenda for the next meeting of the Resources Committee. **Action TG/KMills**
- Meeting with Adrian Colwell at Cherwell District Council – Councillor Sue Slater reported that along with Councillors Jenny Yates, Stephen Phipps and BNDP Co-ordinator John Groves, she had attended a meeting with Adrian Colwell. Adrian reported that he was confident the Local Plan would be accepted and part 1 of the Plan would be adopted in May, despite the elections. CDC would provide a formal response to the Parish Council

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about the issues which it had raised at the public examination of the Local Plan and these should be with the Parish Council in a few days time.

Adrian expected Bloxham to remain a sustainable village and repeated assurances that when it came to the Local Plan part 2, any work undertaken would be carried out jointly with the Parish Council and CDC would look at sustainability in a more detailed way. It would not be a tick box exercise and would include detailed work on sustainability for future planning applications too.

If the BNDP had been adopted before the Local Plan part 2 had been adopted, then the BNDP and any evidence gathered as part of the Plan would be used by CDC to inform part 2 of the Plan.

Adrian would be having a further meeting with John Groves before CDC gave its formal response to the Draft BNDP.

At the meeting, John expressed his frustration that there had been very little support and guidance from CDC on the BNDP.

There would be a discussion on the draft Plan and the possible amendments and additions etc, at the next Steering Group meeting on Monday 9 February 2015.

There had also been a brief discussion with Adrian about settlement boundaries.

**Resolved** that the report be noted.

- Thames Water – There had been a meeting on Friday 30 January 2015 with regard to the plan to install a trunk main from the pump station on Milton Road to other side of Sturdy's Castle. Information on this proposal had been circulated to the Parish Council prior to the meeting. Works could potentially start in July 2015 and could take up to 2 years to complete.

The Councillors had advised Thames Water of water pressure issues and vulnerability of sewers in the village and asked whether they could spend some money on these matters which also affected Adderbury and Deddington, because they too were having a number of new houses built. Thames Water had noted the comments and would reply in due course.

**Resolved** that the report be noted.

- Litter Picking – Councillor Stephen Phipps reported that Keith Bennett had volunteered to be the Parish Council's litter picker and had collected a vast amount of litter around the village and had done a very good job. He had incurred expenses for gloves and a litter picker at £18.27. Councillor Jenny Yates stated that there were also other litter pickers in the village and it demonstrated that there were a lot of volunteers willing to help in the village and it was good to see their support.

**Resolved** that the report be noted and Keith Bennett be reimbursed for his expenses.  
**Action TG**

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- Bovis Homes, Miller Homes and Mintondale – The reserved matters for the Bovis planning application on Barford Road had been approved by Officers at Cherwell District Council. The Parish Council was currently engaged in a dialogue with Caroline Ford because approval had been given for works to commence, before all necessary documents had been submitted to the planning authority. There was a long list of queries relating to that development which had not yet been answered.

With regard to the Miller Homes development on Tadmarton Road, again there was a long list of queries for that development which had not been answered.

With regard to the Mintondale development on Milton Road, currently no building work had commenced because a builder had not yet committed to the site.

**Resolved** that the report be noted.

- Development for Bloxham Post Office – Mr Kumar attended the Planning Committee to discuss his plans for the Post Office, but did not have any firm proposals. The Committee asked him to come back when he had finalised what his proposals would be.

It was suggested that he could contact John Wyatt about selling some of his plants from the Post Office.

**Resolved** that the report be noted.

The Chairman thanked Councillor Yates and the other Councillors for their reports on the planning matters.

**121/14 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP)** – John Groves reported to the Parish Council that the BNDP was about half way through its pre-consultation process. So far, there had not been many replies and none of the statutory bodies had replied either. John asked all the Councillors to look at the Plan and make their comments and also encourage others to complete it too.

John reported that he felt the meeting at CDC with Adrian Colwell had been very useful and Cherwell District Council had made some suggested on the presentation of the Plan.

John also reported Bloxham School was not happy about the green spaces which had been allocated in the Plan. There was another meeting with the School this week to discuss this and it was hoped the BNDP Steering Group representatives and the School could find some common ground at that meeting to agree on.

John reported that Sustrans had completed their work on connectivity relating to the footpaths and cycleways in the village. They had sent back a map and the report would be ready at the end of the week. It showed that the footpaths and cycleways around the village were not very effective

There would also be a meeting with Western Power distribution which John would be attending with Sir Tony Baldry MP and Councillor Jenny Yates.

The next 'drop-in and chat' would be held on Saturday 14 February 2015 from 1030am to 12.30pm and John would be attending to discuss the Plan.

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John was thanked by the Parish Council for all his hard work on the Plan.

**Resolved** that the report be noted.

## 122/14 PARISH COUNCIL MATTERS

### lii) Committees

- 29) Environment Committee – The Chairman reported that there had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was being held on 12 February 2015.

**Resolved** that the report be noted.

- 30) Resources Committee – The Chairman reported that there had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was being held on 17 February 2015.

**Resolved** that the report be noted.

- 31) Planning Committee – Prior to the meeting, the minutes of the meeting held on 8 January and had been circulated to the Parish Council.

With regard to Bovis Homes, the Chairman asked Councillor Yates to clarify what advice Cherwell District Council had given to the Parish Council with regard to the enhanced LAP for this development and the sum of money for the LEAP, which was now going to the Parish Council to enhance recreation in the village.

Councillor Yates advised that the LAP would indeed be enhanced and the sum of money which the Parish Council would be receiving, was instead of a LEAP being installed on the development. This was in the region of £50,000 and it was hoped that this money could be used at Jubilee Hall.

This had been made possible because CDC had paid for a deed of variation with Bovis Homes. It had been discussed with CDC that this course of action would be pursued with the Mintondale application on Milton Road, having first been informed that this was not CDC Policy, but as the Mintondale application had not yet been started, CDC took the action with Bovis.

However, the Parish Council would be pursuing this arrangement for the LAPS and LEAPS on the Miller Homes development and also the Mintondale development, once a builder had been found.

The Chairman asked about the reference to OCC requesting a meeting with regard to transport and planning in Bloxham. This had followed on from a previous meeting with Lisa Michelson, Sue Scans and Maurice Sheehan. All the developments in the village, should have travel plans relating to them before building had commenced, however none had been completed.

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The Chairman referred to the list of outstanding issues which had been discussed with the County Council on 20 January 2015. This had been circulated to the Parish Council prior to the meeting.

Councillor Stephen Phipps advised that OCC now had a reactive rather than proactive service because they did not have the funds to react to every issue which was raised. All issues relating to the highway should be referred to the County Council through 'fix my street' on Oxfordshire County Council web site.

Councillor Jenny Yates also highlighted that there was no schedule for cleaning gullies in the village.

The minutes of the Planning Committee meeting held on 29 January 2015 had not yet been circulated but would be in due course.

The Chairman reported that the drop kerb in Strawberry Terrace had been installed on one side of the road, but not on the other side, but this would soon be rectified.

Councillor Stephen Phipps reported that at the meeting with Tim Wilde from the County Council, with regard to the installation of a pedestrian controlled crossing over the A361 in the area of Strawberry Terrace, a costing would be obtained when the exact location had been identified.

Councillor Mallon highlighted the application for disabled parking bay in Little Green and that the proposed location had been disputed by some of the residents. The Parish Council should leave it to the County Council to sort it out.

With regard to The Slade, Gordon Hunt needed to action a number of items as the Parish Council had been trying to get The Slade transferred for approximately five years or more, and Councillor Mallon was asked to pursue this again.

The Chairman highlighted the felling of the hawthorn tree by the speed camera. The tree had been diseased and therefore removed, however the Planning Committee minutes stated the Christmas tree would be permanently sited there, but this was not the case. The Christmas tree had now been removed and a new tree was to be planted in its place and this was being paid for by a resident.

