

BLOXHAM PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 11 MAY 2015 AT 7.30PM

PRESENT: Councillors Mary Groves, Patricia Hopkins, Gloria Lester-Stevens, Nick Rayner, Sue Slater, Andrew Taplin and Jenny Yates.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), District Councillors Christine Heath and Lynda Thirzie-Smart and John Groves BNDP Co-ordinator and three member of the public.

APOLOGIES: Apologies for absence were received from Parish Councillors Robert Giles, Geoff Mollard (Chairman) and Stephen Phipps and these were approved.

The Vice-Chairman welcomed everyone to the meeting and reminded the Councillors and the public that recording of the meeting was permitted. However, she asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

1/15 APPOINTMENT OF CHAIRMAN – Councillor Geoff Mollard was proposed and seconded as Chairman for 2015/2016.

Resolved that Councillor Geoff Mollard be appointed Chairman for 2015/2016.

2/15 APPOINTMENT OF VICE-CHAIRMAN – Councillor Jenny Yates was proposed and seconded as Vice-Chairman for 2015/2016.

Resolved that Councillor Jenny Yates be appointed Vice-Chairman for 2015/2016.

3/15 DECLARATIONS OF INTEREST – There were no declarations of interest.

Resolved that the interests be noted.

4/15 MINUTES - The minutes of the meeting held on 13 April 2015 were taken as read and duly adopted and signed by the Vice-Chairman.

Resolved that the minutes be approved.

5/15 MATTERS ARISING FROM THE MINUTES 13 APRIL 2015

Minute Number 140/14 - Multi-Use Sports Facility at Warriner School – The Warriner School had confirmed that the School, not the Farm Trust, owned the land where the new facility would be built. A planning application had now been submitted to Cherwell District Council.

Minute Number 141/14 - Bovis Homes - Thames Water still wanted more information before they would agree the planning application conditions. There would soon be a meeting between Cherwell District Council (CDC) and Thames Water and the Parish Council was awaiting the outcome of that meeting. The Clerk would contact Caroline Ford at the end of this week to ask for a progress report.

Action TG

BLOXHAM PARISH COUNCIL

Also, there had not been any confirmation as to where the footpath on the site ended. Caroline Ford had been emailed about this and it had also been raised at the Parish Council's Planning Committee meeting.

Minute Number 146/14 Parish Liaison Meeting (PLM) – The meeting at Cherwell District Council was being held on Wednesday 10 June 2015 at 6.30pm. Councillor Jenny Yates would be attending, but Councillor Stephen Phipps could no longer make it. Councillors Andy Taplin, Gloria Lester-Stevens and Mary Groves would try and make the meeting.

Minute Number 146/14 Jubilee Park Management Committee (JPMC) – A letter from the JPMC to Bloxham School about the barbed wire fence had not yet been sent. The Chairman had asked the Clerk and Councillor Jenny Yates to send a letter this week. **Action TG/JY**

Minute Number 141/14 Tadmarton Road Ditch – Councillor Gloria Lester-Stevens reported that the County Council had not cleared the ditch outside of the Primary School and it was still very overgrown. There was also a tree in the ditch further up Tadmarton Road on opposite side, and that had not yet been removed either. The Clerk agreed to chase this up with Gordon Kelman at Oxfordshire County Council. **Action TG**

Minute Number 146/14 (ii) – Councillor Sue Slater reported that the drains in Queen Street had not been cleared. The Clerk agreed to contact the County Council again about this matter. **Action TG**

Resolved that the report be noted.

- 6/15 RESIDENTS' ISSUES** – Councillor Mary Groves asked whether the grass cutting contractor was cutting the grass in Gascoigne Way. The Clerk confirmed that it was part of the contract but would seek confirmation from Nigel Prickett that it was being completed. **Action TG**

Councillor Gloria Lester-Stevens reported that a resident had contacted her to ask the Parish Council to put a note in the Broadsheet asking residents to be considerate to fellow villagers and to cut back trees which overhang the footpaths, clear up their dogs' mess and park on roads, not on pavements. Parking on pavements hinders wheel chairs users, push chairs users and those people who were visually impaired. All of these matters reduced the enjoyment of other villagers. It was agreed that a note would go in the Broadsheet within the Parish Council notes of the meeting. **Action TG**

Resolved that the reports be noted.

- 7/15 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.

Councillor Christine Heath reported that with regard to the Yeomans Garage site, she had spoken to Caroline Ford at CDC and the application might be withdrawn, therefore, it would not be going to the Planning Committee next week. Councillor Heath understood that the applicant was waiting for a flooding report but Caroline Ford had not been in the office that day, so she could not get confirmation of this. If the application was re-submitted it would not be in its present form. Caroline Ford had advised that the application should be withdrawn as it would be recommended for refusal by the Officers and it should be resubmitted once the flooding report had been received.

With regard to the planning applications for 1 Hyde Grove and Bloxham Mill, Councillor Heath had received an email from Bob Duxbury at CDC stating that they would both be considered by the

BLOXHAM PARISH COUNCIL

Planning Committee on Thursday 21 May 2015. Bloxham Mill would be recommended for refusal and Hyde Grove would be recommended for approval by the Officers. Councillor Heath would be proposing to the Planning Committee that it attended a site visit for 1 Hyde Grove as Councillors at CDC needed to see the site before a decision was made.

With regard to Bloxham Mill, Councillor Jenny Yates would be attending a meeting tomorrow with Councillor Heath and Ray Avery from Bloxham Mill. Councillor Heath felt that as the application would be creating employment opportunities, it should be encouraged, however she acknowledged that the proposal was bigger than it should be. Councillor Heath hoped that Mr Avery would be open to ideas to try and ensure that the application could be approved.

Councillor Jenny Yates asked whether the applications from Cala Homes and Taylor Wimpey would be called-in to the CDC Planning Committee. Councillor Heath reported that planning applications which were over 10 houses were automatically submitted to the Planning Committee. The Parish Council had asked for an extension to the deadline for making comments on the Cala Homes application. Councillor Yates also reported that the residents of Crab Tree Close were being very supportive and would be objecting to the development.

The District Councillors were thanked for their reports.

Resolved that:

- 1) the report be noted; and
- 2) it be noted that no report had been received from County Councillor Kieron Mallon.

8/15 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.

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 – The Parish Council received the following updates:

- The Parish Council had been supporting the residents with regard to the application in Hyde Grove and it would be helpful if photos of the site were submitted to CDC's Planning Committee. Objectors should also pursue the argument about the 'right to light' aspect of application.
- With regard to Bovis, the outstanding matters which needed to be addressed included drainage and the footpath exit. The main issue was that the conditions were not being met in a timely fashion and this was causing a number of problems.

BLOXHAM PARISH COUNCIL

- With regard to the Taylor Wimpey and Cala Homes applications, the Parish Council would be objecting to both of them.
- Councillor Sue Slater reported that there had been a useful meeting with Thames Water and the Environment Agency. The Parish Council had learnt that Thames Water was also having problems with Bovis at Longford Park around drainage and other matters, so there would be a meeting with CDC about Wellington Park.

Thames Water would be taking responsibility for all private pumping stations, however, the company was not sure where they all were located.

The Environment Agency was also planning a study on how to implement a strategy to mitigate the flooding from Bloxham Brook, however it would take six years to complete. Two years would be in planning stage and they would also be looking to retain water further up the Brook. The Slade may also be included in that study too. The Parish Council would be monitoring the progress of the study.

- Councillor Jenny Yates reported that a meeting with Thames Valley Police did not go ahead and it had now been cancelled on two occasions. The Clerk would be writing to Thames Valley Police.
- Traffic survey – The traffic survey had been postponed due to the General Election, however a meeting was now due to held on 19 May 2015 in Chipping Norton, arranged by the County Council. Councillor Yates would be attending this meeting and would report back in due course. However it was likely that the Parish Council would now undertake the survey with the other Parish Councils in the area and not involve the County Council, as had been the original plan.

Resolved that:

- 1) the report be noted; and
- 2) a letter be sent to Thames Valley Police with regard to the cancellation of the meetings with the Parish Councils. **Action TG**

9/15 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP) – John Groves reported that work was continuing on the BNDP and he would give a full report at the next meeting.

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

Resolved that the report be noted.

10/15 PARISH COUNCIL MATTERS

- i) Parish Council Vacancy – The Parish Council considered two applications for co-option onto the Parish Council. The applicants were Tom Smith and Gillian Roberts, both residents of the village. Both applicants had circulated information to the Parish Council about why they wished to be a Councillor.

Gillian Roberts reported that she was a relative newcomer to the village and had been in Bloxham for about three and a half years. She had applied for the position as she wanted to join in with the community and support the village.

BLOXHAM PARISH COUNCIL

Tom Smith reported that he had lived here all his life. He had applied for the position because he wanted to be involved in the village and the surrounding areas.

As there was only one position, it was suggested that one of the applicants could be co-opted onto the Parish Council and the other could be co-opted onto two Committees.

Therefore, it was proposed that Tom Smith be co-opted onto the Parish Council and he would also become a member of the Environment Committee and the Planning & Strategy Committee. It was also proposed that Gillian Roberts be co-opted onto the Environment Committee and Planning & Strategy Committee.

Resolved that:

- 1) Tom Smith be co-opted onto the Parish Council and he would become a member of the Environment and Planning & Strategy Committee; and
- 2) Gillian Roberts be co-opted onto the Environment and Planning and Strategy Committees.

The Vice-Chairman thanked them both for attending the meeting and taking an interest in the Parish Council and the village.

- ii) Appointment of Committees and Chairmen – The Parish Council discussed the Committee memberships and Chairmen for 2015/2016.

Resolved that the Committees and Chairmen be approved as follows:

Environment

Nick Rayner – **Chairman**
Paddy Hopkins
Gloria Lester-Stevens
Geoff Mollard
Robert Giles
Tom Smith
Gillian Roberts

Resources

Nick Rayner
Jenny Yates
Andrew Taplin – **Chairman**
Geoff Mollard
Robert Giles
Mary Groves
Stephen Phipps

Planning and Strategy

Gillian Roberts
Tom Smith
Mary Groves
Caroline Hone
Stephen Phipps
Paddy Hopkins
Sue Slater – **Joint Chairman**
Jenny Yates – **Joint Chairman**
Gloria Lester-Stevens

- iii) Appointments on Outside Bodies – The Parish Council discussed the appointments to outside bodies.

Resolved that the appointments be approved as follows:

Bloxfest:	Councillor Mary Groves
Flooding:	Councillor Gloria Lester-Stevens
Jubilee Park Management Committee:	Councillor Geoff Mollard
NAGS:	Councillor Mary Groves
BNDP:	Councillors Stephen Phipps, Geoff Mollard, Susan Slater and Jenny Yates
Youth Club:	Councillor Caroline Hone
St Mary's Thursday Club	Councillor Gloria Lester-Stevens
The Slade	Councillor Stephen Phipps

BLOXHAM PARISH COUNCIL

Recreation Ground Support

Geoff Mollard, Sue Slater, Stephen Phipps, Jenny Yates and John Groves

iv) Committee Minutes and Recommendations.

- 1) Environment Committee – Councillor Nick Rayner advised that there had not been a meeting of the Committee since the last meeting on the Parish Council. The next meeting was being held on Thursday 14 May 2015.

Resolved that the report be noted.

- 2) Resources Committee – The Chairman reported that there had not been a meeting of the Resources Committee since the last meeting of the Parish Council. The next meeting was scheduled for 18 June 2015.

Resolved that the report be noted.

- 3) Planning Committee – Prior to the meeting, the minutes of the meeting held on 16 April 2015 and 5 May 2015 had been circulated to the Parish Council. The next meeting was scheduled for Thursday 21 May 2015.

Resolved that the minutes be noted;

- v) Drop-in and Chat – The last session of the Drop-In and Chat, had been held on Saturday 9 May 2015 at Bloxfest.

The next sessions were being held as follows:

Saturday 13 June 2015 – Councillors Gloria Lester-Stevens and Robert Giles

Saturday 11 July 2015 – Councillors Nick Rayner and Mary Groves

Resolved that:

- 1) the report be noted; and
- 2) the rota be amended to include Tom Smith. **Action TG**

- v) Jubilee Park Management Committee – The Vice-Chairman reported that the refurbishment works was on-going at the Hall. A new floor had been laid in the main hall, a new kitchen and appliances had been installed, as well as new curtains, tables and chairs

The Parish Council thanked the Jubilee Park Management Committee and the Project Group for all their work at the Hall.

Resolved that the report be noted;

- vi) Ellen Hinde Hall – The Parish Council had received a letter from Ellen Hinde Hall thanking the Council for its £1000 grant and asking for the Parish Council's approval for Ellen Hinde Hall to use some of its grants from previous years for their Viridor application. The Parish Council was also asked if it had a copy of the Deed of Gift which had been signed by Dennis Alfred Percy in August 1947.

BLOXHAM PARISH COUNCIL

With regard to the grant, the Parish Council asked why the grants which had been allocated in previous years had not been spent on the projects which had been stated on the application forms. The Clerk was asked to follow this up with Carmen Guard, Secretary and Trustee for Ellen Hinde Hall.

It was also highlighted that the Hall would be received a share of the New Homes Bonus, so would be receiving around £5000.

Councillor Jenny Yates reported that she had looked through the Parish Council files and had not been able to locate a copy of the Deed of Gift. Councillor Sue Slater suggested that the Charity Commission may have a copy and she was requested to follow this up on behalf of the Parish Council.

Resolved that:

- 1) Ellen Hinde Hall be contacted and asked about their previous grants and why the money had not been spent on the projects listed on their application form; **Action TG**
- 2) Councillor Sue Slater to contact the Charity Commission with regard to the Deed of Gift; and **Action SS**
- 3) this item be deferred to the next meeting. **Action TG**

11/15 FINANCE

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

Resolved that:

- 1) the following accounts be approved for payment:

Payments	Amount	Cheque No.
Theresa Goss – Salary for May 2015	£890.50	846
Theresa Goss – Expenses for May 2015	£24.57	846
Katherine Mills – Salary for April 2015	£72.02	847
Katherine Mills – Expenses for April 2015	£39.98	847
Broker Network Ltd – Parish Council Insurance	£511.15	848
Oxfordshire County Council Pension Scheme – May 2015	£189.90	849
Seckington and Whitehead Ltd – Works at Jubilee Park to the drainage	£262.55	851
HMRC Payment for May 2015	£402.68	852
NALC – LCR Magazine Subscription	£17.00	853
CPRE – Annual Subscription	£36.00	854
NR Prickett – Grass cutting for April 2015	£1218.00	855
Oxfordshire County Council – Room Hire at Warriner School	£53.00	856
Bloxham Mill Ltd – Room Hire	£36.00	857
Jenny Yates – Stationery for Recreation Survey at Bloxfest	£97.31	858

BLOXHAM PARISH COUNCIL

- 2) at each meeting, there be a colour coding system so it is clear whether payments are budgeted for or not; **Action TG**
 - 3) the payment of £100 plus VAT for the works to the Church clock be agreed. **Action TG**
- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 11 May 2015 for the Bank of Ireland bank accounts.

Resolved that the bank reconciliation be noted.

- iii) Accounts 2014/2015

- a) Annual Return for the year ended 31 March 2015

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 2015

The Parish Council considered the Receipts & Payments Account as at 31 March 2015.

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

- iv) Internal Audit Report 2014/2015 - Prior to the meeting, the Internal Auditor's report had been circulated to the Parish Council. There were two recommendations relating to the signing of cheque stubs and completing an annual review on the effectiveness of internal audit.

The Parish Council thanked the Clerk for her work on the accounts and the internal audit.

Resolved that the report and the recommendations be noted.