Councillor Gloria Lester-Stevens reminded members that when the hawthorn tree had been removed, the Parish Council had stated that a new tree would be planted there to commemorate the Queen's Diamond Jubilee.

The Clerk was asked to arrange for the Planning minutes to be amended accordingly.

**Resolved** that:

- 1) the report and minutes be noted;
- 2) Councillor Mallon to contact Gordon Kelman with regard to the transfer of The Slade; and **Action TG/KM**
- 3) the Planning Committee minutes from 8 January 2015 be amended the reflect the replacement tree on the A361. **Action TG/KMills**

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- liii) Drop-in and Chat – The last session of the Drop-In and Chat, had been held on 10 January 2015.

The next two sessions were as follows:

14 February 2015 1030am to 12.30pm – Councillors Jim Golby and Nick Raynor as Stephen Phipps was unable to attend (This would be combined with the launch of the BNDP)

14 March 2015 – Councillors Paddy Hopkins and Sue Slater

**Resolved** that the report be noted.

- iii) Jubilee Park Management Committee – Prior to the meeting, the minutes of the meeting held on 28 January 2015 had been circulated to the Parish Council.

The Parish Council thanked the new Committee and the Project Team for the comprehensive work which was going on at the Hall. The Chairman was also thanked for his work and for chairing the Management Committee and the Project Team.

The Chairman reported that the Project Team was meeting the following night and there were some new proposals for the changing rooms and that external funding could be available. The results of the user survey would also be analysed at the meeting.

Councillor Stephen Phipps highlighted that he felt it was odd that people were being paid to carry out roles on the Committee, when other village halls had volunteers to carry out these roles. He also asked why the Boys Brigade would be getting their hire of the Hall cheaper than other groups, and that this would be better spent on giving individuals the reductions instead.

The Chairman expressed his disappointed that Bloxham School would not donate or sell a small piece of its land to the east of the Hall to enable the Hall to be extended another couple of meters, particularly as this was unfenced and continually full of rubbish. The Parish Council echoed this disappointed. The Chairman also reported that Bloxham School had not actioned any of the issues which they had promised to do with regard to their continual use of the Jubilee car park by Dewey Hall users, causing inconvenience of users of the Jubilee.

**Resolved** that the report be noted.

### 123/14 FINANCE

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

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

Payments	Amount	Cheque No.
Theresa Goss – Salary for February 2015	£717.30	788
Theresa Goss – Expenses for February 2015	£15.23	788
Katherine Mills – Salary for January 2015	£112.88	789
HMRC – Monthly Payment for Salaries	£247.64	790
Oxfordshire County Council Pension Fund – Clerks Pension	£219.12	791
Oxfordshire County Council – Room Hire	£26.00	792

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Geoff Mollard – Ink cartridges	£27.56	793
Geoff Mollard – Batteries for Christmas tree lights & decorations	£16.50	793
John Groves – BDNP expenses	£17.98	794
Jenny Yates – BDNP expenses	£576.75	795
Jenny Yates – Hi vis jackets for volunteers	£19.44	796
Keith Bennett – Litter picking equipment	£16.27	797

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 2 February 2015 for the Bank of Ireland bank accounts.

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

- liv) New Homes Bonus 2015/2016 – Prior to the meeting, the Clerk had advised the Parish Council that it would be receiving a New Homes Bonus £18,968 for 2015/2016 and Cherwell District Council and had asked how the funds would be spent in the Parish.

**Resolved** that:

- 1) the report be noted; and
- 2) this be deferred to the next meeting of the Resources Committee. **Action TG/KMills**

### 124/14 VILLAGE MATTERS

- r) Bloxham Recreation Ground Trustees – Prior to the meeting, a letter which had been sent to the Trustees from the Parish Council, had been circulated for the information of members and a reply had been received from the Trustees late that afternoon.

Councillor Stephen Phipps suggested that himself, the Chairman, John Groves and Councillors Jenny Yates and Sue Slater should meet together and discuss a reply.

**Resolved** that:

- 1) the report be noted; and
  - 2) the Chairman, John Groves and Councillors Jenny Yates, Sue Slater and Stephen Phipps meet to discuss the response from the Trustees. **Action GM/SP**
- ii) Village Groups – The Thursday Club would be looking for a Patron whilst there was on-going fundraising.

**Resolved** that the report be noted.

- ii) The Slade – Prior to the meeting, Councillor Stephen Phipps had circulated a progress report with regard to The Slade. There were five issues which were outstanding and there was a legal question which needed clarification from Nigel Yeardon at Aplins.

The Slade was currently a very low priority with the County Councils' Legal department as they were dealing with a number of new developments in the County.

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Trees had been taken out of both culverts but the stumps and greenery remained and OCC could not find a contractor to get them removed. This needed to be completed to see how sound the culverts actually were.

OCC suggested that The Slade could be transferred as they were, along with a sum of money to get the works completed. Councillor Phipps felt that this was not acceptable and the work should be completed prior to the transfer.

Another issue was the run-off from the Miller Homes development in Tadmerton Road and whether it would cause flooding further down the hill, coming via The Slade. Gordon Hunt had stated that there would be a professional judgment taken on this matter and could not give an answer on this at the moment.

Councillor Sue Slater suggested that the Parish Council took out an indemnity insurance policy against this issue and could then still go ahead with the transfer.

Councillor Jenny Yates reported that the Parish Council had told the village for a long time that it was having The Slade transferred to it from the County Council. If Brookside Close did flood as a consequence of the Tadmerton Road development, it would actually be from the Brook not from the Slade. The nature of The Slade was that it was built to absorb water and it would be appalling if the Parish Council did not now acquire it. Volunteers were getting frustrated too and the Parish Council should push for the transfer to be completed, if the money relating to the culverts from the County Council was sufficient.

Councillor Jenny Yates also reported that if water from the Miller Homes development was draining into The Slade and the transfer had been completed and the land was in Parish Council ownership, then it would put the Parish Council in stronger position with the developer when drainage plans were being finalised.

### **Resolved** that

- 1) the report be noted;
  - 2) investigations be made into indemnity insurance policies which could be taken out if the works to the culverts are not undertaken before the transfer is completed; and **Action SP/TG**
  - 3) Councillor Kieron Mallon be asked to chase up the OCC officers with regard to the transfer. **Action KM**
- iii) Red Lion – Councillor Robert Giles reported that Colin Challenger had asked for the Parish Council to publicise the public meeting on Sunday 8 February 2015.

Councillor Giles reported that negotiations could potentially be completed within a few weeks and village volunteers would be needed for a site clean and tidy up. There was also a need for more volunteers on the Steering Group.

### **Resolved** that:

- 1) the report be noted; and
- 2) the Parish Council to advertise the public meeting on 8 February 2015 on Facebook. **Action TG**

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- iv) Youth Club – There was no report from the Youth Club.

The Chairman reported that the storage unit which was used by the Youth Club was made of metal and there was a lot of condensation inside it, which was causing the equipment to get wet. Solutions to this problem were being looked in to but could prove to be very expensive, if at all possible.

**Resolved** that the report be noted.

- v) Community Based App – Following the presentation at the Parish Council meeting on 1 December 2014, the Chairman asked the Parish Council if it was willing to support such a venture.

As this was a commercial enterprise, the Parish Council could not give its support to the community based app, however the members did feel that it was a good idea.

**Resolved** that the report be noted.

**125/14 CORRESPONDENCE** – There was one item of correspondence from Carmen Guard, asking the Parish Council to give its support to a grant application which Ellen Hinde Hall was making to Viridor.

**Resolved** that:

- 1) the report be noted; and
- 2) a letter of support be submitted to Viridor. **Action TG**

### **126/14 MEETING DATES**

**Resolved** that it be noted that, future meeting dates for Bloxham Parish Council were as stated below. They would all commence at 7.30pm (unless stated otherwise) in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- 2 March 2015
- 13 April 2015
- 23 April 2015 (Annual Parish Meeting, venue to be confirmed)
- 11 May 2015
- 1 June 2015

(The meeting closed at 9.40pm)

## **MINUTES OF THE MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 2 MARCH 2015 AT 7.30PM**

**PRESENT:** Councillor Geoff Mollard (Chairman); Councillors Mary Groves, Patricia Hopkins, Gloria Lester-Stevens, Nick Rayner, Andrew Taplin, Susan Slater and Jenny Yates.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer), District Councillor Lynda Thirzie-Smart, John Groves BNDP Co-ordinator, Esther Rolls and Leigh Barmby from Warriner School and Chris Colombo, Governor at Warriner School.

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**APOLOGIES:** Apologies for absence were received from Councillors Robert Giles, Caroline Hone and Stephen Phipps and these were accepted. Apologies for absence were also received from District Councillor Christine Heath and County Councillor Kieron Mallon.

The Chairman welcomed everyone to the meeting and reminded the Councillors and the public that recording of the meeting was permitted. However, he asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

The Chairman advised the Parish Council that Jim Golby had resigned as a Councillor and the Parish Council asked for their appreciation be passed to Jim for all his work as a Parish Councillor.

**125/14        DECLARATIONS OF INTEREST** – There were no declarations of interest

**Resolved** that the interests be noted.

**126/14        WARRINER SCHOOL, MULTI-SPORTS FACILITY** – Esther Rolls and Leigh Barmby from Warriner School attended the meeting and reported on the proposal for a new multi-sports facility at the School.

Esther Rolls reported that the new facility would be built on the old netball and tennis courts and she circulated two documents giving details and drawings of the proposal.

The project would involve refurbishing the existing courts and adding two new netball courts, two new tennis courts and a junior football pitch. The improvements would also include new fencing and resurfacing to the courts and pitch. They would be available for community use as well as for the School to use. If this project went ahead, it would be part funded from Cherwell District Council (CDC) Section 106 money from the Miller Homes development.

The proposal would cost in the region of £200,000. A bid for grant funding had also been submitted to Sport England. This proposal would include new flooding lighting, using ecologically friendly lights to cause minimal disruption to wildlife. The School had also commissioned Windrush Ecology to complete a bat survey prior to the project commencing. Details of the times when the flood lighting would be used, were detailed in the documents which had been circulated to the Parish Council

Leigh Barmby advised that the current facilities were already extensively used by the community for a range of activities and when the project had been completed, local people would be able to make priority bookings.

Chris Colombo reported that the intention was for the facility to also be used by the village in the evenings, as well as school holidays when the children were not using it. The only time it would not be available for hire would be for the two weeks over the Christmas period.

Esther confirmed that the access to the new facility would be from Bloxham Grove Road, and parking would be in the current staff car park.

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The Parish Council asked about joint use community agreement which ensured that the facility would be for community use. Leigh confirmed that an appropriate joint use agreement would be in place, and would remain so, even if the School became an Academy.

The Parish Council also asked about the proposals for a possible school expansion. Chris Colombo advised that this project fitted in with the whole School Plan and would not conflict with any future expansion plans.

The Parish Council asked for clarification with regard to the ownership of the land, where it was proposed that the multi-sports facility would be built. It was understood by the Parish Council that the land was owned by the Warriner Farm Trust not the School. Esther Rolls and Chris Colombo believed that the land was owned by the School, however Esther agreed to check on that issue after the meeting.

John Groves reported that it would be useful to have a meeting with the School with regard to their future plans so that this could feed into the BNDP. Chris stated that the School would be happy to meet in due course.

The Chairman asked Esther and Leigh who they felt would be classed as 'local' people, when they were allocating priority bookings for the new facility. They felt that this would be residents of Bloxham as well as those who lived in the satellite villages. Leigh reported that at the moment, she did take bookings from as far afield as Witney, but emphasised that local groups would get priority and first refusal. The School would also be having a meeting with Bloxham Football Club about their usage of the new facility.

With regard to the flood lighting, the Parish Council highlighted the issues which had occurred with the very bright lights at Tudor Hall and asked that these issues did not arise again at Warriner School.

Esther, Leigh and Chris were thanked for their presentation and for attending the meeting.

**Resolved** that:

- 1) the report be noted; and
- 2) the Parish Council supports the use of £60,000 from CDC's Section 106 money from the Miller Homes development on Tadmarton Road (13/00496/OUT), for use on the multi-sports facility, subject to a joint community use agreement;
- 3) it be noted that the Section 106 monies of £60,000 have arisen from the Miller Homes development and had originally been allocated to North Oxfordshire Academy;
- 4) the Parish Council to receive confirmation of the ownership of the land the multi-use facility will be built on; and **Action TG**
- 5) the flood lighting be kept under review.

(Esther Rolls, Leigh Barmby and Chris Colombo left the meeting at this point)

**127/14 MINUTES** - The minutes of the meeting held on 2 February 2015 were taken as read and duly adopted and signed by the Chairman, with the following amendments:

Minute Number 122/14 (ii) Parish Council Matters – Jubilee Park Management Committee

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In paragraph four, the following ‘and that this would be better spent on giving individuals the reductions instead’ be deleted and be replaced with:

‘as all groups within the village should pay the same. Outside groups and non-residents should pay a premium.’

### Minute Number 124/14 (ii) Village Matters – The Slade

At the end of paragraph four, the last sentence be amended to read:

‘Councillor Phipps felt that this was not acceptable and the work should be completed prior to the transfer as the actual cost of repair had not been assessed.’

**Resolved** that the minutes be approved with the amendments. **Action TG**

### **128/14 MATTERS ARISING FROM THE MINUTES 2 FEBRUARY 2015**

Minute Number 118/14 – Dog Fouling – The Chairman advised that the Dog Warden was currently off work and he would be making contact with him on 13 March 2015.

Minute Number 118/14 – Tadmarton Road Ditch – The Clerk advised that she had raised this issue with Gordon Kelman and would chase it up again. **Action TG**

Minute Number 119/14 – Lights at Dewey Hall Access – The Chairman reported that Bloxham School had suggested they would be removing the two street lamps along the access road. However, as these were installed as part of the access agreement, the Parish Council did not wish them to be removed. Therefore, the agreement, which was stored in Ellen Hinde Hall, would be checked and then a letter be written to Bloxham School asking them not to remove the street lights. The School should also be asked again to stop Dewey Hall users from parking in Jubilee Hall car park. **Action GM/TG**

Minute Number 124/14 (ii) – The Slade - In the absence of Councillor Stephen Phipps, the Clerk advised on his comments with regard to The Slade. Councillor Phipps reminded the Parish Council that The Slade was a nature reserve and not a marsh, which it could turn into. He also stated that with regard to the last paragraph of this minute, the Parish Council’s experience would indicate that it would not be in a stronger position with the developer when the drainage plans for the Miller Homes site were being finalised if the transfer had been completed, because it would be Thames Water and the Environment Agency who would decide this alone.

**Resolved** that the reports be noted.

### **129/14 RESIDENTS’ ISSUES**

Letter from Mr R Wallington – The Chairman highlighted a letter from Mr Wallingford with regard to development in the village by Taylor Wimpey. The Parish Council had received a copy of the letter, however, the suggestions related to the Recreation Ground and this was not owned by the Parish Council.

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Bus Shelter on A361 – The Clerk reported that Mrs Halfpenny, who lived next to the bus shelter on the A361 (close to the turning for Strawberry Terrace) had asked if the Parish Council would paint the bus shelter and tidy it up. The Parish Council felt that because £300 had recently been used to make repairs to the roof, it did not have sufficient budgeted funds available to take any further action.