12/15 VILLAGE MATTERS

- i) Bloxham Recreation Ground Trustees – The Vice-Chairman reported that there had been a meeting on 20 April 2015 with the trustees and their notes had had been circulated to the Parish Council.

The Vice-Chairman highlighted that within the notes, there was a reference to the trustees making the final decision with regard to the type of any equipment which was installed in the Recreation Ground, and she felt that this had not been agreed at the meeting.

The questionnaire at Bloxfest had received some good comments on the type equipment that residents would like to see at Jubilee Park and the Recreation Ground and there was a general feeling that both needed a facelift.

The Parish Council was pleased that it was working positively with the Recreation Ground Trustees on this matter, as well as the Jubilee Park Management Committee.

BLOXHAM PARISH COUNCIL

It was hoped that the new equipment could be funded from Section 106 money, however if this was not the case, there would need to be some fundraising activities.

Councillor Sue Slater reported that it had been agreed at the meeting that there would be new Trustees and there would also be a sub-group to look at the play equipment. Work was on-going with the Fields-In-Trust.

Resolved that the report be noted.

- ii) Circular Walk – The Vice-Chairman reported that work on the Walk was almost complete. The Parish Council was waiting for confirmation in writing from the four land owners that they were happy for the Walk to cross over their land. Two of the land owners were still to respond. An application for grant funding would be submitted to TOE2 for works to the kissing gates and stiles. The Parish Council expressed its thanks to Geoff Mollard, Des Jones and Alan Mole for all their work on the Circular Walk.

It was also suggested that in the brochure about the Circular Walk, it should state that the walk had been established because local land owners had given permission for the Walk to cross their land. Therefore, walkers should be asked to respect the land and keep it clean and tidy and close gateways.

Resolved that the report be noted.

- iii) The Slade – Prior to the meeting, Councillor Stephen Phipps had circulated a report on The Slade. The Parish Council's Solicitor had been instructed to contact Oxfordshire County Council's (OCC) solicitors in order to expedite the transfer of The Slade to the Parish Council together with a sum of money of £5000, for works to the headwalls and the culverts.

The transfer, including the £5000, had been discussed with Gordon Hunt at OCC who had recommended that these monies be given to the Parish Council and he had copied the correspondence to OCC's solicitors. These monies were the solution to OCC's difficulty in finding a contractor to do the work, which it had previously agreed would be completed prior to the transfer. The Parish Council would use these monies to cover the cost of the work as Councillors were aware of suitable people to complete it, plus there were a number of willing volunteers.

Councillor Stephen Phipps was thanked for all of his work on The Slade.

Resolved that the report be noted.

- iv) Parish Liaison Meeting (PLM) – The Vice-Chairman advised the Parish Council that the Parish Liaison Meeting was being held on 10 June 2015 asked that the following requests be sent to Cherwell District Council:
- CDC to provide the Parish Council with a list of which Parish Councils had requested the items for the PLM agenda;
 - 'The level of confidence Parish Councils have in the Planning Department had diminished in recent months. The Parish Council seeks assurance that the planning officers had the resources available to them to ensure that all the applications, that had been granted approval and have conditions set, would have those conditions fully applied and

BLOXHAM PARISH COUNCIL

monitored. Bloxham Parish Council seeks a full and frank discussion with Cherwell District Council as to how the department functions and what its' priorities were.

Resolved that the report be noted and the above requests be submitted to Cherwell District Council. **Action TG**

- v) Village Groups – Councillor Mary Groves reported that Bloxfest had gone very well and had been well attended. There had been a few issues with behavior outside of Bloxfest, but this was nothing to do with the festival itself.

Sian Phillips was meeting with CDC and Thames Valley Police to discuss these issues and the problems appeared to be that alcohol had been obtained by underage children.

The Vice-Chairman reported that Thames Valley Police had been advised that Jubilee Park was a target for young people whilst Bloxfest was on and they needed to be more proactive than reactive. It had also been commented that there were not enough litter bins.

Councillor Gloria Lester-Stevens reported that the St Mary's Thursday Club had appointed an assistant and the transport problems had been overcome for the moment. Councillor Lester-Stevens was thanked for her work at the Club.

Councillor Patricia Hopkins reported that the Senior Citizens' Club had ten new members and there were now 45 members in total. There outings had started and their holiday was in June.

Resolved that the reports be noted.

- vi) Red Lion – There was no further update on the Red Lion.

Resolved that the report be noted.

- vii) Youth Club – There was no further update on the Youth Club.

Resolved that the report be noted.

13/15 CORRESPONDENCE – The Clerk circulated a copy of Countryside Voice from CPRE.

Resolved that the report be noted.

14/15 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 June 2015
6 July 2015
3 August 2015
7 September 2015
5 October 2015
2 November 2015
7 December 2015

(The meeting closed at 9.30pm)

MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 1 JUNE 2015 AT 7.30PM

PRESENT: Councillors Robert Giles, Patricia Hopkins, Gloria Lester-Stevens, Nick Rayner, Stephen Phipps, Andrew Taplin and Jenny Yates.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Gillian Roberts (Co-opted member of the Parish Council's Environment Committee and Planning & Strategy Committee), District Councillor Christine Heath, County Councillor Kieron Mallon and one member of the public.

APOLOGIES: Apologies for absence were received from Parish Councillors Mary Groves, Geoff Mollard (Chairman), Sue Slater and Tom Smith and these were approved. Apologies were also received from John Groves BNDP Co-ordinator and District Councillor Lynda-Thirzie-Smart.

In the absence of the Chairman, the Vice-Chairman Jenny Yates, chaired the meeting.

The Vice-Chairman welcomed everyone to the meeting and reminded the Councillors and the public that recording of the meeting was permitted. However, she asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

15/15 DECLARATIONS OF INTEREST – There were no declarations of interest

Resolved that the interests be noted.

16/15 MINUTES - The minutes of the meeting held on 11 May 2015 were taken as read and duly adopted and signed by the Vice-Chairman.

Resolved that the minutes be approved.

17/15 MATTERS ARISING FROM THE MINUTES 11 MAY 2015

Minute Number 5/15 – 141/14 – Tadmarton Road ditch – Councillor Gloria-Lester-Stevens reported that the grill had been installed and local residents were very pleased with the work. Councillor Lester-Stevens had already thanked Gordon Kelman for the work being completed.

The Clerk was asked to contact Gordon Kelman about the progress with the Parish Council's request for the ditches to be cleared. **Action TG**

BLOXHAM PARISH COUNCIL

Minute Number 6/15 - Grass Cutting – Councillor Gloria-Lester-Stevens reported that the grass between The Avenue and Winters Way was still not being cut. The Clerk was asked to contact Nigel Prickett and ask him to include this area in the cutting schedule. **Action TG**

Councillor Stephen Phipps asked that Nigel Prickett to be asked to cut more closely to the ditches outside Bovis development on Barford Road. **Action TG**

Minute Number 141/14 Bovis Homes – Councillor Jenny Yates reported that contact had been made with Caroline Ford at Cherwell District Council and a meeting would be held shortly, to discuss with her the outcomes of her meeting with Bovis, as well as a number of other issues regarding the site on Barford Road. These issues included the lack of contained wheel washing, the boundary fence which should have been constructed prior to work starting, the footpath which currently ended in a hedge and an update on Thames Waters' continued request for more detailed information regarding the capacity of the existing drainage system and its ability to cope.

Minute Number 146/14 – Jubilee Park Barbed Wire Fence – A letter had been written to Bloxham School advising of the Parish Councils' and Management Committees' concerns with regard to the barbed wire fence which had been erected on land owned by the School. A meeting was being held with the Head Teacher and Bursar on 16 June 2015 at 6pm to discuss this matter further. Councillor Jenny Yates would be attending this meeting, along with two members of the Jubilee Park Management Committee.

Minute Number 8/15 – Planning – Traffic survey – Councillor Jenny Yates reported that the Parish Council was still waiting for Oxfordshire County Council to decide which method they would be using for their survey. However, it was now likely that Bloxham, Milcombe and South Newington Parish Councils would press ahead with a survey without the input of the County Council, to avoid any further delays.

Resolved that the report be noted.

18/15 RESIDENTS' ISSUES

1. Mr John Wyatt reminded the Parish Council that he was developing a new nursery in Ells Lane and he reported that he had recently received a letter from Oxfordshire County Council (OCC), asking him to remove the wooden posts which he had installed on the kerbside to stop people parking on the grass in Ells Lane.

In principle, OCC had no issues with the bollards, however permission should have been sought from OCC prior to their installation and the bollards should also have been installed by the County Council. If Mr Wyatt wished to have bollards he would have to pay for them at approximately £150 each. An alternative, was to paint a white line down the road instead, which indicated 'no waiting'. A meeting with Tracy Morton from OCC had already been arranged for the following day and Councillor Jenny Yates would also be attending with My Wyatt.

Mr Wyatt hoped that once the nursery was open, this would alleviate the parking problems, as people would use his car park instead of parking on the grass verges. Since the installation of the bollards, the grass on these verges had grown back and the area was looking much better.

Councillor Gloria Lester-Stevens reported that on Tadmerton Road, bird mouthed style bollards had been installed and as these were much cheaper, they could be an option for Ells Lane.

BLOXHAM PARISH COUNCIL

Mr Wyatt reported that he would also be applying for a small covered area for the nursery and the field was an excellent barrier for further development.

The Councillors felt that as unreasonable conditions had been placed on Mr Wyatt's planning application for the nursery when it had been granted, he should not have to remove these bollards. He had installed them in an attempt to protect the grass verge and relieve the persistent parking issues in Ells Lane.

2. Councillor Robert Giles reported on a copy of a letter from the County Council, which he had received concerning road markings in Little Green. In it, the County Officers reported that the 'keep clear' road markings would be completed by the end of May but to date, the work had not been completed. County Councillor Kieron Mallon reported on the various issues in Little Green concerning the existing 'keep clear' markings and a new proposed disabled parking bay.

This matter had been reported to the County Council Cabinet member and following discussions with the local member and Highways Officers, it was agreed that the Highways Officers recommendation to refresh the existing markings would take place. In addition, the location of the new disabled parking bay would also be determined by County Council Highway Officers.

3. District Councillor Christine Heath reported that there was an on-going issue with a resident in The Avenue and she was dealing with the matter.
4. Councillor Paddy Hopkins reported that the laurel surrounding the pumping station on Cumberford Close needed cutting back again.
5. The Vice-Chairman brought forward the agenda item with regard to mobility issues in the village as it had originally be brought up by a resident.

Resolved that:

- 1) the reports be noted; and
- 2) Thames Water/Cherwell District Council be asked to cut back the laurel surrounding the pumping station in Cumberford Close. **Action TG**

19/20 Mobility Issues in Bloxham - Councillor Stephen Phipps reported that he had been approached by a resident with regard to the alley way from Gascoigne Way to Barford Road. The resident had requested that staggered railings be installed because he could not get past the current barriers when using his mobility scooter. At both ends of the alley way there were barriers which currently blocked his access and it was also difficult for parents with pushchairs too.

This resident had also raised the issue of the pavement on Barford Road, which stopped at the point where the alley way met the footpath. This original footpath had been laid to enable pedestrians to walk from the village to Bloxham Park.

With the growth of Bloxham Mill, a number of people now used this route and had to walk further along this stretch to the Mill. As the footpath did not go to Gascoigne Way, they had to walk in the road and this was not at all safe. Therefore, the resident had requested that the pavement along Barford Road be extended to Gascoigne Way.

Councillor Kieron Mallon suggested that the extended footpath could be funded by Section 106 monies from the various developments in the village, but on both matters, the County Council would need to be consulted.

BLOXHAM PARISH COUNCIL

Councillor Jenny Yates reminded the Parish Council that the green at the end of Gascoigne Way gave a softer edge to the village and would not like to see the grass removed in favour of a footpath.

Councillor Yates also advised that the barriers in the alleyway had originally been installed to stop mis-use of the alley way with motorbikes etc. However as they caused accessibility issues for those with pushchairs, wheel chairs and mobility scooters, the Parish Council felt that a more suitable solution was required.

Resolved that:

- 1) the reports be noted;
- 2) the use of section 106 money for a proposed footpath on Barford Road be included on the 'wish list'; and
- 3) Tracy Morton at the County Council be consulted about how the barriers in the alley way could be replaced and also the feasibility of the proposed extension to the footpath on Barford Road.

Action JY

20/15 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 had nothing further to report, however he asked to receive copies of the agendas and minutes of the Parish Council Committees and advised that if there were any matters with which he could give his support, he would do so.

Councillor Christine Heath reported that there would be a site visit to Hyde Grove by the CDC Planning Committee and this application (15/00263/F) would be on the agenda for the next meeting of the Committee for its consideration.

Councillor Heath also reported that she had been advised by CDC that the Yeomans garage planning application was going to be withdrawn. However, it had not been withdrawn and the applicant was now going to appeal for non-determination. This had not yet been made official, but the plans were also being re-drawn.

The main issue with the delay had been that the planning consultants working for Cherwell District Council, had taken too long to consider the application this had held up the whole process.

Councillor Stephen Phipps reported that CDC did not have the necessary resources in the planning department, but were not managing the process with the consultants properly either.

Councillor Jenny Yates reported that the applicant had been very slow in responding to the requests from the Environment Agency with regard to the flooding information which was required.

Councillor Yates also highlighted that CDC should be refusing applications in accordance with the NPPF and not working for the applicant and advising them of a proposed refusal of the application. In doing so, it results in process being too long and drawn out and gave too much weight to the applicant. If the Environment Agency had great concerns about the application, then it should have been refused on those grounds.

Councillor Gloria Lester-Stevens reported that the neighbours to this development were concerned that the application would not be determined in the correct amount of time, which would result in it going to appeal and not being considered via the proper planning process. Councillor Heath had

BLOXHAM PARISH COUNCIL

asked Caroline Ford for information on this case so she could present it to the Parish Council, but as yet, had not received any response.

Councillor Heath outlined the process which would be followed if the application did go to the appeal stage. However, Councillor Heath could not speak on the application because she knew the neighbours and had been close friends with them. It was hoped that Councillor Lynda Thirzie-Smart would speak on the application instead.

Councillor Heath also reported that the Taylor Wimpey and Cala Homes applications could possibly be on the same agenda for the Planning Committee meeting. This would be the reserved matters, but due to the issues with the access to the site, Councillor Heath would be asking for a site visit. Councillor Heath hoped that it would be recommended for refusal by the Officers.

Councillor Heath advised that she was now Vice-Chairman of Cherwell District Council and the Parish Council congratulated her on the appointment.

The Councillors were thanked for their reports.

Resolved that the reports be noted.

21/15 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 – The Parish Council received the following updates:

- Parish Council meeting with Bovis Homes on 27 May 2015 – Councillor Jenny Yates reported that Thames Water was insisting that Bovis completed a sewer capacity assessment for the Barford Road site.

Bovis had also apologised for the lack of a fence around St Christopher's Lodge and it would be erected shortly, however it should have been erected before any works had started on the site.

As reported earlier in the meeting, there would be a meeting with Caroline Ford and there would be further discussion with CDC about a number of issues.

Councillor Yates also reported that she had been advised by Bovis that the words 'prior to commencement' in the planning conditions didn't specifically mean that works had to be completed before work started on the site. It meant that conditions would be completed as the developer started work on the site.

BLOXHAM PARISH COUNCIL

Thames Water had also now highlighted that although the drainage plans on-site had been agreed, it did not have the capacity off-site to take drainage from the Bovis site. It was unfortunate that Thames Water did not advise CDC about this before planning permission was granted.

It was also again highlighted, that CDC was setting planning conditions but did not follow them up or monitor their implementation in any way. This happened with all developments, not just the large developments in the village and there appeared to be a lack of urgency with CDC officers relating to these matters.

Councillor Nick Rayner asked what the Parish Council could do to address this because it had been brought up at previous meetings of the Parish Council and so far, there was no solution.

Councillor Andy Taplin reported that money in local authorities was getting very tight and because officers were not being replaced, some functions, such as Building Control, were being outsourced.

Councillor Stephen Phipps reported that he understood that position, but the CDC Councillors and Officers should be monitoring conditions on planning applications.

Councillor Nick Rayner felt that there should be framework in place if work was outsourced and targets should be agreed and monitored. This clearly was not happening.

Councillor Jenny Yates reported that all conditions on planning applications should be monitored and evidence supporting the Parish Council concerns with this process, would be given to John Westerman, Head of Building Control, at the Parish Liaison Meeting (PLM) on 10 June 2015. There would also be a request for Mr Westerman to meet with the Parish Council in due course to discuss this further.

Councillor Stephen Phipps asked if the Bovis site compound was going to be moved and Councillor Yates confirmed that it was, but no date had yet been stated.

Resolved that the report be noted.

- Proposed meeting with Victoria Prentis MP – The Parish Council would be arranging a meeting with the new MP for Bloxham, Victoria Prentis. A request would be made for Victoria to facilitate a meeting between the Parish Council and the new Secretary of State for the Department for Communities and Local Government (DCLG), Greg Clark.

Resolved that the report be noted.

- Traffic Survey – The Vice-Chairman highlighted that this item had been discussed earlier in the meeting.

Resolved that the report be noted.

22/15 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP) – John Groves was unable to attend the meeting, therefore there was no update on the BNDP. Councillor Jenny Yates advised that work on the Plan was continuing.

BLOXHAM PARISH COUNCIL

Resolved that the report be noted.

23/15 PARISH COUNCIL MATTERS

vii) Committee Minutes and Recommendations.

- 4) Environment Committee – The minutes of the meeting held on Thursday 14 May 2015 had been circulated prior to the meeting.

Resolved that:

- a) the report be noted;
 - b) Councillor Tom Smith, on behalf of the Parish Council, be authorised to approach a land owner regarding the possible lease of a piece of land to convert into additional parking for Warriner School; **Action TS**
 - c) the Parish Council sponsors a tree at the Bloxham Christmas Tree Festival 2015 and businesses be asked to purchase additional battery powered Christmas lights for use around the village; **Action KM**
 - d) Ian Cooper at Cherwell District Council be asked about who was CDC's supplier for their Christmas lights; and **Action KM/NR**
 - e) the installation of small 'No Parking' signs on verges around the village be approved. **Action KM**
- 5) Resources Committee – The Vice-Chairman reported that there had not been a meeting of the Resources Committee since the last meeting of the Parish Council. The next meeting was scheduled for 18 June 2015.

Resolved that the report be noted.

- 6) Planning Committee – Prior to the meeting, the minutes of the meeting held on 21 May 2015 had been circulated to the Parish Council.

Resolved that the minutes be noted.

ii) Drop-in and Chat – The next drop-in and chat sessions were being held as follows:

Saturday 13 June 2015 – Councillors Stephen Phipps and Gloria Lester-Stevens

Saturday 11 July 2015 – Councillors Mary Groves and Nick Rayner

Councillor Jenny Yates reported that many of the issues discussed at the last drop-in and chat had been about the play area because the survey had recently been sent out. The results would be available in due course.

Resolved that the report be noted.

iii) Jubilee Park Management Committee – The Vice-Chairman reported that refurbishment works were on-going at the Hall.

There would be meeting with Bloxham School to discuss the Parish Councils' and Jubilee Park Management Committees' request for the removal of the barbed wire fence on the schools' land.

BLOXHAM PARISH COUNCIL

The Parish Council also expressed its thanks to Pete Smith for providing the skips during the refurbishment works at the Hall.

It was also reported that there had been two applications for the position of Village Caretaker. Councillors Nick Rayner and Jenny Yates would meet the two applicants and agree on an appointment.

Resolved that:

- 1) the report be noted;
 - 2) Councillors Nick Rayner and Jenny Yates to interview the two applicants on 8 June 2015; and **Action TG/JY/NR**
 - 3) a letter be sent to Pete Smith thanking him for providing the skips. **Action TG**
- vii) Parish Council Documents – The Parish Council considered the following documents for 2015/2016:
- Standing Orders
 - Financial Regulations
 - Asset Register
 - Risk Register

Resolved that the documents be referred to the Resources Committee for consideration.
Action TG

- viii) Ellen Hinde Hall – Prior to the meeting, a letter had been received from Carmen Guard, Trustee of Ellen Hinde Hall with regard to the grant funding which they had received from the Parish Council and also providing details of grant funding which was being applied for from other organisations.

The Parish Council commended the Ellen Hinde Hall Trustees for their hard work making improvements to the Hall and how proactive they had been, applying for grant funding to support their projects.

The Councillors asked that a letter be sent to Carmen Guard thanking her for the detailed letter and also reminding the Trustees that they would be receiving part of the £10,000 Section 106 monies from the Miller Homes Development in the village.

Resolved that:

- 1) the report be noted; and
 - 2) a letter be sent to Carmen Guard thanking her for the information she had provided.
Action TG
- ix) Christmas Tree Festival – The Vice-Chairman highlighted that item had been discussed earlier in the meeting.

Resolved that the report be noted.

24/15 FINANCE

BLOXHAM PARISH COUNCIL

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

Resolved that:

- 1) the following accounts be approved for payment:

Payments	Amount	Cheque No.
Theresa Goss – Salary for June 2015	£670.25	859
Theresa Goss – Expenses for June 2015	£22.14	859
Katherine Mills – Salary for May 2015	£242.01	860
HMRC Payment for June 2015	£261.45	861
Oxfordshire County Council Pension Fund – Clerks Pension	£189.90	862
Eton College – Annual license fee for permissive path agreement	£1.00	863
Oxfordshire County Council – Room Hire at Primary School	£91.00	864
Adderbury Parish Council – Use of IT equipment	£30.00	865

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 1 June 2015 for the Bank of Ireland bank accounts.

Resolved that the bank reconciliation be noted.

- iii) Solagen Vehicle Activated Sign (VAS) – Prior to the meeting, a quote from Solagen to repair the VAS sign on the A361 had been circulated to the Parish Council.

Resolved that the quote of £344 plus VAT be approved. **Action TG**

25/15 VILLAGE MATTERS

- vii) Bloxham Recreation Ground Trustees – Councillor Jenny Yates reported that there would be a meeting with the Trustees to discuss the results of the questionnaire relating to the provision of play equipment in the village.

Resolved that the report be noted.

- viii) Thames Valley Police – Councillor Jenny Yates reported that she had attended a meeting with Thames Valley Police and over next two weeks, they would be completing a traffic watch around the area of the Warriner School

Resolved that the report be noted.

- ix) Circular Walk – Councillor Jenny Yates reported that Walk was progressing and there were a couple of outstanding issues to address.

Resolved that the report be noted.

BLOXHAM PARISH COUNCIL

- x) The Slade – Councillor Stephen Phipps reported that there were still some issues to be resolved with the County Council and also information was needed from Aviva, about the Parish Council's insurance and its cover of The Slade.

Councillor Kieron Mallon would be contacting Phil Longford at Oxfordshire County about the funds to cover the legal costs, but as far as Councillor Mallon was aware, the £1,750 which had been allocated to cover the legal fees relating to the transfer, were still waiting to be spent.

Resolved that the report be noted.

- xi) First Aid Course – The Clerk reported that the next course was being run by St John Ambulance on Saturday 20 June 2015 from 10am to 1pm at Jubilee Hall. There were two places left and the Clerk would continue to advertise it until the course was full.

Resolved that the report be noted.

- xii) Village Groups – Councillor Stephen Phipps reported that Peter Barlow had written an article for the next edition of the Bloxham Broadsheet asking for volunteers to come forward to assist Keith Bennett with the litter picking that he undertakes in the village.

The Parish Council felt that this was a good idea, but it would be useful to see a copy of the article because there were at least two other litter pickers in the village and they should be referenced in the article too, even though they wished to remain anonymous.

Resolved that:

- 1) the report be noted; and
- 2) Peter Barwell be asked to forward a copy of the article to the Clerk and in the article, reference be made to other litter pickers in the village. **Action TG**

- xiii) Red Lion – Councillor Robert Giles reported that the site was falling into further disrepair and Cherwell District Council was looking into a possible compulsory purchase of the site.

The Parish Council was pleased to hear that CDC would be looking into a compulsory purchase order and asked that CDC be advised that the Parish Council supported this action.

Resolved that:

- 1) the report be noted; and
- 2) Bob Duxbury at Cherwell District Council be advised of the Parish Council's support of the proposed compulsory purchase order on the Red Lion site. **Action TG**

- vii) Youth Club – The Clerk reported that there were currently seven boys attending the Club each week.

Resolved that the report be noted.

26/15 CORRESPONDENCE – There was nothing further to circulate.

Councillor Jenny Yates reported that there was a seminar called 'What's Next for Local Councils – England: Post General Election' being run by the National Association of Local Council (NALC) in London on 15 July 2015 and she felt it would be useful for a Parish Councillor to attend.

BLOXHAM PARISH COUNCIL

Councillor Yates also highlighted that Oxfordshire Association of Local Council's (OALC) Roles and Responsibilities Course was very good for new Councillors and one being held on 29 July 2015. Councillor Robert Giles advised that he would try to attend.

The Clerk suggested that she could contact OALC and discuss with them, the provision of this course in the north of the County again, as had happened previously about 18 months ago. Other Parish Councils could be invited to attend and it would mean that Councillors in this area did not have to travel too far to receive this training.

Resolved that:

- 1) the report be noted;
- 2) Councillor Jenny Yates to attend the NALC seminar on 15 July 2015; and **Action TG**
- 3) contact be made with OALC to discuss the provision of a roles and responsibilities course being held in the north of the county. **Action TG**

27/15 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:

6 July 2015
3 August 2015
7 September 2015
5 October 2015
2 November 2015
7 December 2015

(The meeting closed at 9.50pm)

MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 6 JULY 2015 AT 7.30PM

PRESENT: Councillor Geoff Mollard (Chairman); Councillors Robert Giles, Gloria Lester-Stevens, Stephen Phipps, Sue Slater, Tom Smith, Andrew Taplin and Jenny Yates.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Gillian Roberts (Co-opted member of the Parish Council's Environment Committee and Planning & Strategy Committee), District Councillor Christine Heath, John Groves BNDP Co-ordinator and District Councillor Lynda-Thirzie-Smart.

APOLOGIES: Apologies were received from Parish Councillors Mary Groves, Patricia Hopkins and Nick Rayner and these were accepted. Apologies were also received from 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 highlighted that tomorrow was the anniversary of the 07/07 bombings and the Parish Council passed its condolences to those affected by the attack.

BLOXHAM PARISH COUNCIL

28/15 DECLARATIONS OF INTEREST – There were no declarations of interest.

Resolved that the interests be noted.

29/15 MINUTES - The minutes of the meeting held on 1 June 2015 were taken as read and duly adopted and signed by the Chairman.

Resolved that the minutes be approved.

30/15 MATTERS ARISING FROM THE MINUTES 1 JUNE 2015

Minute Number 5/15 – Tadmarton Road Ditch – Councillor Gloria Lester-Stevens reported that the ditch had still not been cleared. Also earlier that day, she had emailed Gordon Kelman about the collapse of the block work holding the pipes which feed Bloxham brook, located opposite the site of the old Yeomans garage. The blocks were partially blocking the outflow from these pipes and although the Brook was currently low, should it get higher it could cause a flooding issue.

Minute Number 6/15 – Grass Cutting – Councillor Stephen Phipps reported that Nigel Prickett had now cut the grass in the ditch on Barford Road.

Minute Number 18/15 – Laurel Surrounding the Pumping Station – Cherwell District Council had cut the laurel which was located around the outside area of the pumping station, but the inside area which belonged to Thames Water, had not yet been cut. **Action TG**

Minute Number 23/15 – Councillor Tom Smith reported that he would be approaching a land owner about using a piece of land for a parking area, but as yet, he had not been able to get hold of him.

Minute Number 25/15 – The Clerk was in the process of arranging a meeting with the Parish Council, Jubilee Park Management Committee and the Recreation Ground Trustees to discuss the results of the play equipment questionnaire. **Action TG**

Resolved that the report be noted.

31/15 RESIDENTS' ISSUES – The Chairman reported that the resident who had been erecting the flags and bunting around the bus shelter on Banbury Road, had been asked to remove them as it was the property of the Parish Council, in future permission should be requested.

Resolved that the report be noted.

32/15 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 a resident, who lived just below Steeple Close had not been consulted as a neighbour on planning application 14/00305/F which included new solar panels. He had only found out about the application from the site notice, but the application had already been approved and he had been advised to write to Cherwell District Council about the matter.

Councillor Heath had been contacted regarding the traffic generated by the Yew Tree Industrial Estate. Councillor Heath would send a copy of the letter to the Clerk and Councillor Jenny Yates. The Parish Council recalled that that permission had been given for a light industrial estate, with a possible access route from Bloxham Grove, Councillor Heath the pursue this with CDC Planning.

BLOXHAM PARISH COUNCIL

Councillor Heath also reported that the Local Plan would be heard on 20 July 2015 by Cherwell District Council. Councillor Heath would not be able to speak at the meeting, as she would be chairing it, however, Councillor Lynda Thirzie Smart could speak on behalf of the Parish Council. Councillors Jenny Yates and Susan Slater would liaise with Councillor Thirzie-Smart before the meeting.

Councillor Heath also reported that 1 Hyde Grove was on Cherwell District Council's Planning Committee agenda for Thursday 9 July 2015 and she hoped that the application would be refused.

With regard to planning application 14/02147/F at the Bungalow Cumberford Hill, this would be considered by Parish Council's Planning Committee on Thursday 9 July 2015. Part of the application was mews-type buildings running down the hill. They were all at the same height with gardens and parking at the rear. However, this was an employment site and parking was in a flood zone. The applicant had not addressed the flooding issues which the Environment Agency had highlighted and had therefore, subsequently asked for appropriate planning conditions. Councillor Jenny Yates advised that it would be helpful if residents could address the District Council's Planning Committee when it was considered. The application would probably be considered in September 2015.

County Councillor Kieron Mallon did not submit a report to the Parish Council.

The District Councillors were thanked for their reports.

Resolved that the reports be noted.

33/15 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 and reports be noted.

- xi) 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.

- xii) Planning Matters – The Parish Council received the following updates:

- Proposed meeting with Victoria Prentis MP – Councillor Jenny Yates reported that a letter had been sent to Victoria Prentis on behalf of the Parish Council and a reply was expected.

Resolved that the report be noted.

- Traffic Survey – Councillor Jenny Yates reported that the Parish Councils involved with the survey, were waiting for the County Council to advise on their methodology before they decided whether or not to go ahead without an input from the County Council.

Resolved that the report be noted.

BLOXHAM PARISH COUNCIL

- Milton Road South – The planning application by Miller Homes for reserved matters had been submitted to Cherwell District Council and would be discussed by the Parish Council's Planning Committee on Thursday 9 July 2015.

Resolved that the report be noted

34/15 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP) – John Groves reported that the Plan was in its final stages. It would shortly be sent to an examiner for a final check and when John received it back, the necessary amendments would be made before submission to the consultant, Tony Burton. It was hoped that the final version of the Plan would be approved by the Parish Council in August 2015.

Bloxham School had been consulted again and its legal team had suggested that the School should hire a planning consultant to give an opinion on the Plan.

John was thanked for all his work on the Plan.