Drop Kerb and Bungalows in Bloxham – Councillor Mary Groves reported that she had been thanked by Mrs Sue Morewood for the drop kerb which had been put in on Strawberry Terrace. Mrs Morewood had also asked about the availability of bungalows on the new developments in the village. The Clerk suggested that Gary Owens from Cherwell District Council might be able to advise on this.

**Resolved** that:

- 1) the reports be noted;
- 2) Mr Wallingford be thanked for his letter and the Clerk should respond accordingly; **Action TG**
- 3) Mrs Halfpenny be advised of the reasons why the bus shelter will not be painted; and **Action TG**
- 4) Mrs Morewood's email be forwarded to Gary Owens for a response, relating to bungalows on the new developments in the village. **Action TG**

**130/14 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** - Prior to the meeting, District Councillor Lynda Thirzie-Smart had circulated her report to the Parish Council.

Councillor Thirzie-Smart added that she had met with Bloxham School and they raised some concerns about the BNDP with regard to green spaces.

The Chairman reported that he had met with County Councillor Kieron Mallon that morning and had asked him to chase up with the County Council, the transfer of The Slade, the works to Old Bridge Road and the zebra crossing on the A361. He had also updated Councillor Mallon on the ongoing issues in Little Green. Councillor Mallon would be reporting back in due course.

Councillor Lynda Thirzie-Smart was thanked for her report.

**Resolved** that the reports be noted.

## **131/14 PLANNING**

- i) Planning Applications - Councillor Jenny Yates reported on the planning applications which had been considered by the Parish Council's Planning Committee since the last meeting.

Councillor Yates also reported on the exchange of emails with Caroline Ford and Michelle Jarvis at Cherwell District Council (CDC) with regard to the Bovis development on Barford Road. Michelle Jarvis had been particularly helpful and Bovis had now submitted their site management plan, which the Parish Council had requested a copy of, prior to it being approved by CDC. However, there were still a number of outstanding conditions which should have been addressed by Bovis, prior to the commencement of the development.

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It was also reported that the application on the site of Yeomans Garage would be discussed by the CDC's Planning Committee and not at officer level.

**Resolved** that the planning applications and reports be noted.

- ii) Results of Planning Applications - Councillor Jenny Yates reported to the Parish Council on results of applications which had been determined by Cherwell District Council's Planning Committee.

**Resolved** that the results of the planning applications determined by Cherwell District Council, be noted.

- iii) Planning Matters – An update was received on the following items:

- Meeting with Sir Tony Baldry MP & Western Power – Councillor Jenny Yates reported that with John Groves, she had met with Sir Tony Baldry MP to discuss the number of power cuts which occurred in the village. It had been a useful meeting and it appeared that Bloxham did not have any more power cuts than other villages in the area.

**Resolved** that the report be noted.

- Meeting with the CPRE – Councillor Yates reported that with Councillor Mary Groves, she had attended a meeting of the CPRE. It had been an interesting meeting and they had encouraged the CPRE to make their comments on the BNDP.

**Resolved** that the report be noted.

The Chairman thanked Councillor Yates for her report.

**132/14 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP)** – John Groves reported to the Parish Council that the consultation period had ended and approximately 130 replies had been received. These had been from non-statutory consultees, two potential developers and statutory consultees. No reply had yet been received from the Environment Agency, which was surprising given the issues of flooding in the village.

John reported that there were a variety of comments, including some constructive criticism and some critical comments. However, they would all be considered by the Steering Group and a response to each would be shown as part of the evidence of consultation.

John was thanked by the Parish Council for all his hard work on the Plan.

**Resolved** that the report be noted.

### 133/14 PARISH COUNCIL MATTERS

- i) Committee Meetings – The Chairman highlighted to the Parish Council, the issues some members were having with attending Committee meetings due to their work commitments. He

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asked the Parish Council their thoughts on how this could be addressed and how those members could be supported to try and ensure that scheduled Committee meetings were not cancelled.

The Chairman highlighted that as a result of the Committee meetings being cancelled, the Parish Council agenda was getting longer and the system at the moment, was not working properly.

Councillor Jenny Yates reported that the Planning Committee was working well, but there were issues with the Resources and Environment Committees. She suggested that the Environment Committee could co-opt non-voting members on to the Committee, such as Keith Bennett involved with the litter picking or Marie Jones involved potentially The Slade.

It was also suggested that the terms of reference for the three Committees, could allow for Committee members to have substitutes, if they were unable to attend. If a Councillor was unable to attend a Committee meeting, they should email both the Clerk and the Administration Assistant and they would seek a substitute for the meeting.

Councillor Andy Taplin also reported that he was currently on all three Committees, and wished to be removed from one of them.

### **Resolved** that:

- 1) the report be noted;
- 2) Councillor Andy Taplin be removed from the Environment Committee and continues to be a member of the Planning & Strategy and Resources Committees; and
- 3) the terms of reference of the three Committees be amended to allow for members of those Committees to appoint a substitute in their absence. **Action TG/KM**

### ii) Committees

- 1) Environment Committee – The Chairman reported that there had not been a meeting of the Committee since the last meeting of the Parish Council.

Councillor Nick Rayner asked for a meeting to be arranged for the end of March.

### **Resolved** that:

- i) the report be noted; and
  - ii) a meeting of the Environment Committee be arranged for the end of March. **Action NR/KM**
- 2) Resources Committee – The minutes of the meeting held on 17 February 2015 had been circulated prior to the meeting.

There were two recommendations from the Committee which were approved as stated below.

### **Resolved** that:

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- i) the minutes be noted;
  - ii) a case be presented to CDC for the reallocation of £43,000 of Section 106 monies from Woodgreen Leisure Centre to the Jubilee Hall, for indoor sports facilities; and **Action JY/GM**
  - iii) a grant for the Table Tennis Club of £450 be approved. **Action TG**
- 3) Planning Committee – Prior to the meeting, the minutes of the meeting held on 11 February 2015 and had been circulated to the Parish Council.

**Resolved** that the minutes be noted;

- iii) Drop-in and Chat – The last session of the Drop-In and Chat, had been held on 14 February 2015. One issue had been raised with regard to the blocked grills in the ditch on Tadmarton Road. The Clerk reported that she had advised the County Council of this issue following the last meeting and would chase it up with them again.

The Parish Council was very grateful to the volunteers who had consistently worked to keep these ditches clear and would welcome any additional committed volunteers.

The next three sessions were as follows:

Saturday 14 March 2015 – Councillors Paddy Hopkins and Sue Slater

Saturday 11 April 2015 – Councillor Andy Taplin and Jenny Yates

Saturday 9 May 2015 – Councillors Caroline Hone and Geoff Mollard

**Resolved** that:

- i) the report be noted; and
  - ii) the County Council be contacted again about the blocked grills in the ditch on Tadmarton Rod. **Action TG**
- vi) Jubilee Park Management Committee – The Chairman reported that Bloxham School was going to be undertaking some repairs to the drainage system around the area of Dewey Hall, and that one of the gullies which needed to be repaired, was underneath the swings in Jubilee Park.

The Parish Council suggested that Bloxham School should ask their contractors to submit a quote for the work on the Parish Council land, as it would be far easier if the same contractor did all of the work.

The Chairman also reported that with regard to the land to the east of Jubilee Hall, at his request, Bloxham School had removed the hedge and dug up the whole area. They had also skimmed the grass to the east of the Hall and this area could now be hard core and pebbles which would allow people to drive more closely to the Hall for loading and unloading.

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The Chairman also advised on the internal works which had been started in the Hall, including the removal of the bar, access to the toilet, a new fitted kitchen and an upgrade of the water system. There was another meeting of the Project Team on Thursday 5 March 2015.

The Parish Council thanked the Chairman and for all his hard work at Jubilee Hall.

**Resolved** that:

- i) the report be noted; and
- ii) Bloxham School be asked to obtain a quote from their contractors for the work to the gully underneath the play area at Jubilee Park. **Action GM**
  
- v) Sustainable Communities Act – The Clerk reported that she had been contacted by the Clerk at Bodicote Parish Council with regard to the Sustainable Communities Act. The Act could be used by local councils to have the right of appeal with regard to planning applications, in much the same way that developers could appeal a planning decision.

A meeting was being held on Monday 9 March 2015 at 1030am with other Parish Councils in the area and more details would be provided to the Parish Council at the next meeting.

**Resolved** that the report be noted.

### 134/14 FINANCE

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

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

Payments	Amount	Cheque No.
Theresa Goss – Salary for March 2015	£631.38	801
Theresa Goss – Expenses for March 2015	£30.64	801
Katherine Mills – Salary for February 2015	£129.13	802
HMRC – Monthly Payment for Salaries	£194.88	803
Oxfordshire County Council Pension Fund – Clerks’ Pension	£189.90	804
PW Fire – Locks and key cutting for Jubilee Hall (the Parish Council to be reimbursed by the Jubilee Park Management Committee)	£106.77	805
TS Plumbing and Heating – Supply & fit kitchen at Jubilee Hall	£3358.40	806
Mr G Mollard – Cooker for Jubilee Hall	£399.99	807
Oxfordshire County Council – Room Hire	£26.00	808

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 2 March 2015 for the Bank of Ireland bank accounts.

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

- iii) New Homes Bonus 2015/2016 – The Chairman reported that Cherwell District Council had tasked the Parish Council how the New Homes Bonus for 2015/2016 would be spent in the village. There was £18,968 available to Bloxham for next year.

**Resolved** that the New Homes Bonus of £18,968 for 2015/2106 be spent on the works at Jubilee Hall. **Action TG**

## 135/14 VILLAGE MATTERS

- i) Bloxham Recreation Ground Trustees – Prior to the meeting, the notes of a meeting held with the Trustees had been circulated to the Parish Council. The Councillors felt that it had been a positive meeting and the Parish Council was pleased with the notes which had been provided by the Trustees.

There were still some vacancies for Trustees as there should be eight in total. The Parish Council offered to assist the existing Trustees with recruiting some more volunteers and the Parish Council also offered to appoint one or two Parish Councillors as a support to the Trustees.

As this meeting had been a positive step towards the Parish Council working with the Trustees, it was suggested that a further meeting be set up to build upon this, after the Trustees had met on 17 March 2015.

**Resolved** that:

- 1) the report be noted;
  - 2) the Parish Council to offer to assist the existing Trustees with finding new Trustees; and **Action GM/TG**
  - 3) a further meeting be set up between the Parish Council and the Trustees. **Action GM/TG**
- ii) Annual Parish Meeting (APM) – The Chairman reported that the APM was being held on Thursday 23 April 2015, at 7.30pm at the Lecture Theatre at Warriner School.

John Groves had been invited to attend the APM and would do a short presentation on the BNDP.

The Chairman suggested that there could also be short presentations with regard to the circular walk and also from Warriner School as it was considering changing to an Academy.

**Resolved** that:

- 1) the report be noted;
- 2) Des Jones and Alan Mole be asked to make a presentation at the APM on the circular walk; and **Action GM**
- 3) Dr Annabel Kay be asked to make a presentation at the APM on the school changing to Academy status. **Action TG**

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- iii) Village Groups – Councillor Gloria Lester-Stevens reported that the St Mary’s Thursday Club was looking to recruit a cook.

**Resolved** that the report be noted.

- iv) The Slade – Prior to the meeting, Councillor Stephen Phipps had circulated a progress report with regard to The Slade.

There were still a number of issues which needed to be addressed and as reported earlier, Councillor Kieron Mallon would be chasing this up with the County Council.

Advice had also been sought from the Parish Council’s insurance company and a policy could not be taken out to insure the Parish Council if the works to the culverts were not undertaken before the transfer was completed.

**Resolved** that:

- 1) the report be noted; and
  - 2) Councillor Stephen Phipps, Jenny Yates and Geoff Mollard to meet and agree a way forward for The Slade. **Action JY/GM**
- v) First Aid Course – The Clerk reported that all fourteen places on the course had been filled and there was now a reserve list. She suggested that the Parish Council may wish to consider running another course as this one had proved very popular.

**Resolved** that:

- 1) the report be noted; and
  - 2) another first aid course be arranged with St John Ambulance for June 2015. **Action TG**
- vi) Red Lion – Councillor Robert Giles had reported prior to the meeting, that more volunteers were still needed to join the Steering Group.

**Resolved** that the report be noted.

vii) Youth Club – There was no report from the Youth Club. However, the Chairman advised that the storage container stored at Jubilee Park was no longer fit for purpose and would be either replaced or removed. The Youth Club would need to make alternative arrangements for their equipment.

**Resolved** that the report be noted.

**136/14 CORRESPONDENCE** – There were no further items of correspondence.

**Resolved** that the report be noted.

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## 137/14 MEETING DATES

**Resolved** that it be noted that, future meeting dates for Bloxham Parish Council were as stated below. They would all commence at 7.30pm (unless stated otherwise) in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

13 April 2015  
23 April 2015 (Annual Parish Meeting, venue to be confirmed)  
11 May 2015  
1 June 2015

## 138/14 ITEMS FOR THE NEXT AGENDA

1. Sustainable Communities Act

(The meeting closed at 10.00pm)

## MINUTES OF THE MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 13 APRIL 2015 AT 7.30PM

**PRESENT:** Councillor Geoff Mollard (Chairman); Councillors Mary Groves, Patricia Hopkins, Gloria Lester-Stevens, Stephen Phipps, Nick Rayner, Andrew Taplin and Jenny Yates.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer), District Councillor Christine Heath, John Groves BNDP Co-ordinator and one member of the public.

**APOLOGIES:** Apologies for absence were received from Parish Councillors Robert Giles and Susan Slater and these were approved. District Councillor Lynda Thirzie-Smart and County Councillor Kieron Mallon also submitted their apologies.

The Chairman welcomed everyone to the meeting and reminded the Councillors and the public that recording of the meeting was permitted. However, he asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

**139/14 DECLARATIONS OF INTEREST** – There were no declarations of interest

**Resolved** that the interests be noted.

**140/14 MINUTES** - The minutes of the meeting held on 2 March 2015 were taken as read and duly adopted and signed by the Chairman with the following amendments:

Minutes 126/14 – Warriner School, Multi Sports Facility – The following amendments be included into the resolution:

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- 2) the Parish Council supports the use of £60,000 from CDC's Section 106 money from the Miller Homes development on Tadmarton Road (13/00496/OUT), for use on the multi-sports facility, subject to a joint community use agreement;
- 3) it be noted that the Section 106 monies of £60,000 have arisen from the Miller Homes development and had originally been allocated to North Oxfordshire Academy;
- 4) the Parish Council to receive confirmation of the ownership of the land the multi-use facility will be built on; and **Action TG**
- 5) the flood lighting be kept under review.

**Resolved** that the minutes be approved.

### 141/14 MATTERS ARISING FROM THE MINUTES 2 MARCH 2015

Minute 128/14 Tadmarton Road Ditch – With regard to the report relating to the ditch, there were two issues which Mrs Jean Curran had reported at drop in and chat session. These had now been reported to Gordon Kelman by the Clerk and would hopefully be actioned.

Minute Number 131/14 Planning - Miller Homes – The Clerk had written to Cherwell District Council with regard to the Miller Homes application, requesting a list of the changes. However, there had not yet been a response because the Planning Officer was on annual leave.