Resolved that the report be noted.

35/15 PARISH COUNCIL MATTERS

viii) Committee Minutes and Recommendations.

- 7) 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.

- 8) Resources Committee – The minutes of the meeting held on 18 June 2015 had been circulated to the Parish Council.

Resolved that:

- 1) grant applications only be considered annually by the Parish Council, in order to assist with budgeting for grants;
- 2) Standing Order 4dvii, relating to the quorum for the Planning Committee be amended from 3 to 4 in order to reflect the quorum of the Parish Council;
- 3) the time limit of 10 minutes for public participation be deleted, leaving the text 'as directed by the Chair;'
- 4) the Responsible Financial Officer (RFO) to attend the Resources Committee meetings to assist with queries regarding the Parish Council finances;
- 5) the reference in the Assets Register to the Recreation Ground be deleted;
- 6) invoices for payment be presented at the Parish Council meetings;
- 7) Environment Committee to consider if the tree work budget needs to be increased;

BLOXHAM PARISH COUNCIL

- 8) the New Homes Bonus monies be kept in a separate bank account to assist with Parish Council budgeting; and
 - 9) the budget be revised quarterly by the RFO.
- 9) Planning Committee – Prior to the meeting, the minutes of the meetings held on 9 and 22 June 2015 had been circulated to the Parish Council.

Minute 35/15 Planning application 15/00734/F Warriner School – Councillor Stephen Phipps felt that following the success of the Section 106 money being diverted from North Oxfordshire Academy back to Warriner School, the importance of the joint community use agreement should be highlighted. Although it was not the Parish Council's responsibility to be involved with the joint community use agreement which was between Cherwell District Council (CDC) and Warriner School, the Parish Council should continue to ensure that progress was made with this.

Councillor Jenny Yates advised that CDC would not release the Section 106 money until a community joint use agreement was in place and the PC would ensure that this would happen. The Clerk was asked to obtain a copy of the new agreement from CDC.

John Groves advised that Sibford School might be able to assist with a copy of a joint community use agreement.

Minute Number 49/15 – Councillor Stephen Phipps also asked that copies of the Planning Committee responses to large or controversial developments, be saved in Drop Box.

Resolved that:

- 1) the minutes be noted;
 - 2) responses to large or controversial planning applications be added to Drop Box; and
 - 3) a copy of the new joint community use agreement be obtained from Cherwell District Council. **Action TG**
- ii) Drop-in and Chat – It was reported that no issues had been raised at the last session.

The next drop-in and chat sessions were being held as follows:

Saturday 11 July 2015 – Councillors Robert Giles and Nick Rayner
Saturday 8 August 2015 – Councillors Tom Smith and Gloria Lester-Stevens

Resolved that the report be noted.

- ix) Jubilee Park Management Committee – The Chairman reported that he would be having discussions with the Management Committee about how the Committee was working and how roles would continue to be fulfilled. The Chairman felt that additional members might be invited to join the Committee now that the refurbishment work was almost complete.

Charlotte Simms was managing bookings very well, however regular users needed to make a contribution and join the Management Committee.

BLOXHAM PARISH COUNCIL

On Sunday 2 August 2015, there would be a re-launch of the Hall, combined with the AGM and possibly a BBQ. Invitation had been sent out to all regular users, the Management Committee, the Project Team and Parish Councillors.

The Chairman reported that the refurbishment programme had gone exceptionally well and there were just a few items to finish off. New chairs would also be purchased and Warriner School had taken the old ones away.

The Primary School and Warriner School were both being asked to contribute pictures to decorate the walls inside the Hall.

Resolved that the report be noted.

36/15 FINANCE

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

Resolved that:

- 1) the following accounts be approved for payment:

Payments	Amount	Cheque No.
Theresa Goss – Salary for July 2015	£556.67	867
Theresa Goss – Expenses for July 2015	£39.41	867
Katherine Mills – Salary for June 2015	£170.77	868
HMRC Payment for July 2015	£232.25	869
Oxfordshire County Council Pension Fund – Clerks Pension	£189.90	870
Nigel Prickett – Grass Cutting for May & June 2015	£2436.00	873
Oxfordshire County Council – Room Hire	£39.00	874
Geoff Mollard – Ink for printer	£24.17	875
Bloxham Mill – Room Hire	£27.00	876
Complete Weed Control – First application of 2015/2016	£558.00	877
Information Commissioner – Annual fee	£35.00	878
St John Ambulance – First Aid Course on 20 June 2015	£222.00	879

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 6 July 2015 for the Bank of Ireland bank accounts.

Resolved that the bank reconciliation be noted.

37/15 VILLAGE MATTERS

- xiv) Bloxham Recreation Ground Trustees – Councillor Robert Giles reported that he had attended the AGM and it had been a positive meeting. The Trustees had gone through the accounts and given Councillor Giles a record of their income and expenditure. It appeared from the accounts

BLOXHAM PARISH COUNCIL

that the Parish Council grant financed the majority of the Recreation ground expenditure, however there was other income from the Football Club.

It was acknowledged that another meeting would be needed to discuss the results of the play equipment questionnaire.

The Chairman thanked Councillor Giles for his report.

Resolved that the report be noted.

- xv) Circular Walk – The Chairman reported that Walk was progressing well, kissing gates were due to be installed in the next few weeks and the permissive paths agreements had been finalised. Badger fencing also needed to be erected along part of the permissive path which crossed the Eton School land. The Walk would not be fully open until the end of August or the start of September, due to harvesting. Leaflets and signs were in the process of being printed and there would be a formal launch of the Walk, which would start outside The Joiners Arms. Also, £5,000 grant funding had been approved by TOE2.

The Parish Council thanked the Chairman, Des Jones and Alan Mole for all their work on the Circular Work.

Resolved that the report be noted.

- xvi) The Slade – Councillor Stephen Phipps reported that the County Council had agreed to give the Parish Council £5,000 towards the works at The Slade, which it had been unable to complete prior to the transfer. The transfer on exchange of contracts would be completed imminently.

Councillor Phipps also reported that Alan Mole had helped enormously by applying to TOE2 for a grant. The grant would be used to cover the costs of the necessary equipment, transfers and risk assessments. These grant monies would be in addition to the £10,000 already allocated to The Slade from the New Homes Bonus. Marie Jones' Management Plan would also be updated.

On behalf of the Parish Council, the Chairman thanked Councillor Phipps, Alan Mole and Marie Jones for all their work on The Slade.

Resolved that:

- 1) the report be noted;
 - 2) the documents relating to the transfer of The Slade from Oxfordshire County Council (OCC) to Bloxham Parish Council, which will also come with the sum of £5000 from OCC be signed by Geoff Mollard, Jenny Yates and Theresa Goss and that the exchange and completion date of the transfer, be simultaneous and be completed as soon as possible;
 - 3) Marie Jones' Management Plan be updated and added into Drop Box; and
 - 4) Came and Company Insurance Brokers be advised to amend the Parish Council's insurance policy, once transfer has been completed.
- xvii) St John Ambulance First Aid Course – Councillor Mary Groves had reported to the Clerk that all the attendees had felt that the course was excellent and Jubilee Hall was a very good venue.

If there was sufficient interest, the Parish Council would consider running the course again.

BLOXHAM PARISH COUNCIL

Resolved that the report be noted.

- v) Village Groups – Councillor Gloria Lester-Stevens reported that the St Mary's Thursday Centre now needed to recruit a new Secretary.

Councillor Robert Giles asked the Parish Council whether there would be any issue, if he shared the responsibility of raising the flag with the Royal British Legion. He suggested that if he was unavailable, then Robert Aplin would do it for him and vice-versa.

Councillor Tom Smith also suggested that when the roads were closed for the Remembrance Services that there was additional signage asking people to show respect and not try to enter the area of the closure.

Councillors Giles also asked about the ownership of the War Memorial as it needed to have some cleaning and maintenance work. He was advised that it was listed on the Parish Council's Assets Register. Councillor Tom Smith reported that Banbury Memorials might be able to complete work to the War Memorial.

Resolved that the report be noted.

- vi) Red Lion – Councillor Robert Giles reported that the Fullers had not sold the site to a restaurateur and still wanted £400,000 which the Steering Group was unwilling to pay, given the poor state of the site.

Resolved that the report be noted.

- vii) Youth Club – The Youth Club age range would now be changed and would accommodate children from Year 7 up to age 16, in the hope of encouraging more members. The last meeting would be on 14 July 2015 and it would re-open again during the second week in September 2015.

Resolved that the report be noted.

38/15 CORRESPONDENCE

Warriner School – The Parish Council was advised by the Clerk that the delay to the widening of Bloxham Grove Road was due to the County Council and not Warriner School. The County Council was making the majority of the financial contributions to the works and as the 6th form was now in its third year, OCC could possibly be in breach of its own planning consent.

Petrol Station – It was reported that the signage outside of the BP petrol station on the A361, was positioned in such a way, that it was obstructing the view for drivers as they were exiting the site. It was agreed that the petrol station would be contacted and asked to re-position their signage.

Action TG

High Street Shops – The Clerk had received a telephone call from a resident complaining about the rubbish which was left outside the co-op and post office. It was agreed that the shops be written to and asked not to store rubbish at the front of their premises. The Clerk would also make contact with Environment Health on this matter, if necessary. **Action TG**

Humber House – Councillor Tom Smith advised that he had spoken with Mr Blakey about cutting back his trees and hedges which overhung the footpath. He had agreed to do so, but had also reported the

BLOXHAM PARISH COUNCIL

issues he has having with rubbish and other items being thrown into his garden. Further to this, it was suggested that the new Village Caretaker could undertake these tasks however permission from the land owner and the County Council would be needed before any work could be undertaken. **Action TG**

Mobility around Bloxham – The Clerk had received an email from a resident reporting how difficult it was for those using mobility scooters to get around the village. The resident had almost been involved in an accident where the footpaths were narrow and made worse by overhanging trees and bushes. The Chairman advised that he would be going to visit the resident to discuss the matter further. **Action GM**

39/15 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 August 2015
7 September 2015
5 October 2015
2 November 2015
7 December 2015

(The meeting closed at 9.20pm)

MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS BLOXHAM ON MONDAY 3 AUGUST 2015 AT 7.30PM

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

ALSO IN ATTENDANCE: Katherine Mills (Administration Assistant), District Councillor Christine Heath, John Groves BNDP Co-ordinator and County Councillor Kieron Mallon. Four members of the public were also present.

APOLOGIES: Apologies were received from District Councillor Lynda-Thirzie-Smart and these were accepted.

Councillor Caroline Hones was not present.

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.

40/15 DECLARATIONS OF INTEREST – There were no declarations of interest.

Resolved that the interests be noted.

41/15 MINUTES - The minutes of the meeting held on 6 July 2015 were taken as read and duly adopted and signed by the Chairman.

BLOXHAM PARISH COUNCIL

Resolved that the minutes be approved.

42/15 MATTERS ARISING FROM THE MINUTES 6 JULY 2015

Minute Number 5/15 – Tadmarton Road Ditch – Councillor Gloria Lester-Stevens reported that the ditch on Tadmarton Road had now been cleared. Gordon Kelman had advised that once an estimate had been received the collapsed block work holding the pipes which feed Bloxham brook, located opposite the site of the old Yeomans garage, would be removed later this week. He also advised that the blocks were not needed so would not be replaced.

Minute Number 38/15 – Correspondence. The Parish Council had written to all the shop owners regarding the litter in general and the cages in front of shop shops. The Parish Council had since received a letter from the Post Office who advised that they had plans to remove the packaging in front of the shop which was to be recycled. Hunts Kitchen had responded to the effect that they kept their frontage clear but that the cigarette butts could be related to the other shops. The Clerk would follow up the issue of litter with the Cooperative. Councillor Stephen Phipps queried if planning permission was required for the signage in front of the shops and the red shutters as the shops were in the conservation area. Councillor Sue Slater also advised that metal trolleys and crates were obstructing some of the parking spaces in front of the shops. The Clerk would investigate the planning requirements. **Action TG**

Resolved that the report be noted.

43/15 RESIDENTS' ISSUES

A resident asked for the views of the Parish Council on the purchase of a village bus for the joint use of village clubs and associations who would fund the service. He suggested that a joint committee be formed with a representative from each club and the Parish Council. The Chairman considered this to be a positive idea but queried the issue of maintenance and storage of the bus. County Councillor Kieron Mallon advised that other clubs were also facing the same transport issues and that with possible further cuts to subsidised bus services the problem was likely to increase. He would investigate to see if there were any suitable buses available in the area and would report back to the Parish Council. It was noted that a standard driver's licence would apply to a vehicle with up to 12 seats but anything above that number would require an additional licence.

Resolved that the report be noted.

A resident addressed the issue of communication between the Red Lion committee and the village residents. The Parish Council agreed to bring forward this item on the agenda.

As a supporter of the Red Lion project the resident was concerned about the lack of available information on progress with the project and enquired if another meeting was scheduled for the near future. Although not a member of the Red Lion Steering committee, Councillor Robert Giles had liaised with the committee and reported that the members were also frustrated at the lack of information from Fullers. The latest update concerned a 3rd bid to purchase the property and restore it as a pub and restaurant; the Red Lion committee would support this proposal if it went ahead. However, as this was not confirmed the committee was still continuing with a valuation to assess the cost of restoring the property and the value of the building with a view to putting in an offer to Fullers. The ACV had been renewed on the 20 July but this would not prohibit the purchase of the property as a pub and in this case all raised village funds would be returned to the donors.

BLOXHAM PARISH COUNCIL

Councillor Robert Giles would put forward a request to the Red Lion committee for a fortnightly bullet point report on progress to be communicated to the village and for a meeting to be scheduled to update village residents on progress. **Action: RG**

Councillor Stephen Phipps queried if the garden area of the pub now had Garden Heritage Asset status. The Clerk would contact CDC to request an update. **Action: TG**

Resolved that the report be noted.

Councillor Jenny Yates reported that a village resident has queried if the Dog Warden had fined any dog fouling offenders. Chairman Geoff Mollard reported that he had spoken to the Dog Warden who advised that it was hard to catch offenders, particularly as the warden had to patrol wearing the official uniform. The Chairman had also spoken to a concerned resident in Rose Bank to inform her of the situation. Councillors commented that a more recent problem was full dog fouling bags being left hanging on trees and hedges. It was agreed that there was no easy solution to this problem which was a health risk to pedestrians and also a concern to farmers who had cattle and sheep in fields with rights of way passing through them. Residents should note that the filled dog bags can be placed in their green waste bin.

Resolved that the report be noted.

The Chairman thanked the members of the public for their contributions to the meeting.

44/15 VILLAGE CARETAKER

The Village Caretaker, Bruno Duarte, was not present at the meeting.

45/15 THE SLADE

Prior to the meeting Councillor Stephen Phipps had circulated his report on the Slade.

Councillor Stephen Phipps introduced Marie Jones, as Volunteer Slade Warden, ~~who~~ and also proposed that David Yates, also introduced to the council, become Volunteer Assistant Slade Warden.

Resolved that:

- i) David Yates be appointed as Volunteer Assistant Slade Warden

Councillor Stephen Phipps reported that the transfer of the Slade and additional funding of £5,000 from Oxfordshire County Council (OCC) to Bloxham Parish Council was now complete. A Slade Management Plan and a Slade Work Plan had been posted in Dropbox and Marie Jones was preparing a Slade Risk Assessment. This would also detail who could use which equipment, following their attendance at an appropriate training courses and protective equipment and clothing would be provided. Councillor Jenny Yates advised that the insurance company did not require a copy of the risk assessment if it was kept on file by the Parish Council. Councillor Stephen Phipps requested that this be obtained in writing and Councillor Jenny Yates would action this point. **Action: JY**

An application for a grant from TOE2 had been submitted. The TOE2 Committee will arrange for an assessment to take place before the 24 August and a decision would be received from the organisation by the end of September. It was noted that TOE2 requested monies should not be spent before receipt of grant funds and so most expenditure would be delayed until the receipt of the grant.