Minute Number 131/14 Planning - Bovis Homes – A submission of further information from Thames Water had been submitted to CDC before they could approved the condition and the Parish Council had contacted Caroline Ford for clarification.

The Parish Council was also seeking clarification on the exit of the path shown to the front of the buildings lead into the hedge on the Barford Road.

Minute Number 131/14 Planning -Taylor Wimpey – Councillor Jenny Yates reported that the Parish Council had been given an extension from CDC to deadline for the submission of comments.

**Resolved** that the report be noted.

### 142/14 RESIDENTS' ISSUES

Rod Wallington had sent a letter to District Councillor Christine Heath with regard to the Taylor Wimpey development and he felt that Bloxham had received more than enough development and should resist this application. Mr Wallington also highlighted the issues of the footpath and cycleway and that it was unclear where the routes would link with the development on Barford Road.

Mr Wallington was advised that this application would be discussed more fully and the Parish Council's Planning Committee on Thursday 16 April 2015 at 7pm and he was welcome to attend.

**Resolved** that the report be noted.

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**143/14 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** - Prior to the meeting, District Councillor Lynda Thirzie-Smart and County Councillor Kieron Mallon had circulated their reports to the Parish Council.

District Councillor Christine Heath reported that she had contacted Bob Duxbury at Cherwell District Council (CDC) about the applications for 1 Hyde Grove, Hobb House and Yeomans Garage on Cumberford Hill.

With regard to Hyde Grove, the amended drawing lowered the ridge height but its closeness to the boundary was the issue. Bob Duxbury felt that the impact had been reduced and he would be visiting the site to look at this himself. If Planning Officers were minded to approve the application, it would be submitted to the Planning Committee for determination.

The application at Hobb House had been refused by Cherwell District Council.

The application on Cumberford Hill should have been on the CDC Planning agenda for 16 April 2015, however it was not. Bob Duxbury had advised Councillor Heath that it was still a live application and he would reply to her when he had liaised with Caroline Ford. Councillor Heath had not yet had a reply, but the application was not on the Planning Committee agenda for Thursday 16 April 2015. This apparent delay in the application being considered was of concern to the Parish Council.

Councillor Jenny Yates asked if the application was called in, would CDC be out of time to consider it at the next Planning Committee meeting. Councillor Heath reported that she also wanted the Planning Committee to undertake a site visit, which would push determination of the application back even further.

**Resolved** that the reports be noted.

## 144/14 PLANNING

- iv) Planning Applications - Councillor Jenny Yates reported on the planning applications which had been considered by the Parish Council's Planning Committee since the last meeting.

**Resolved** that the planning applications and reports be noted.

- v) Results of Planning Applications - Councillor Jenny Yates reported to the Parish Council on results of applications which had been determined by Cherwell District Council's Planning Committee.

**Resolved** that the results of the planning applications determined by Cherwell District Council, be noted.

- vi) Planning Matters – Councillor Jenny Yates provided the following update:
- o Miller Homes, Land to Rear of and North of 29 to 33 Quarry Close – The Parish Council had been asked to submit a further response to the amended application (14/01634/REM), however, clarification had been sought from Cherwell District Council's (CDC) Planning Officers as to the nature of the changes between the submissions.

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- Bovis Homes, OS Parcel 1200 adjoining and south of St Christopher's Lodge, Barford Road, Bloxham - Planning Committee would be monitoring the approval of the conditions relating to this application (14/00761/REM) and it was still waiting for a response from CDC to the following queries:-

the lack of approval for all drainage plans by the County Council  
lack of approval by the Environment Agency  
submission of further information requested by Thames Water

The Parish Council's Planning Committee members expressed their frustration with planning officers at Cherwell District Council because conditions and their timing were not being monitored effectively.

The Parish Council felt that it should write to District Councillor Barry Wood to highlight the issues the Parish Council had been experiencing with Planning Officers, and these needed to subsequently be highlighted to the Executive. .

Councillor Stephen Phipps would also be submitting a letter to CDC as a resident, to highlight his concerns. There appeared not to be any proper structure in CDC for dealing with applications and monitoring of the conditions. The Planning Officers were not being professional, nor reasonable to residents, as well as ignoring the conditions imposed by the Planning Inspector. Councillors Wood and Gibbard needed to be addressing these issues, and so too should the Executive.

There were a number of outstanding planning issues at Longford Park, Bodicote too and these had also not been addressed properly by the planning officers either.

CDC should be enforcing conditions which the Planning Inspector has agreed, as well as conditions imposed by the Planning Committee.

Councillor Jenny Yates felt that CDC's Planning Committee should look at how they manage the process and when it passed planning applications. They should also receive an update detailing how and when the conditions were being met.

It also seemed unbelievable that there were no checks in the system relating to the monitoring of conditions. This was especially apparent with the drainage conditions on a site which was known to have problems drainage. The Parish Council would like accountability for all these issues.

It was felt that the Planning Committee should write to the Executive c/o Councillor Barry Wood and send a copy to the Planning Inspector, expressing all of the Parish Council's concerns.

- Mintondale Developments LTD, Land South of Milton Road, Bloxham – The decision notice for this application (14/01017/OUT) had been issued, six months after the CDC's Planning Committee had given approval. In the last six months, CDC had been negotiating the Section 106 agreements which had given the developer additional time, but there were actually only minor changes to the agreements.
- Taylor Wimpey, OS Parcel 0946 North of Dismantled Railway and East of Church Street Bloxham – A full planning application (15/00369/F) had now been submitted to Cherwell

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District Council and the Parish Council had been asked for its' comments. The number of houses had increased from 30 to 37 and the layout had also changed. Approval was sought for the Planning Committee to submit a response, on behalf of the Parish Council, objecting to the application.

It appeared that within this application there were no shared ownership properties, however, there was an increase in affordable homes. The layout was far more congested than it was originally.

The application had been submitted just before Easter, but the ecology data was two years old, the access route into the site was across the bridge over old railway line, which was too narrow, and it carried on over a right of way. The Parish Council's Planning Committee would be discussing this at its meeting on Thursday evening.

Mr Wallington also highlighted a number of issues with the development which he had stated in his letter to Councillor Christine Heath.

### **Resolved** that:

- 1) the report be noted;
  - 2) the Planning Committee to write to Cherwell District Council's Executive highlighting the Parish Council's concerns with planning matters; **Action JY**
  - 3) the Planning Committee be authorised to submit an objection to the Miller Homes application on behalf of the Parish Council; and
  - 4) the Planning Committee be authorised to submit an objection to the Taylor Wimpey application on behalf of the Parish Council. **Action JY**
- Meetings with Thames Water and the Environment Agency – Councillor Yates reported that a meeting had been scheduled for Monday 27 April 2015 at 10.30am and further information would be provided at the next meeting. Councillors Jenny Yates, Stephen Phipps and Susan Slater would be attending.

### **Resolved** that the report be noted.

- Traffic survey - A meeting had been arranged with a travel planner from the County Council on the Tuesday 28 April 2015 at 6pm at Chipping Norton and further information would be provided at the next Parish Council meeting.

### **Resolved** that the report be noted.

The Chairman thanked Councillor Yates for her reports.

**145/14 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP)** – John Groves reported to the Parish Council that there had been 140 responses via the consultation process and residents were very supportive. Taylor Wimpey and another developer responded stating that the Plan was in conflict with the emerging Local Plan. Bloxham School was unhappy with the constraints on green space and CDC thought the Plan was unduly concise and didn't give enough information on the cases.

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Therefore the Steering Group would be restyling the Plan to put more evidence into it, as well as strengthening the information on housing numbers.

The Plan would be emphasising connectivity to the various estates and the Sustrans report would be with John shortly. He was already aware that Sustrans felt that connectivity in the village was not very good, so that could be highlighted as a policy. There would also be a section on the conservation area.

The Plan would include more explicit protection for views and landscapes and CDC highlighted the importance of open green spaces.

The next meeting of the Steering Group would be held on Tuesday 14 April 2015.

The next step would be submitting the Plan to CDC for examination, followed by the referendum. However it was difficult to state an exact time frame.

Councillor Christine Heath reported that the Local Plan report would be back with CDC after the elections on 7 May 2015.

John was thanked by the Parish Council for all his hard work on the Plan.

**Resolved** that the report be noted.

## 146/14 PARISH COUNCIL MATTERS

### iii) Committees

- 4) Environment Committee – Prior to the meeting, the minutes of the Committee meeting held on 24 March 2015 had been circulated to the Parish Council.

The Chairman expressed his concern about the parking issues in the village and that grass verges were being ruined by residents parking on them.

**Resolved** that:

- ii) the report be noted;
- iii) an item be added to the next Committee agenda with regard to the level of insurance required by a contractor to complete an annual tree survey; **Action TG/KM**
- iv) Adderbury Parish Council be asked for information on its tree survey; **Action TG**
- v) a copy of the grass cutting contract with Nigel Prickett be added to Drop box; **Action TG**
- vi) the County Council be contacted for an update with regard to the issues with the grass verges by the speed camera; and **Action TG**
- vii) High Hinde and Robert Aplin be contacted for an update with regard to the proposed maintenance works to the war memorial. **Action TG**

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- 5) Resources Committee – The Chairman reported that there had not been a meeting of the Resources Committee since the last meeting of the Parish Council.

**Resolved** that the report be noted.

- 6) Planning Committee – Prior to the meeting, the minutes of the meeting held on 12 & 26 March 2015 had been circulated to the Parish Council.

**Resolved** that the minutes be noted;

- ii) Drop-in and Chat – The last sessions of the Drop-In and Chat, had been held on 14 March 2015 and 11 April 2015.

At the session on 14 March 2015, there had been three issues which had been reported. They were:

- the man hole cover outside of the chip shop was damaged and needed to be repaired. The Clerk had reported this to the County Council and the Highway Officers were now liaising with Thames Water over this matter.
- fly tipping on Barford Road was reported. However, Councillor Susan Slater had checked Barford Road and could not see any issues and she had reported this back to the resident.
- the drains in Queen Street and Quarry Close were blocked and needed clearing. The Clerk had reported this to the County Council and their Highways Officers could not see any issues with blockages or debris in the Quarry Street drains, but they had arranged for the Queen Street drains to be cleared.

At the session on 11 April 2015, two issues had been reported. These were:

- A resident asked whether there could be a bus service on a Sunday. The Clerk would contact Alan Field at the County Council about this issue.
  - Garden rubbish was being left on the grass verge on Banbury Road by a resident in Chipperfield Park Road. The Clerk would write to the resident about this matter.

The next sessions were being held as follows:

Saturday 9 May 2015 – At the Parish Council stall at Bloxfest

Saturday 13 June 2015 – Councillors Mary Groves and Robert Giles

Saturday 11 July 2015 – Councillors Nick Rayner and Gloria Lester-Stevens

**Resolved** that the report be noted.

- iv) Parish Liaison Meeting (PLM) – The Parish Liaison Meeting at Cherwell District Council was scheduled for Wednesday 10 June 2015. Councillors Stephen Phipps and Jenny Yates would attend the meeting.

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The Parish Council along with Bodicote, Milcombe and Adderbury Parish Councils had asked for the Sustainable Communities Act 2007 to be on the agenda. It was also suggested that planning enforcement was on the agenda too.

**Resolved** that:

- 1) the report be noted;
  - 2) Councillors Jenny Yates and Stephen Phipps to attend the meeting; and
  - 3) a request be made to CDC that planning enforcement is on the agenda. **Action TG**
- v) Jubilee Park Management Committee – The Chairman reported that there had not been a meeting of the Management Committee since the last meeting of the Parish Council. The next Committee meeting was scheduled for Tuesday 21 April 2015 at 7.30pm at St Mary's Parish Rooms.

The Chairman reported that the refurbishment programme was going well.

The floor in the hall and kitchen would be laid next week, which would mean that the Hall would be closed from Monday 20 April 2015 to Friday 24 April 2015. Once the floor was finished new tables, chairs and curtains would also be purchased.

The store area and toilets still needed to be painted and further thought was needed on works to the changing rooms. It was hoped that work on the play area would also start in due course.

With regard to parking in the Jubilee Park car park, the Chairman had spoken to Bloxham School a number of times about the issue, but they had not done anything about it. Notices had not been displayed and letters had not been sent to the Dewey Hall users. This problem with the parking could potentially impact upon the selling points for the Hall. There had been lots of enquires about potential bookings, but the Chairman felt that users won't book the Hall if they were unable to park.

Councillors felt that another letter should be sent to the School on the issue of parking, directly to the Chair of the Governing Body. Enforcement action could also be investigated if users of Dewey Hall continued to use the Jubilee Park car park. It was also suggested a fence could be erected around Jubilee car park.

Councillor Stephen Phipps expressed his concern about the barb wired fence which had been erected on the area of land next to the Jubilee Park and he requested that it be removed immediately because it was dangerous. The Chairman advised that he had spoken to Neil Urquhart at Bloxham School and made this request and Mr Urquhart had subsequently confirmed in writing, that he would not be removing it.

The Parish Council was not satisfied with this response and asked the Jubilee Park Management Committee to take this matter up with the School.

**Resolved** that:

- 1) the report be noted;

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- 2) a letter be sent to the Chair of the Governing Body with regard to the parking issues at Jubilee Park; **Action TG**
  - 3) the Jubilee Park Management Committee address the issue of the barbed wire fencing on the land next to Jubilee Park. **Action TG**
- iv) Sustainable Communities Act 2007 – Prior to the meeting, the notes of a meeting with other Parish Councils in the area, which had been held on Monday 9 March 2015, had been circulated to the Parish Council.

The meeting had also included a representative from Local Works and the majority of the discussions had been around using the Act to submit a proposal to the DCLG with regard to local councils having a third party right of appeal.

Further updates would be provided as the matter progressed and this had been requested as an item for the agenda at the Parish Liaison Meeting on 10 June 2015.

**Resolved** that the report be noted.

- v) First Aid Course – Councillor Jenny Yates reported that she had attended the course run by St John Ambulance on 21 March 2015 and it had been excellent and all 14 participants attended, welcomed the Parish Council funding it.

The next course was being held on Saturday 20 June 2015 and this would be advertised shortly.

**Resolved** that the report be noted.

- vi) Flag Raising – The Chairman reported that because Jim Golby had stepped down from the Parish Council another volunteer was needed to take over the responsibility for raising the flag, on the appropriate days.