BLOXHAM PARISH COUNCIL

This grant would be in addition to the £10,000 set aside for the Slade by the Parish Council from the New Homes Bonus.

Marie Jones and David Yates would attend a St. Johns Ambulance course to be funded by the Parish Council budget for the Slade, to the estimated value of £700. Councillor Stephen Phipps proposed the hay meadow equipment be purchased to the estimated value of £800 from the £5,000 received from OCC.

The Parish Council Clerk would book the First Aid Course following information provided by Marie Jones.

Resolved that:

- i) Hay meadow equipment be funded from the monies received from OCC with the transfer of the Slade
- ii) The First Aid Course to be booked. **Action TG**

A report on equipment requirements would be prepared and equipment storage would be considered. Boundary fence and culvert repairs were a priority as were the removal of logs and work in the hay meadow. Councillor Phipps would contact all neighbours to the Slade to advise them of the transfer of land to the Parish Council. **Action: SP**

The Parish Council recognized the time and effort put in to the transfer of the Slade by Stephen Phipps and thanked him for his report. Councillor Stephen Phipps also thanked Marie Jones for her work, he also thanked Alan Mole for his support in the TOE2 Application process.

45/15 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS - Prior to the meeting, District Councillor Lynda Thirzie-Smart had circulated her report to the Parish Council.

The Parish Council discussed the report from Councillor Lynda Thirzie-Smart regarding her comments on the implications for Bloxham of the CDC Local Plan and the concern for the lack of policy to prevent rural villages becoming an annex of local towns with new developments. Councillor Jenny Yates advised that the Local Plan was clear that most new development would take place in Banbury, Bicester and Kidlington and out of the 750 dwellings allocated to rural villages 473 had already been allocated leaving 277 new dwellings for rural villages.

County Councillor Kieron Mallon had nothing to report to the Parish Council.

District Councillor Chris Heath had nothing to report.

The District Councillors were thanked for their reports.

Resolved that the reports be noted.

46/15 PLANNING

- xiii) a report on planning applications and decisions by Cherwell District Council had been circulated prior to the meeting and could be accessed in Dropbox.

Resolved that the planning applications and decisions be noted.

- xiv) Planning Matters – The Parish Council received the following updates:

BLOXHAM PARISH COUNCIL

- Cole and Sons had applied for the construction of a large hay store and this was going before the CDC Planning Committee.

Resolved that the report be noted.

- The Planning committee was requesting District Councillor Chris Heath to call in the application for a separate dwelling at 30 Brookside Close and for the Yeoman's Garage application if the Planning Officers wanted to approve the applications.

Resolved that the report be noted.

- A report on the update on planning matters had been tabled for the meeting and is added as an appendix to these minutes.

Resolved that the report be noted

xv) Traffic survey – The Parish Council received the following updates:

- OCC had advised the Parish Council that they would not carry out a traffic survey on the A361 as no funds were available to carry out any mitigation measures required following the survey. The Parish Council found this to be very disappointing particularly as they had been waiting for a response from OCC since December 2014. Councillors were approached by residents on a regular basis who voiced concerns regarding the heavy traffic travelling through the village and councillors felt that the traffic survey would provide concrete evidence to inform residents of the traffic situation.

The Parish Council addressed County Councillor Kieron Mallon to query if OCC had requested funds allocated by the central government for traffic surveys. County Councillor Kieron Mallon advised that he would continue to fight for resources but that the financial situation of the council was very bad and was unlikely to improve.

Chairman Geoff Mollard referred to the 106 monies that OCC had required to carry out a survey of the mini roundabout and requested that this funding be used for the traffic survey.

Following a lengthy and heated discussion the Parish Council concluded that they did not accept that funds were not available for the traffic survey and that 106 monies set aside by developments in Bloxham should be used to fund the survey. The Parish Council requested that County Councillor Kieron Mallon take the request to OCC and report back to the Parish Council. Action KM

Resolved that the report be noted

xvi) Geo Mapping - The Parish Council received the following updates:

- Councillor Jenny Yates had attended two seminars. A report on the NALC seminar and the future of Parish Councils had been circulated. The DCLG and local government think tanks and central government were looking to Parish Councils to take on more responsibility for local services. Work was required to understand what is a Parish Council, what are its responsibilities and what support does it receive. It was possible that in the future Parish Councils may be asked take on the responsibility of smaller planning applications which was a major responsibility.

BLOXHAM PARISH COUNCIL

- Councillor Jenny Yates had also attended a Parish Online seminar regarding Geo Mapping. She concluded that it was a positive idea but expensive and suggested it may be something that could be done via CDC.
- NALC was organizing a seminar on Planning but it was expensive at £100 per person. Councillor Jenny Yates proposed contacting NALC to request a reduction in the cost.

Action: TG

47/15 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP) – John Groves reported that the final version of the Plan was ready for approval by the Parish Council although some scope for minor proof reading changes following approval by the Parish Council tonight would be required. The BNDP documents could be accessed in Dropbox. John Groves ran through the 4 main themes of the BNDP as follows:

- Housing – how many and where and Bloxham vision of the village
- Character – protect conservation area, views, street scenes and rural feel
- Economy – encourage employment in the village and protect employment sites
 - Recreation – protect Jubilee park, the Recreation Ground, the Slade with Green Status.

John Groves ran through possible issues at submission of the BNDP to CDC as follows:

- Number of proposed new houses in the village
- The type of development –
- Proposed parking space requirements for new dwellings

John Groves also advised that varying professional advice had been received regarding the necessity of a Strategic Environment Assessment (SEA). Most local councils provided the screening opinion for the SEA but CDC did not. It was agreed that as emails had been received from consultants advising that a SEA was not required the BNDP should be submitted without one. If, during the 6 week consultation period it became apparent that an SEA was required John Groves could proceed and obtain an SEA using budgeted funds for the BNDP.

Resolved that: the BNDP be approved by the Parish Council and to be submitted to Cherwell District Council with minor adjustments following proof reading, for a 6 week consultation period with the caveats that a SEA be commissioned during the consultation if necessary and proof reading be completed.

The consultation period of the BNDP would be flagged up at the Drop in and Chat sessions and John would liaise with Cherwell District Council regarding the examiner selection process and with District Councillor Chris Heath regarding progress made through each stage of the consultation.

Action: JG

On behalf of the Parish Council and the village the Chairman thanked John for all of his hard work and dedication on the Plan.

Resolved that the report be noted.

48/15 PARISH COUNCIL MATTERS

- x) Committee Minutes and Recommendations.

BLOXHAM PARISH COUNCIL

- 10) 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.

- 11) Resources Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council. Councillor Andrew Taplin requested that village grant applications be received by the Resources Committee by the 20th October 2015. Information to be sent to the Bloxham Broadsheet and the Banbury Guardian. **Action: TG**

Resolved that:

- 12) Planning Committee – Prior to the meeting, the minutes of the meetings held on 9 July 2015 had been circulated to the Parish Council.

Resolved that:

- 4) the minutes be noted;

- ii) Drop-in and Chat – It was reported that no issues had been raised at the last session.

The next drop-in and chat sessions were being held as follows:

Saturday 8 August 2015 – Councillors Tom Smith and Gloria Lester-Stevens

Councillor Nick Rayner requested that the Clerk keep an updated list of the Drop in and Chat rota on Dropbox. **Action: TG**

The Chairman requested that the Drop in and Chat sessions be an item on the next full Parish Council agenda. **Action: TG**

Resolved that the report be noted.

- xi) Jubilee Park Management Committee – The Chairman reported that the AGM and relaunch event had been a success. He would be having discussions with the Management Committee about how the Committee was working and how roles would continue to be fulfilled. The Chairman felt that additional members might be invited to join the Committee now that the refurbishment work was almost complete and a committee meeting would be called.

Resolved that the report be noted.

49/15 FINANCE

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

Resolved that:

- 2) the following accounts be approved for payment:

Payments	Amount	Cheque No.

BLOXHAM PARISH COUNCIL

Theresa Goss – Salary for August 2015	£632.39	886
Theresa Goss – Expenses for August 2015	£55.59	886
Katherine Mills – Salary for July 2015	£1111.41	887
HMRC Payment for August 2015	£247.65	888
Oxfordshire County Council Pension Fund – Clerk Pension	£189.90	889
Solagen – Works to the VAS on South Newington Road	£412.80	890
BDO LLP – External Audit for 2014/2105	£516.00	891
PG Williams – Locks at Jubilee Hall	£161.60	892
Viking Direct – Stationery Order	£87.68	893
PG William – Keys for Jubilee Hall	£52.00	894

- v) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 3 August 2015 for the Bank of Ireland bank accounts.

Resolved that the bank reconciliation be noted.

- vi) External Auditors, BDO, Report 2014/2015 –the external auditors report for 2014/2015 had been previously circulated. The councillors considered the report to be very positive thanks to the hard work of the Clerk, Theresa Goss.

Resolved that the external auditors report be noted.

- vii) The maintenance work on the VAS sign was queried and a detailed breakdown would be requested from the company by Councillor Jenny Yates. **Action: JY**

50/15 VILLAGE MATTERS

- xviii) Bloxham Recreation Ground Trustees – Chairman Geoff Mollard reported that the meeting held on the 29 July with the trustees and representatives from the Jubilee Park Committee had been positive and results of the village survey regarding recreation facilities had been discussed. The trustees and Jubilee Park Management Committee had agreed to work with the Parish Council to replace the equipment in the recreation ground and The Jubilee Park. Funding and maintenance issues would be addressed at a future meeting.

Resolved that the report be noted.

- xix) Circular Walk – The Chairman reported that 12 kissing gates had been ordered and would be installed on the circular walk. The TOE2 grant had been received and leaflets had been printed. Once the kissing gates and badger fence had been installed the walk would be opened at the end of August or beginning of September.

The Parish Council thanked the Chairman, Des Jones and Alan Mole for all their work on the Circular Walk.

Resolved that the report be noted.

BLOXHAM PARISH COUNCIL

xx) Village Groups – Councillor Gloria Lester Stevens advised that due to lack of transport the Day Centre was in danger of closing after 21 years in operation. Requests for transport had been made locally and all possible avenues explored but to no avail. It was estimated that a private ambulance service would cost approximately £90 a week. The clubs would wait for feedback from County Councillor Kieron Mallon on the availability of a mini bus in the area. Councillor Patricia Hopkins reported that the Tuesday Club faced the same problem.

Resolved that the report be noted.

v) Bloxfest – Councillor Mary Groves reported that there were plans to reorganize the security at Bloxfest next year; entrances would be made around the village and would be monitored.

Resolved that the report be noted.

51/15 CORRESPONDENCE

Litter Picker – the Parish Council had a new volunteer to litter pick around the village.

Thames Water – the Clerk had received correspondence from Thames Water to request that residents inform them of the location of private pumping stations which would become the responsibility of Thames water.

52/15 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:

7 September 2015
5 October 2015
2 November 2015
7 December 2015

(The meeting closed at 9.45pm)

MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS BLOXHAM ON MONDAY 7 SEPTEMBER 2015 AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Financial Responsible Financial Officer, John Groves BNDP Co-ordinator, Gillian Roberts (Co-opted member of the Parish Council's Environment Committee and Planning & Strategy Committee), County Councillor Kieron Mallon and one member of the public were also present.

APOLOGIES: Apologies were received from Parish Councillor Robert Giles and these were accepted. District Councillor Christine Heath also submitted her apologies.

BLOXHAM PARISH COUNCIL

Councillor Caroline Hone was not present.

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.

53/15 DECLARATIONS OF INTEREST – There were no declarations of interest.

Resolved that the interests be noted.

54/15 MINUTES - The minutes of the meeting held on 3 August 2015 were taken as read and duly adopted and signed by the Chairman.

Minute Number – 48/15 (ii) – Jubilee Park Management Committee – Councillor Stephen Phipps suggested that although the relaunch had been a success, the AGM should not be referred to as a success because it had not been held as per the agenda and the Management Committee had not been reappointed. There had been a number of resignations from the Committee and a limited response for the request for new volunteers.

The Chairman reported that he felt that it had been a successful meeting and a number of residents had attended. Some of the Committee members had submitted their apologies, but there had not been a number of resignations and there had been offers of help from those attending the meeting, as such, he felt that the AGM had been a success.

Councillor Phipps proposed his amendment but it was not seconded and was therefore, not carried.

It was suggested that the Parish Council minutes could merely be a list of decisions, rather than including a preamble and any detail of the discussions. However, members felt that the preamble and additional information within the minutes added value to them, especially for residents when they wanted to find out what the Parish Council had been working on. If only decisions were recorded, then the minutes would not be a meaningful document to the reader.

Resolved that the minutes be approved.

55/15 MATTERS ARISING FROM THE MINUTES 3 AUGUST 2015

Minute Number 42/15 - High Street Shops – The Chairman reported that further to the complaints the Parish Council had received about the rubbish outside of the shops, in addition to writing to the managers of each premises, the Chairman had also been and spoken to the manager of the Co-op. He had been very accommodating and agreed to do what he could to tidy up the area and was quite willing to speak to any residents who had concerns about the premises. There would be no need for the Parish Council to pursue this any further. **Action TG**

With regard to signage and the shutters at the shops, the Parish Council was still concerned about it because it was felt that they were not in-keeping with in a Conservation Area. The Clerk would contact Cherwell District Council about this matter. **Action TG**

Minute Number 43/15 – Red Lion – The Parish Council had asked District Councillors Christine Heath and Lynda Thirzie-Smart to contact officers at CDC with regard to a date when they would be registering the Red Lion Gardens as a Local Heritage Asset (LHA). Parish Council had been

BLOXHAM PARISH COUNCIL

encouraged to make applications for LHA, but now CDC did not have enough staff to complete the process.

Councillor Sue Slater reminded the Parish Council that bulletins which provided updates on the progress with the Red Lion Hub were available on the Red Lion Facebook page, as well as the web site.

Minute Number 45/15 – The Slade – Councillor Stephen Phipps reported that Marie Jones and David Yates only initially needed to attend the one day first aid course and Marie would be arranging this. The three day course would be completed at some point in the future. Councillor Phipps would be giving a full update on the Slade later in the meeting.

Minute Number 51/15 - Litter Picking – The Clerk reported that a new volunteer had come forward to assist with litter picking the village and his details had been forwarded to Keith Bennett.

Minute Number 51/15 - Pumping Stations – Councillor Jenny Yates reported that Thames Water had asked for information with regard to the locations of pumping stations in the village. The Clerk would be progressing this matter with Councillor Yates. **Action TG/JY**

Resolved that the report be noted.

56/15 RESIDENTS' ISSUES – John Wyatt addressed the meeting and thanked the Parish Council for supporting him over the issue of the wooden posts in Ells Lane. The quote which had been received from the County Council to replace the posts was far too expensive to be pursued, therefore the original posts which he had installed would now be removed.

Mr Wyatt also reported that the sales from the items grown in the polytunnels at his nursery, was now exceeding the 5% restriction on sales which had been a condition of his original planning permission. Therefore, he would be submitting a new application for a covered area and he hoped that the Parish Council would support him with this matter.

The Chairman thanked My Wyatt for attending the meeting.

Resolved that the report be noted.

57/15 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS - County Councillor Kieron Mallon reported that following the discussion on the Section 106 monies at the last Parish Council meeting, no S106 monies would be available for a traffic survey. Section 106 money to review the round-about on the junction of Barford Road and the A361, had not yet been received. When it had been received, County Council officers would look at the issues at the mini round-about. It was hoped that the Old Bridge Road Options Appraisal would be delivered in December 2015.