**Resolved** that subject to his agreement, Councillor Robert Giles to take over the responsibility for raising the flag. **Action GM/RG**

### 147/14 FINANCE

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

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

Payments	Amount	Cheque No.
Theresa Goss – Salary for April 2015	£632.39	817
Theresa Goss – Expenses for April 2015	£41.03	817
Katherine Mills – Salary for March 2015	£195.72	818
OALC – Annual Subscription	£650.24	819
Tax Assist – Payroll Services for 2015/2016	£372.00	820
St John Ambulance - First Aid Course on 21.02.15	£222.00	821
ORCC – Annual Subscription	£65.00	822

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Viking Direct – Stationery	£80.35	823
David Andrews (Electrical) – Church flood lighting	£70.20	824
Rural Works – Supply and plant tree	£215.00	825
Cherwell District Council – Emptying of Dog Bins for Winter Period	£871.73	826
HMRC – Monthly Payment for Salaries	£322.25	840
Oxfordshire County Council Pension Fund – Clerks’ Pension	£189.90	841
Bloxham Mill Ltd – Room Hire	£117.00	842

<b>Grants 2015/2016</b>		
Recreation Ground Trustees	£2,500.00	827
Bloxham St Mary’s Thursday Club	£1,500.00	828
Bloxham Youth Club	£1,000.00	829
Bloxham May Festival	£2,000.00	830
Bloxham Senior Citizens Christmas Lunch	£300.00	831
Ex-Servicemens Hall	£1,000.00	832
St Mary’s Parish Rooms	£700.00	833
St Mary’s Church - Tree work in St Marys Church yard, church yard up-keep and grass cutting	£2,500.00	834
Ellen Hinde Hall Donation	£1,000.00	835
Bloxham Pre-School	£435.00	836
First Bloxham Scout Group	£335.00	837
Jubilee Park Management Committee	£3,000.00	838
Bloxham Table Tennis Club	£450.00	839

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 13 April 2015 for the Bank of Ireland bank accounts.

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

- iii) Members’ Allowances Scheme 2015/2016 – Prior to the meeting, the report of Parish Independent Remuneration Panel had been circulated to the Parish Council.

**Resolved** that:

- a) the report be noted;
- b) no Chairman’s or basic allowances will be paid during 2015/2016; and travel, subsistence, childcare and dependent carers’ allowances be paid, in accordance with the scheme.
- iv) Ellen Hinde Hall – Prior to the meeting, a letter from Ellen Hinde Hall which requested support from the Parish Council with a Viridor grant application, had been circulated to the Parish Council.

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The Parish Council had been requested to donate to Ellen Hinde Hall, £2031.86 which was the third party funding needed for the grant to be released.

The Councillors felt that a further donation could not be made to Ellen Hinde Hall as this had not been budgeted for during 2015/2016. However, the Hall could use the £1000 grant which Ellen Hinde Hall had been awarded for 2015/2106, for the third party funding, rather than the items detailed on the original grant application form.

**Resolved** that:

- a) the report be noted;
- b) the request for additional funding for the Viridor grant, be refused as this had not been budgeted for; and
- c) Ellen Hinde Hall be authorised to use the £1000 Parish Council grant for 2015/2106, for the third party funding.

### 148/14 VILLAGE MATTERS

- vii) Bloxham Recreation Ground Trustees – Prior to the meeting, a letter from the Trustees had been circulated to the Parish Council, and a further letter had also been received that day.

The Trustees had proposed a meeting on 20 April 2015 and Councillors Stephen Phipps, Jenny Yates, Susan Slater, the Chairman and John Groves would be attending the meeting.

**Resolved** that:

- 4) the report be noted;
  - 5) the Recreation Ground Trustees be awarded the grant of £2500 for 2015/2016 and it be spent on maintenance for the whole of the Recreation Ground; and
  - 6) an agenda for the meeting on 20 April 2015, be prepared. **Action JY**
- viii) Walsingham Close Park Area – Prior to the meeting, the Parish Council had been advised of a request from a resident to purchase the play area in Walsingham Close.

Their proposal was to open up their driveway entrance further and create another double length parking space alongside our garage. Widening the entrance would also give the neighbor more space to park on their drive, rather than in the turning circle.

The resident was interested in purchasing either half or all of the park area (depending on cost). If it was the latter, the resident would intend to keep the rest of the area as greenery/planted pots etc depending on what was practical. Their aim would be to keep as much of the trees and greenery as possible, whilst improving our parking situation.

They assured the Parish Council that they were not trying to develop the land into more buildings.

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The Parish Councillors felt that it should not be sold because it could set a precedent for selling the LAPS and LEAPS and because it had been designated as a play area, it should remain as such. However residents should not be discouraging children for using the play area by locking the gate and parking in front of the entrance.

It was suggested that the play area was now put on maintenance programme. The trees and shrubs needed to cut back to ensure it was clear for children to play in it.

The Parish Council felt that all members should look at the area and feedback their views prior to the next meeting.

**Resolved** that:

- 1) the report be noted; and
  - 2) members to look at the area and feedback views to the Environment Committee for discussion at the next meeting. **Action ALL**
- ix) Street Naming – Prior to the meeting, the Parish Council had been advised of a request from Rachel Butler with regard to the naming of the lane which runs at the side of Bloxham Museum.

Ms Butler had contacted the Parish Council on behalf of herself and her sister for advice with regard to naming the lane because they owned it and it lead down to their parents' property at Cock Close Cottage in Bloxham.

Ms Butler advised that the Butler family farmed in the village at Manor Farm and in later life, retired to Cock Close Cottage where their parents lived until recently.

The lane leading down by the Village Museum, towards the Vicarage and beyond was owned by her family and as a legacy to their family name, they would like to name it Butlers Lane.

The Clerk had contacted Cherwell District Council about this and had been advised that if the Parish Council supported this request, then the affected residents would have to be consulted too. It had not yet been made clear whether the District Council or the Parish Council would have to carry out the consultation process.

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

- x) Circular Walk – The Chairman reported that there this was being held up by the Land Agent handling the agreements for the two permissive paths, but work was still being undertaken to put it in place.

**Resolved** that the report be noted.

- xi) Annual Parish Meeting (APM) – The Chairman reported that the APM was being held on Thursday 23 April 2015, at 7.30pm at the Lecture Theatre at Warriner School.

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**Resolved** that the report be noted.

- xii) Village Groups – Councillor Gloria Lester-Stevens reported that St Mary’s Thursday Club still needed transport for the people who attended the Club. Currently ten people attended, nine were from Bloxham and one from Milcombe. It started at 10am and finished at 3pm. There was a Management meeting on Thursday 16 April to discuss the issue of the transport.

**Resolved** that the report be noted.

- xiii) Red Lion – It was reported that volunteers were still needed to join the Steering Group and there had been little progress because Fullers was still asking for £400,000 for the site.

**Resolved** that the report be noted.

- xiv) Bus Stop – The Clerk reported that a resident from Gascoigne Way had contacted the Parish Council to request support for a new bus stop in Gascoigne Way. Currently the nearest stop was on the A361 by the Church and the petrol station. This request had been prompted by the residents’ need to start using the bus service and it would also be useful due to the number of houses which were being built at that end of the village.

**Resolved** that:

- 1) the report be noted; and
  - 2) the County Council be contacted about the potential new bus stop and the use of Section 106 money to fund the necessary service. **Action TG**
- xv) Youth Club – The Clerk reported that Alison Bentley had advised her that there were seven members now attending the Youth Club and an additional helper was still required.

The Chairman reported that there was a problem with the storage container because it was leaking. It could be repaired, however this could cost about £1000. It was suggested that haulage firms could be asked if they had any old containers which could be donated to the Youth Club.

**Resolved** that the report be noted.

**149/14 CORRESPONDENCE** – The Clerk circulated Countryside Voice and the LCR magazine.

**Resolved** that the report be noted.

### 150/14 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 151/14 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

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**151/15 THE SLADE** – Prior to the meeting, Councillor Stephen Phipps had circulated an update on the transfer of The Slade from the County Council to the Parish Council.

**Resolved** that the report be noted and it was agreed that the transfer should continue to be progressed.  
**Action SP**

### **152/14 MEETING DATES**

**Resolved** that it be noted that, future meeting dates for Bloxham Parish Council were as stated below. They would all commence at 7.30pm (unless stated otherwise) in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

23 April 2015 (Annual Parish Meeting, Lecture Theatre, Warriner School)  
11 May 2015  
1 June 2015  
6 July 2015  
3 August 2015  
7 September 2015  
5 October 2015  
2 November 2015  
7 December 2015

(The meeting closed at 10.30pm)