With regard to village transport, Councillor Mallon had tried to arrange a meeting with the Bursar at Bloxham School. However, he suggested that a small sub group be established to look at the needs of the village and identify what provision which was already available and see if the need could be addressed that way.

Councillor Mallon also updated the Parish Council with regard to the issues in Little Green and no works relating to the proposed parking area in Little Green would start before the Parish Council had been consulted.

The County Councillor Kieron Mallon was thanked for his their report.

BLOXHAM PARISH COUNCIL

Resolved that:

- 1) the reports be noted; and
- 2) a small sub-group of Parish Councillors, residents and County Councillor Kieron Mallon to work together to look into the transport issues in the village and any residents interested in being involved too, should contact Theresa Goss, Clerk to the Parish Council. **Action TG/KM**

58/15 PLANNING

- xvii) A report on planning applications considered by the Parish Council's Planning Committee and the decisions made by Cherwell District Council had been circulated to the Parish Council prior to the meeting and could be accessed by Councillors in Dropbox.

Resolved that the planning applications and decisions be noted.

- xviii) Street Naming – The Chairman reported that Cherwell District Council had asked the Parish Council to suggest street names for the access roads on the new Miller Homes development on Milton Road. A number of names were suggested, however, members felt that the names on the War Memorial should be used for the street names on this and future, developments.

Resolved that the street names for the Miller Homes development and any future developments in the village, be taken from those named on the Bloxham War Memorial. **Action TG**

- xix) Street Lighting in Gascoigne Way – Councillor Jenny Yates reported that a resident of Gascoigne Way was unhappy with the street lighting in Gascoigne Way, as he felt that the lamps did not appear to be bright enough.

The Clerk had passed this issue to the County Council who had advised that the new street lights had a shaper cut-off, so more of the light was focused onto the road and footpaths, with less light pollution. This meant the surrounding area would seem dimmer in comparison to the old units, however the light levels on the road were still designed to conform to the British Standard requirements.

The Clerk had forwarded to the County Council the details of the resident concerned to enable the Street Lighting officers to liaise directly with the resident.

Resolved that the report be noted.

- xx) Correspondence with Victoria Prentis MP – Councillor Sue Slater reported that two Parish Councillors would be meeting with Victoria Prentis MP on 29 September 2015 to follow up on the recent correspondence with her relating to the role of Parish Councils on planning matters.

Resolved that the report be noted.

- vi) Oxfordshire County Council (OCC) Bus Consultation – Councillor Sue Slater reported that the Planning Committee supported option two, which was to keep the services which people who had a free bus pass could use. OCC should also preserve the services which were less frequent, as they might be the only service on that route.

BLOXHAM PARISH COUNCIL

With regard to the Local Transport solutions, the Planning Committee had asked for more co-ordination between the interested parties who were involved with local groups and whether they could support local community based transports services.

Resolved that the report be noted.

- xxi) Planning application on Milton Road (Miller Homes), Wellington Park, Barford Road (Bovis)
- Milton Road (Miller Homes) – Councillor Sue Slater reported that the Parish Council would be seeking clarification of the Section 106 money, for the LAP and LEAP provision which was linked to this development. Also, CDC's decision to approve an application for a sign for this development, appeared to have been made before the end of the consultation period. Therefore, District Councillor Chris Heath would be following this up with CDC. The Parish Council had also questioned the necessity for a sign on Barford Road.
 - Barford Road (Bovis) – There was nothing new to report to the Parish Council relating to this development and the Parish Council are still waiting for a response from CDC Planning Officers.
 - 15/01528/F - OS Parcel 0946 North of Dismantled Railway and East of Church Street Bloxham (Taylor Wimpey) – Councillor Sue Slater reported that this new application for 24 houses (on land also known as 'the clump') had been submitted to Cherwell District Council and the Parish Council's Planning Committee would be commenting on it in due course. The plans should have been sent to the Parish Council on 3 September 2015, but as yet, they had not been received. As far as the Parish Council was aware, this development did not include any bungalows, it was mainly three storey properties.

Resolved that the reports be noted.

59/15 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP) – John Groves reported that following the approval of the Plan at the last Parish Council meeting, a Strategic Environmental Assessment Screening (SEA) had been written. The SEA had then been sent out to the statutory consultees for consultation by Cherwell District Council (CDC). The feedback from these bodies had been confirmation that an SEA would not be necessary. John was also waiting for the document to be 'signed off' by Adrian Colwell at CDC and for CDC to confirm the timescales relating to the further consultation process and the referendum.

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

In Hook Norton, their Neighbourhood Plan had been approved and had been subject to referendum, with a 97.2 per cent vote in favour on a 34.8 per cent turnout.

Resolved that the report be noted.

60/15 PARISH COUNCIL MATTERS

xii) Committee Minutes and Recommendations.

- 13) Environment Committee – The minutes of the Committee held on 13 August 2015 had been circulated to the Parish Council, prior to the meeting. The Chairman of the

BLOXHAM PARISH COUNCIL

Committee, Councillor Nick Rayner highlighted the main points and asked for approval of the recommendations.

The Parish Council also discussed other issues from the Environment Committee including the street lighting on Barford Road which did not appear to be adequate and the signs outside of the petrol station on the A361, which had still not been moved and were blocking the view of drivers as they left the forecourt.

Resolved that:

- 1) the minutes and report be noted;
 - 2) areas of the village be identified for each Councillor to monitor and when issues were highlighted which the Village Caretaker could address, these be forwarded to the Clerk to be actioned by Bruno Duarte; **Action GM/TG**
 - 3) the Parish Council to obtain a license for the disposal of green waste for use by the Caretaker; **Action TG**
 - 4) the purchase of a dozen 'Please do not park on the grass verge' signs and a 'Jubilee Parking Only' sign be approved; **Action TS**
 - 5) the Gardening Club be asked to identify areas in the village where spring bulbs could be planted; **Action NR**
 - 6) the County Council Street Lighting officers be asked to complete a survey of the street lighting in Barford Road and Milton Road, as there were stretches on these roads which were not well lit and could be potentially dangerous for pedestrians; **Action TG**
 - 7) the County Council also be asked to cut back any trees which are obstructing street lights; and **Action TG**
 - 8) the County Council be contacted again about the signs outside of the petrol station which are obstructing the view of drivers as they leave the forecourt. **Action TG**
- 14) Resources Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting would be held on Thursday 22 October 2015.

Resolved that the report be noted.

- 15) Planning Committee – Prior to the meeting, the minutes of the meetings held on 1 September 2015 had been circulated to the Parish Council.

Resolved that the minutes be noted.

- ii) Drop-in and Chat – Councillor Gloria Lester-Stevens reported that the last drop-in and chat had been a very busy session and she had contacted County Councillor Kieron Mallon and District Councillors Christine Heath and Lynda Thirzie-Smart about the relevant issues. There had been a suggestion by a resident that there should be a skate park in the village, but there had not been a further follow-up response from the residents on this.

The Chairman asked the Parish Council whether the sessions could continue, as some of the sessions had been very quiet. Councillor Gloria Lester-Stevens felt that the Councillors should be accessible and that the Parish Council should continue with the sessions.

The next drop-in and chat sessions were being held as follows:

BLOXHAM PARISH COUNCIL

Saturday 12 September 2015 - Councillor Patricia Hopkins and Jenny Yates
Saturday 10 October 2015 – Councillors Andy Taplin and Jenny Yates

Resolved that the report be noted.

- iii) Jubilee Park Management Committee – The Chairman reported that there was a meeting of the Committee on Thursday 10 September 2015 and residents from the village had also been invited to attend and asked to join the Management Committee. It had to be agreed how the Committee would move forward and manage the building effectively.

Following the refurbishment, the Hall was looking very nice and ad-hoc bookings had increased. The second stage of the refurbishment would also be commencing, which involved building new changing rooms for the football team, an extended carpark and improvements to the play area.

The Parish Council discussed whether or not it should take back control of the Hall, if a new Management could not be established. However, it was felt that new volunteers should try to be recruited before the Parish Council took this step.

Resolved that the report be noted.

- iv) Role and Responsibilities Training – The Chairman reminded the Parish Council about the roles and responsibilities training which was being held on Saturday 26 September 2015 from 9.45am to 1.30pm at Godswell Park. If Councillors wished to attend, they should contact the Clerk.

Resolved that the report be noted.

- v) Parish Liaison Meeting – The Chairman reminded the Parish Council that the next Parish Liaison meeting was due to be held at Cherwell District Council on Wednesday 11 November 2015.

Councillor Jenny Yates would be attending the meeting and asked whether an item could be placed on the agenda relating to the role of Parish Councils in the planning process.

Resolved that:

- 1) the report be noted; and
- 2) a request be made to CDC for an item to be placed on the PLM agenda relating to the role of the Parish Councils in the planning process.

61/15 FINANCE

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

Resolved that:

- 3) the following accounts be approved for payment:

Payments	Amount	Cheque No.
Theresa Goss – Salary for September 2015	£724.18	899
Theresa Goss – Expenses for September 2015	£69.50	899

BLOXHAM PARISH COUNCIL

Katherine Mills – Salary for August 2015	£137.26	900
HMRC Payment for September 2015	£304.41	911
Oxfordshire County Council Pension Fund – Clerks Pension	£189.90	902
PW Fire – Supply and Jubilee Hall	£138.56	903
Geoff Mollard – Badger Fencing materials for Circular Walk	£41.00	904
Bruno Durate – Various works in the village	£435.57	905
Community Spirit Partnership CIC – BNDP	£975.00	906
Friends of St Mary’s Bloxham = Christmas Tree Festival	£30.00	907
Aplins –Legal Fees for the transfer of The Slade	£2785.60	908
Nigel Prickett – Grass Cutting for July 2015	£774.00	909
Tony Burton Consulting – BNDP	£1000.00	910
N Prickett – Grass Cutting for Aug 2015	£774.00	912
J Yates – Rail fare to training course	£74.80	913

- ix) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 7 September 2015 for the Bank of Ireland bank accounts.

Resolved that the bank reconciliation be noted.

62/15 VILLAGE MATTERS

- i) Bloxham Recreation Ground Trustees/Play Provision Questionnaire – The Chairman reported that a further meeting would be arranged with the Trustees and members of the Jubilee Park Management Committee to discuss the improvements to the play equipment at both the Jubilee and The Recreation Ground

Resolved that the report be noted and a meeting be arranged with the Trustees. **Action TG**

- ii) Recycling Services – The Parish Council did not wish to comment on the consultation process.

Resolved that the report be noted.

- iii) Circular Walk – The Chairman reported that the kissing gates were currently being installed and the Walk would be opened at the end of September 2015. An official launch of the Walk would be held, starting at the Joiners Arms and further details would be published nearer the time. Pete Smith would be asked to officially open the Walk on the day of the launch.

Resolved that the report be noted.

- iv) Milton Allotments – The Chairman reported that there were a number of plots which had become available in Milton. If any residents were interested in taking on a tenancy for a plot, they should contact the Clerk to the Parish Council.

Resolved that the report be noted.

- v) Village Groups – Councillor Gloria Lester-Stevens reported that the Thursday Club was still struggling to sort out its transport issues for those who attended. It was noted that earlier in the meeting it had been agreed to form a small sub-group to look into the transport issue further.

BLOXHAM PARISH COUNCIL

Resolved that the report be noted.

- vi) The Slade – Prior to the meeting, Councillor Stephen Phipps had circulated a report advising how the Slade was progressing. Now that the Slade was in the ownership of the Parish Council, applications had been made for grant funding and a TOE2 assessment had been completed. The outcome of the TOE2 application was awaited to enable work to commence.

Resolved that the report be noted.

- vii) Red Lion – Councillor Sue Slater reported that the Red Lion was still up for sale but the second interim moratorium which had been placed on it, remained in force until 20 January 2016. Therefore, it could not be sold until after this date.

The Steering Group had instructed a surveyor to look at the building to enable the ongoing negotiations with Fullers to continue. Updates on the Red Lion Hub were available on the Red Lion web site.

Resolved that the report be noted.

- viii) Youth Club – The Chairman reported that the Youth Club was due to reopen on Tuesday 8 September 2015. The container used by the Youth Club was still leaking, but Councillor Tom Smith would be looking at how this could be repaired cost effectively.

Resolved that the report be noted.

63/15 CORRESPONDENCE – There were no further items of correspondence.

64/15 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:

5 October 2015
2 November 2015
7 December 2015

(The meeting closed at 9.40pm)

MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS BLOXHAM ON MONDAY 5 OCTOBER 2015 AT 7.30PM

PRESENT: Councillor Geoff Mollard (Chairman); Councillors Robert Giles, Mary Groves, Patricia Hopkins, Gloria Lester-Stevens, Nick Rayner, Sue Slater and Jenny Yates.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer, John Groves BNDP Co-ordinator, Gillian Roberts (Co-opted member of the Parish Council's Environment Committee and Planning & Strategy Committee) and District Councillors Christine Heath and Lynda Thirzie-Smart. There were no members of the public present.

BLOXHAM PARISH COUNCIL

APOLOGIES: Apologies were received from Parish Councillors Stephen Phipps and Andrew Taplin and these were accepted. County Councillor Kieron Mallon also submitted his apologies.

Councillors Caroline Hone and Tom Smith were not present.

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.

65/15 DECLARATIONS OF INTEREST – There were no declarations of interest.

Resolved that the interests be noted.

66/15 MINUTES - The minutes of the meeting held on 7 September 2015 were taken as read and duly adopted and signed by the Chairman.

Resolved that the minutes be approved.

67/15 MATTERS ARISING FROM THE MINUTES 7 SEPTEMBER 2015

Minute Number Litter Picking 51/15 – Councillor Jenny Yates asked for clarification of the names of the litter pickers in the village and the areas that they covered. The Clerk agreed to contact Keith Bennett and then advise the Parish Council in due course. **Action TG**

Resolved that the report be noted.

68/15 RESIDENTS' ISSUES – There were no members of the public present at the meeting.

District Councillor Chris Heath reported that the new LED street lights around Strawberry Hill, Lawrence Leys and Schofields Way were not very bright and residents couldn't see the kerbs outside of their homes. There appeared to be more street lights in Lawrence Leys and residents would like more lights in Schofields Way. The County Council had already been approached about additional street lighting in the village and if this was to be installed, then the cost would have to be met by the Parish Council. The Clerk agreed to contact the County Council and obtain a quote for a new street light on Schofields Way. **Action TG**

Councillor Gloria Lester-Stevens reported that the stone and brick from the collapsed bridge on Tadmarton Road had still not been taken away by the County Council. In addition, the overflow from the brook in Painters Close, was blocked by a pile of rubbish blocking the overflow and there was also shrubs/trees further down in the brook too. **Action TG**

Councillor Robert Giles asked about the issues in Little Green. The road markings had now been reinstated but there was no update on the disabled bay or the residents parking bay.

Councillor Mary Groves reported on the problems with parking on Stone Hill. The residents of Stone Hill were very upset about the parking on the pavements, which caused hazards as well as destroying the pavements. Where the road narrows, it was a particular problem because the bin lorries had to mount the pavements which increased the damage which was being caused. There were also a number of businesses in the area whose employees parked on Stone Hill, as well customers at the shops and it made parking for residents very difficult.

BLOXHAM PARISH COUNCIL

The residents had asked if there could be some parking restrictions and no parking notices on Stone Hill, especially around the area where the road narrows.

The Chairman was aware of these problems and the Parish Council sympathised with the residents. However, this was a matter for the County Council's highways officers, therefore the Parish Council would pass on this information to them. The Clerk would also ask the village PCSO to monitor the area as well as contacting Cherwell District Council about the issue of the bins lorries mounting the pavement. **Action TG**

Resolved that the report be noted.

69/15 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.

District Councillor Chris Heath reported that she would be chasing up David Peckford at Cherwell District Council (CDC) on the progress with the Bloxham Neighbourhood Development Plan (BNDP). CDC had written to acknowledge receipt of the BNDP, but there were no indications of timescales about how it would be progressing. Therefore, the Clerk would be contacting Adrian Colwell to ask for clarification on the time scales and schedule for the next stages of the Plan. **Action TG**

It was also reported that with regard to the Yeomans' garage application, a new plan had been submitted, but out of date documents had been submitted to PINS. PINS were now chasing CDC for the conservation plan and a copy of BNDP. CDC's reply to PINS had been that the BNDP was out of date, however the documents they were referring to were from 2014.

The statement of case had been submitted on 6 August 2015, therefore at that time, CDC should have been aware that the BNDP had changed significantly since 2014 and that up to date documentation was readily available to CDC, if their officers had checked.

Councillor Jenny Yates advised that she and Councillor Sue Slater had a meeting with John Westerman, scheduled for Wednesday 7 October 2015 and would be making him aware of this issue and many others which the Parish Council had with CDC and in particular, the Planning officers.

The Parish Council highlighted once again, their frustration with CDC and that officers did not appear to communicate with each other nor be aware of what was going on.

The Parish Council felt that something more formal needed to be done, as the service CDC provided appeared unprofessional.

It was considered that a list of items which CDC had got wrong or failed to address should be collated and submitted to the Chief Executive. It was felt that the perceived poor level of competency of some officers at CDC did not appear to be effectively addressed by senior management. However, it was felt that in the first instance, John Westerman should be made aware of the problems and he would hopefully look into them.

Councillor Jenny Yates raised the issue, addressed within County Councillor Kieron Mallon's report, regarding the potential closure of the children's centres, including Butterfly Meadow which was a centre that served the village. The Parish Council agreed to give its support to keeping the centre open and Councillors Mary Groves and Sue Slater would visit the centre and see how the Parish Council could best show that support. Councillor Mary Groves highlighted that the centre supported

BLOXHAM PARISH COUNCIL

the most vulnerable people in this rural area and with the new developments, there would be a growth of young families coming in Bloxham.

County Councillor Mark Grey had spoken to the Chairman about whether the Parish Council would support the centre and he had proposed a meeting with the Parish Council shortly.

Councillor Mary Groves also highlighted the reference to the A361 in Councillor Mallon's report and that there was no mention of the issues with the width of the footpaths. The Chairman advised that the Banbury Guardian had been in contact with him following the report in the national newspapers and he would speak to them again about including an article relating to the A361. It was also reported that the pavements on Tadmarton Road were also dangerous.

Councillor Gloria Lester-Stevens reported again that the footpaths on Tadmarton Road had overhanging trees which needed to be cut back and that it was the responsibility of Sanctuary Housing. This matter could also be referred to the village PCSO if Sanctuary did not complete the necessary work.

Resolved that:

- 3) the reports be noted;
- 4) a list of issues which CDC have got wrong in the last 18 months be collated and be considered for submission, depending on the outcome of the meeting with Jon Westerman; **Action NR/JY**
- 5) Mary Groves and Sue Slater to speak to Butterfly Meadow Children's Centre and establish how the Parish Council could support the centre; **Action MG/SS**
- 6) the Clerk to contact Adrian Colwell with regard to the timescales for the BNDP;
- 7) a meeting with County Councillor Mark Grey be arranged about the closure of Butterfly Meadow; and **Action GM**
- 8) the village PCSO be contacted about the overhanging trees in Tadmarton Road, if Sanctuary did not complete the necessary works after being requested to do so. **Action TG**

70/15 PLANNING

xxii) A report on the planning applications considered by the Parish Council's Planning Committee and the decisions made by Cherwell District Council had been circulated to the Parish Council prior to the meeting and could be accessed by Councillors in Dropbox.

Resolved that the planning applications and decisions be noted.

xxiii) Planning Matters

- Meeting Victoria Prentis MP – Councillor Sue Slater reported that along with Councillor Jenny Yates she had met with Victoria Prentis on Tuesday 29 September 2015. They had asked her for clarification on the process once the BNDP had been adopted and also who would decide if an application met with the BNDP policies. They highlighted the lack of communication with CDC and that the Parish Council would like an input in terms of how BNDP would fit into planning process.

They also spoke about localism and Victoria Prentis suggested that the Parish Council should wait and see what happened at the end of the BNDP process.

Resolved that the report be noted.

BLOXHAM PARISH COUNCIL

- Planning applications on Milton Road (Miller Homes) – Councillor Sue Slater advised that there was no update on the application, except for the on-going issue with the advertising sign.

Resolved that the report be noted.

- Wellington Park, Barford Road (Bovis) – Councillor Sue Slater reported that the Parish Council was still pursuing matters with regard to the proposed footpath and ditch, amongst other issues on the site.

Resolved that the report be noted.

- Church Street, Bloxham (Taylor Wimpey) – Councillor Sue Slater reported that Parish Council's objection to this application would be submitted the following day.

Resolved that the report be noted.

The Chairman thanked Councillor Slater for her reports.

71/15 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP) – John Groves reported that the BNDP had been submitted on 11 September 2015. After 10 days there had been no reply, therefore John had contacted Shukri Masseri and had asked for a schedule of when the next stages would be implemented, but there had still not been any clarification.

The Chairman asked how long the Parish Council should remain patient with CDC before action was taken about their inefficiency.

Councillor Jenny Yates reported that the Hook Norton NP had been submitted to CDC in July 2014 and it was being considered by CDC for adoption that evening (5 October 2015).

The Parish Council felt that if these issues continued then, the Parish Council may consider speaking to the Press and highlighting the frustrations with CDC.

Councillor Jenny Yates asked District Councillors Christine Heath and Lynda Thirzie-Smart to speak to Adrian Colwell at CDC about the issues the PC was having regarding the BNDP. The Parish Council had concerns that if the Bloxham NP followed the same time scales as the Hook Norton Plan, developers would still be building whilst the delays were going on. The lack of communication was also very frustrating.

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

Resolved that:

- 1) the report be noted;
- 2) District Councillors to contact Adrian Colwell with regard to the BNDP process and the proposed time scales. **Action LTS/CH**

72/15 PARISH COUNCIL MATTERS

- xiii) Committee Minutes and Recommendations.

BLOXHAM PARISH COUNCIL

- 16) Environment Committee – The minutes of the Committee held on 30 September 2015 had been circulated to the Parish Council, prior to the meeting. The Chairman of the Committee, Councillor Nick Rayner highlighted the main points and asked for approval of the recommendations.

The next meeting was being held on 19 November 2015.

Resolved that:

- 9) the minutes and report be noted;
 - 10) the post of Village Caretaker be re-advertised; **Action NR/GM/KM**
 - 11) contact be made with Banbury Town Council to see if any of their employees are interested in the position; **Action TG**
 - 12) Sasha Barnes be contacted about the cost of a tree survey; **Action TG**
 - 13) John Wyatt be thanked for offering to supply a Christmas tree; and **Action GM/TG**
 - 14) Christmas lights be purchased and suitable trees be identified. **Action NR**
- 17) Resources Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next two meetings would be held on Thursday 29 October 2015 and Tuesday 9 November 2015.

Resolved that the report be noted.

- 18) Planning Committee – Prior to the meeting, the minutes of the meetings held on 22 September 2015 had been circulated to the Parish Council.

The next meeting was being held on Tuesday 6 October 2015.

Resolved that the minutes be noted.

- ii) Drop-in and Chat – Councillor Patricia Hopkins and Jenny Yates attended the last session. One person had attended and had thanked the Parish Council for facilitating in the resolving of the drainage issue on Courtington Lane.

The next drop-in and chat sessions were being held as follows:

Saturday 10 October 2015 – Councillors Andy Taplin and Jenny Yates

Saturday 14 November 2015 – Councillors Robert Giles and Geoff Mollard

Resolved that the report be noted.

- vi) Jubilee Park Management Committee – Prior to the meeting, Councillor Stephen Phipps had circulated a report to the Parish Council.

The Chairman reported that the Hall wished to purchase a projector, screen and other equipment at a cost of £810.00 which could be funded from Section 106 monies.

Resolved that:

- 1) the report be noted;
- 2) Councillors Stephen Phipps and Susan Slater be the Parish Council's representatives on the Jubilee Park Management Committee; and

BLOXHAM PARISH COUNCIL

- 3) the projector, screen and other equipment be purchased at a cost £810.00. **Action GM**
- vii) Oxon County Council's Town and Parish Councils Event – Prior to the meeting, Councillor Jenny Yates had circulated a report to the Parish Council. The main theme of the meeting was the County Council identifying issues which they would be passing down to Parish Councils to take over and in some instances fund.

Resolved that:

- 1) the report be noted;
 - 2) the potential impact of the issues highlighted at the event be discussed at the next meeting of the Parish Council. **Action TG**
- viii) Roles and Responsibilities Training – Prior to the meeting, Councillor Mary Groves had circulated to the Parish Council a report on the training event held on 26 September 2015. Councillor Groves felt that the training had been very useful and was a helpful refresher for Councillors who had attended previously, as well as those new Councillors who were attending for the first time. Councillor Mary Groves also produced a useful questionnaire that may provide useful information for Councillors who were not able to attend the training.

Resolved that the report be noted.

- ix) Parish Liaison Meeting – The Chairman reminded the Parish Council that the next Parish Liaison Meeting was due to be held at Cherwell District Council on Wednesday 11 November 2015.

Resolved that:

- 3) the report be noted; and
 - 4) Councillor Jenny Yates to attend the meeting on behalf of the Parish Council. **Action TG**
- x) Bloxham Church Yard – The Chairman and Councillor Jenny Yates reported that they had attended a meeting about the burial ground and approximately £30,000-£60,000 was needed by the Church to remove the rock to ensure that burials could continue at a reasonable cost. Currently there was no space left for the interment of ashes. The PCC was also applying to various funding bodies via Sir Tony Baldry.

Resolved that:

- 1) the report be noted; and
 - 2) consideration be given during the budget setting process, to whether the Parish Council could make a contribution to the project. **Action TG**
- xi) Banbury Rural Neighbourhood Meeting – The Clerk reported that Thames Valley Police Banbury Rural Neighbourhood Team was holding a meeting on Tuesday 15 March 2016 at 7pm in the Conference Room at Banbury Police Station and the Parish Council had been invited to attend.

Resolved that:

- 1) the report be noted; and
- 2) Councillor Mary Groves to attend the meeting on behalf of the Parish Council. **Action TG**

BLOXHAM PARISH COUNCIL

73/15 FINANCE

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

Resolved that:

- 4) the following accounts be approved for payment:

Payments	Amount	Cheque No.
Theresa Goss – Salary for October 2015	£632.39	918
Theresa Goss – Expenses for October 2015	£20.25	918
Katherine Mills – Salary for September 2015	£163.89	919
Katherine Mills – Expenses for September 2015	£3.69	919
HMRC Payment for September 2015	£250.25	920
Oxfordshire County Council Pension Fund – Clerks Pension	£189.90	921
Oxfordshire Playing Fields Association – Annual Subscription	£50.00	922
Buryhook Countryside Management – Gates and steps for the Circular Walk	£14,832	923
Viking – Stationery	£83.95	924
RoSPA – Play ground inspection	£92.40	925
Cherwell District Council – Emptying Dog Bins for Summer period	£1,921.92	926
NR Prickett – Grass cutting for September 2015	£774.00	927

- xi) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 5 October 2015 for the Bank of Ireland bank accounts.

Resolved that the bank reconciliation be noted.

- xii) Appointment of Internal Auditor 2015/2016 – Prior to the meeting, the Parish Council had received the letter of engagement from Arrow Accounting and this had been circulated to the Councillors.

Resolved that Phil Hood from Arrow Accounting be appointed as the Internal Auditor for 2015/2016. **Action TG**

74/15 VILLAGE MATTERS

- i) Play Provision – Councillor Jenny Yates reported that there had been a positive meeting on 29 September 2015, with two Recreation Ground Trustees, the Chairman, Councillor Sue Slater herself and Glyn Williams, the Chairman of the Jubilee Park Management Committee. Areas for the new play equipment had been identified at the Rec and Jubilee Park and now a brief would be put together for both of the sites and quotes would be obtained. It was hoped that the village could be consulted on the plans at the November session of the Drop-in and Chat and then the plans would be approved by the Parish Council in January 2016.

BLOXHAM PARISH COUNCIL

Resolved that the report be noted.

- ii) Circular Walk – The Chairman reported that the new kissing gates had all been installed, footpath markers had been put up and so too had the permissive path signs.

The Walk would be launched on Saturday 17 October 2015 at 10.30am and the meeting point was the Joiners Arms. It was hoped that Peter Smith would be officially opening the Walk and representative from TOE2, Grundon, Oxfordshire County Council and CDC had all been invited to attend.

Resolved that the report be noted.

- iii) Courtington Lane – The Chairman reported that a letter had been sent from the Parish Council to the resident who was parking their caravan on the grass verge in Courtington Lane. This item would be discussed again once the resident had received the letter and the situation would be monitored.

Resolved that the report be noted.

- iv) Bloxham Job Club – The Chairman reported that Bloxham Job Club would be launching on Saturday 9 October 2015 at 11am at the Baptist Church.

Resolved that the report be noted.

- v) Licensing Act 2003 and Gambling Act 2005 Consultations – The Parish Council considered the correspondence from Cherwell District Council but had no comments on their consultation.

Resolved that the "no comments" be made on the consultations regarding the Licensing Act 2003 and Gambling Act 2005.

- vi) Village Groups – Councillor Gloria Lester-Stevens reported that St Mary's Thursday Club still had issues with a lack of drivers, but there had been three village organisations who had expressed an interest in the village mini bus. Councillor Robert Giles reported that the Royal British Legion would also be happy to support the village mini bus.

Councillor Mary Groves reported that Bloxfest was looking at security for the 2016 event as well as organising fundraising activities. There would be a race night on Saturday 28 November 2015 at Jubilee Hall.

Resolved that the report be noted.

- vii) The Slade – Prior to the meeting, Councillor Stephen Phipps had circulated a report to the Parish Council. Improvements to the Slade were now being made and the Warden (Marie Jones) and her assistant (David Yates) had attended first aid courses. The Bloxham Beavers had recently enjoyed a visit and TOE2 grant funding had also been obtained.

Resolved that the report be noted.

- viii) Red Lion – Councillor Robert Giles reported that an inspection had been completed and it had valued the property at £300,000 and an offer of £320,000 would be justified. However the Steering Group had currently raised approximately £160,000.

BLOXHAM PARISH COUNCIL

The landlord at the Joiners Arms had made a bid, but until the moratorium had been lifted in January 2016, the sale could not go ahead.

Resolved that the report be noted.

- ix) Youth Club – The Chairman reported that a quote had been obtained for repairs to the Youth Club container and Councillor Tom Smith could provide the new metal sheeting for the roof. However, the interior insulation and the labour would cost approximately £700.

Resolved that the report be noted and the repairs be progressed. **Action GM**

75/15 CORRESPONDENCE – The Clerk circulated a copy of the CPRE's Countryside Voice.

Councillor Jenny Yates highlighted that the Parish Council had been copied into an email from Julie Jones at Warwickshire Fire and Rescue to Warriner School with regard to parking problems at the School.

76/15 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 November 2015
7 December 2015
4 January 2016
1 February 2016

77/15 Next Agenda

1. Annual Parish Meeting 2016
2. Dog Fouling in the village
3. Impact of the County Council devolving tasks to the Parish Council, both in manpower and budget terms.

(The meeting closed at 9.45pm)

MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS BLOXHAM ON MONDAY 2 NOVEMBER 2015 AT 7.30PM

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

BLOXHAM PARISH COUNCIL

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), John Groves BNDP Co-ordinator, Gillian Roberts (Co-opted member of the Parish Council's Environment Committee and Planning & Strategy Committee). There were three members of the public present.

APOLOGIES: Parish Councillor Robert Giles submitted his apologies because he had work commitments and these were accepted. Nick Rayner submitted his apologies because he was on holiday and these were accepted. District Councillors Christine Heath and Lynda Thirzie-Smart 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.

78/15 DECLARATIONS OF INTEREST

Minute Number 89/15 (i) - Resources Committee Minutes – Parish Council Grants – Under the Parish Council's Code of Conduct, Councillor Patricia Hopkins declared an interest in the Parish Council grants because she had submitted an application on behalf of the Senior Citizen's Club.

Resolved that the interest be noted.

79/15 MINUTES - The minutes of the meeting held on 5 October 2015 were taken as read and duly adopted and signed by the Chairman.

Minute Number 72/15 (iii) - Jubilee Park Management Committee – Councillor Stephen Phipps, who was not present at the last Parish Council meeting, regretted that members had felt it necessary to raise concerns about the lack of user group involvement in the Jubilee Park Management Committee. Councillor Phipps reminded the Parish Council that user groups had attended the AGM, and that three representatives from the user groups had attended the Committee meeting on 10 September 2015. It had also been agreed by the JPMC to have a smaller and more hands on Committee. Therefore, in his opinion, it was not fair to make this statement in view of the fact that a smaller committee had been agreed by the user groups' representatives who had attended the meeting.

Therefore, it was agreed to delete the final paragraph of this minute:

'The Parish Council highlighted its concerns about the apparent lack of involvement on the JPMC by the regular users of the Hall.'

Minute Number 74/15 (iii) – The Slade – Councillor Stephen Phipps felt that there should be a record in the Parish Council minutes with regard to the award of a grant from TOE2 for £9816. Therefore, it was agreed to include this in the minutes.

Resolved that the minutes be approved with the amendments above. **Action TG**

80/15 MATTERS ARISING FROM THE MINUTES 5 OCTOBER 2015

Minute Number 68/15 – Councillor Gloria Lester-Stevens reported that the concrete blocks which had been blocking the brook had been removed, however the stones had not been removed so it was still causing an issue.

Resolved that the report be noted.

BLOXHAM PARISH COUNCIL

81/15 RESIDENTS' ISSUES – Mr John Wyatt addressed the Parish Council and reported that the bollards which had been installed on Ells Lane, had been paid for anonymously. Mr Wyatt also reported that his latest polytunnel planning application had been withdrawn because CDC planning officers felt that the existing polytunnels were not being utilised to their full potential and only 5% of the produce could be sold to the public.

Mr Wyatt reported that he had applied for the further polytunnel so customers could stand in a dry area, however he needed to prove the 5% limit of sales to the public before he submitted a further planning application for an additional polytunnel.

Mr Wyatt advised that he always wanted to co-operate with the Parish Council and he was donating a holly tree to the village for Christmas. It would go up at the end of November. The Chairman thanked Mr Wyatt for donating the tree.

David Gibbard addressed the Parish Council with regard to the proposal for a village mini bus. Councillor Gloria Lester-Steven suggested that there should be a meeting with him and all those other interested parties in the village. Volunteers would be needed to run the mini bus, as well as take the bookings and a Committee would probably be established.

The Feoffees had stated that they would be willing to make a donation and so too had the Royal British Legion. County Councillor Kieron Mallon had also pledged to support the project. Councillor Gloria Lester-Stevens would contact Mr Gibbard and make the arrangements for a meeting. **Action GLS**

Councillor Jenny Yates had been contacted by a resident with regard to the poor access to pavements due to cars being parked on them and the problems users of mobility scooters had negotiating the pavement, particularly in Church Street near The Loft. Cars were often parked on the pavement on both side of the road. This was an issue in many areas of the village and would be reported to Thames Valley Police. A note asking residents to park considerately, would also be included in the Broadsheet. **Action TG**

82/15 JUBILEE PARK MANAGEMENT COMMITTEE – Prior to the meeting, Councillor Stephen Phipps circulated a report to the Parish Council and he had also included the minutes of the previous meetings of the Committee.

The key issue to be addressed were the employees of the Hall. Angela Morris was the new Booking Clerk from 1 November 2015 and there would be a meeting with the Caretaker to discuss his duties. James Henderson had resigned from the Committee due to his family and work commitments.

Councillor Phipps advised that the Committee would like a car park extension to compliment the newly refurbished Hall and additional lighting outside of the Hall was also required. There was also an on-going joint project with the Recreation Ground Trustees to replace equipment and enhance the playground facilities at Jubilee Park and at the Recreation Ground.

There were day to day maintenance repair works which needed to be completed and unfortunately, the Hall was not being left in the clean state in which hirers had found it. There was a process in place to withhold deposits, so it was envisaged that those would be used to pay the cleaner, as and when necessary.

Councillor Susan Slater was now also a member of the Committee. Councillor Slater had previously completed a lot of work on the Constitution of the Committee and also the lease and would be continuing to carry out further work on this.

BLOXHAM PARISH COUNCIL

Councillor Phipps reported that Glyn Williams, who was in attendance at the meeting, was the Acting Chairman of the JPMC and he supported the proposed new sports pavilion and within the current building, possibly converting the changing rooms into meeting rooms.

With regard to an extended car park, the Committee would like to address this now, rather than waiting for a new pavilion to be built. This had been covered in details in Councillor Phipps' report, which also included a plan of the proposed new car park area. The costs would be approximately £12,000 to £13,000 for 10 additional spaces.

Councillor Jenny Yates asked what action had been taken with regard to the Dewey Hall users parking their vehicles in the Jubilee Hall car park. Councillor Phipps advised that as the new Committee had only recently been established, this had not been addressed as yet. However, lorries and other vehicles had been asked to move when he had been on the Jubilee site, if they had not parked properly and the drivers were not attending Jubilee Hall.

It was also highlighted that Bloxham School were still not effectively policing their users and where they were parking. The Jubilee car park needed to be policed more in the future but it was felt that members of the Committee should not be enforcing where people parked, as this left them open to abuse from the drivers, which had also happened on previous occasions.

There was a meeting with Bloxham School on 30 November 2015 and this issue would be discussed again. It was also suggested that increased signage might help the situation or some spaces could be coned off for the regular users, such as the WI,

With regard to the funding for a car park extension, the use of Section 106 monies would be investigated.

Councillor Phipps advised that funding could possibly be obtained from other sources, but permission to progress this project was required from the Parish Council, in the first instance.

Councillor Jenny Yates highlighted her concern about the impact the proposed new car park would have on the new pavilion. Also in the Neighbourhood Plan, the Steering Group had worked hard on maintaining green space, but green space would be taken up for the new car park. The BNDP had allowed for the expansion of Hall, but not at the detriment of anything else. Therefore, care would be needed not to encroach too much on the green space.

Resolved that:

- 1) the report be noted;
- 2) further investigations be made into funding a car park extension for Jubilee Hall and this be reported back to the Parish Council, before a decision is taken. **Action SP**

83/15 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Prior to the meeting, County District Councillor Lynda Thirzie-Smart had circulated her report to the Parish Council.

There were no reports from County Councillor Kieron Mallon and District Councillor Christine Heath.

The Parish Council thanked District Councillor Lynda Thirzie-Smart for asking District Councillor Michael Gibbard at the Cherwell District Council (CDC) meeting, whether the BNDP would take as long as the Hook Norton Plan to be processed and he had confirmed that it most probably would. The

BLOXHAM PARISH COUNCIL

Hook Norton Plan had taken over 15 months to be processed and this raised concerns for the BDNP Steering Group and the Parish Council.

Councillor Jenny Yates also reported that Councillor Lynda Thirzie-Smart had been asked to raise a question at the CDC meeting regarding planning conditions and why they were not enforced. However, Councillor Thirzie-Smart had not been able to ask this question, therefore the Parish Council would provide a detailed question and ask her to pursue it.

District Councillor Lynda Thirzie-Smart was also asked to pose a question to Thames Valley Police, but as there was not enough time at the CDC meeting, Councillor Thirzie-Smart had forwarded the question to the relevant officer to send onto the Police.

Resolved that the report be noted.

84/15 PLANNING

xxiv) A report on the planning applications considered by the Parish Council's Planning Committee and the decisions made by Cherwell District Council had been circulated to the Parish Council prior to the meeting and could be accessed by Councillors in Dropbox.

Resolved that the planning applications and decisions be noted.

xxv) Planning Matters

- 14/01017/OUT, Milton Road (Miller Homes) – Councillor Susan Slater reported that the advertising board was not going ahead on Barford Road, but there would be two on Milton Road

Resolved that the report be noted.

- 14/01634/REM, Land to the rear and north of 29 to 33 Quarry Close, Bloxham (Miller Homes) – Councillor Susan Slater reported that Miller Homes had applied for a discharge of conditions and a variation of conditions. Therefore, the Parish Council was querying why they wanted to vary the conditions relating to the types of material as they were imposed at the appeal. The discharge of conditions was with regard to the landscaping.

Councillor Tom Smith reported that he hoped the land would be scanned as it could be an archeological site. However, there was a condition relating to this and the Parish Council needed to ensure that it was met.

Resolved that the report be noted.

- 14/00761/REM, Wellington Park, Barford Road (Bovis) – Councillor Jenny Yates reported that CDC had checked the boundary and where it had been measured at 62 Aldous Drive, to number 63 (in the bank of three properties) was 17m. This was correct and the gardens were about 11 metres. However, the boundary line was not correct when it was compared to the plan and other measurements did not look correct either.

Tom Plant at CDC would be monitoring the situation and he had advised that the current boundary line was in place to avoid the tree canopies, but this didn't address why the buildings did not appear to be in correct place.

BLOXHAM PARISH COUNCIL

There were also on-going issues with a lack of on-site road sweeping and wheel washing and it was noted that wheel washing was actually taking place on the Barford Road. However, Bovis had assured the Parish Council that any mess or debris would be cleared up and the site team would now have a road-brush operative as well as wheel washing on-site.

Resolved that the report be noted

- 15/01528/F, Church Street, Bloxham (Taylor Wimpey) – Councillor Susan Slater reported that the Parish Council had submitted its objection to this application. In addition, the Design and Conservation Officer at CDC and Education Officers at Oxfordshire County Council had also objected to the application.

Resolved that the report be noted.

- 15/00908/F, 30 Brookside Way, Bloxham (Taylor William Developments Ltd) – Councillor Susan Slater reported that there was no update relating to this application.

Resolved that the report be noted.

- 15/01090/F, The Bungalow, Cumberford Hill (Inglenook Properties) – Councillor Jenny Yates reported that the appeal relating to the original application, had been dismissed by the Inspector and planning permission had been refused.

The second planning application which had been submitted to CDC, had also been objected to by Parish Council. Councillor Yates had already met with CDC and would be asking District Councillor Chris Heath to 'call in' the application to CDC's Planning Committee and also request that they carried out a site visit.

Resolved that the report be noted.

- Meeting with Jon Westerman, Development Services Manager at Cherwell District Council – Councillor Susan Slater and Jenny Yates reported that they had a positive and encouraging meeting with Jon Westerman and hoped that relations with CDC would now improve.

Also at the meeting, he answered a number of questions which the Parish Council had asked some time ago.

Resolved that the report be noted.

The Chairman thanked Councillor Slater for her reports.

- 85/15 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP)** – John Groves reported that he had attended a meeting with Councillors Jenny Yates and Susan Slater that afternoon, along with two officers from CDC. He circulated information on a number points which had been raised by CDC with regard to the BNDP, which had been submitted in September 2015.

John gave information on the problems which had arisen, especially in relation to the Policy BL2, the options which were available to the Parish Council and the possible outcomes.

BLOXHAM PARISH COUNCIL

It was highlighted that the independent examiner contracted by the Parish Council to review the BNDP, had reported that CDC had let the Parish Council down, by not coming back on concern regarding Policy BL2 before now.

John felt that the BNDP should be changed as requested by CDC and it needed to be re-submitted shortly.

The Councillors and the Clerk discussed the option of giving a small group of Councillors, delegated authority to amend and re-submit the Plan. However, it was felt that a special meeting of the Parish Council should be arranged for Tuesday 17 November 2015 at 7.30pm, to review and approve the amended Plan for submission to CDC.

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

Resolved that:

- 3) the report be noted;
- 4) Councillors Jenny Yates, Stephen Phipps, Sue Slater and Geoff Mollard be given the authority to consider the options available and make recommendations to the Parish Council; and
- 5) a special meeting of the Parish Council be held on Tuesday 17 November 2015 at 7.30pm to approve the Plan. **Action TG**

86/15 PARISH COUNCIL MATTERS

xiv) Committee Minutes and Recommendations.

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

The next meeting was being held on 19 November 2015.

Resolved that the report be noted.

- 20) Resources Committee – The minutes of the meeting held on Thursday 29 October 2015 had been circulated to the Parish Council.

The next meeting was being held on Tuesday 10 November 2015.

Resolved that:

- a) the report be noted;
- b) the Asset Register not be reviewed at this time;
- c) the amendments to the Risk Register, as detailed in the Resources Minutes (29 October 2015) be approved;
- d) the Review of the Effectiveness of Internal Audit for 2014/2015 be approved;
- e) the Safeguarding Policy for 2015/2016 be approved; and
- f) the Safeguarding policy be forwarded to Marie Jones at The Slade.
- g) the following grant applications for 2016/2017 be approved:

Organisation	Grant
Royal British Legion	£400

BLOXHAM PARISH COUNCIL

Youth Club	£500
Bloxham Senior Citizen's	£300
Bloxham Boys Brigade	£700
First Bloxham Scout Group	£499.90
St Mary's Parish Rooms	£700
Bloxham St Mary's Thursday Club	£1500
Bloxham Village Museum	£1500
Ellen Hinde Hall	£1000
Bloxham Pre-School	£692.40
Bloxham Flower Club	£450
Jubilee Park Management Committee	£3000
Recreation Ground Trustees	£2500
Bloxfest	£2000
St Mary's Church	£2500
Church Clock (Alan Griffin for maintenance)	£150
St Mary's Church (Church Steeple floodlighting)	£250
Total	£18,642.30

- h) the following grant applications for 2016/2017 were not approved:

Organisation	Grant
Bloxham Football Club	£1809.46
Home Start	£625

- i) the funding for Village Minibus Scheme be discussed when further information is available.

- 21) Planning and Strategy Committee – Prior to the meeting, the minutes of the meetings held on 6 & 20 October 2015 had been circulated to the Parish Council.

Resolved that:

- a) the minutes be noted; and
 - b) it be noted that, the Parish Council made no comments on the extension to Christopher Rawlins Primary School in Adderbury.
- ii) Drop-in and Chat – Prior to the meeting, a report from the last session had been circulated to the Parish Council by Councillor Jenny Yates and Andy Taplin.

The next drop-in and chat sessions were being held as follows:

Saturday 14 November 2015 – Councillors Robert Giles and Geoff Mollard
 Saturday 12 December 2015 (including exhibition for design briefs for play areas) - Councillors Jenny Yates and Robert Giles

Resolved that:

- 1) a request be made to ask OCC for a sign to be placed on Barford Road advising drivers of an entrance just around the corner to Westbourne Court; **Action TG**
- 2) parking outside the Old Bakery in the designated Bus Lane, which then blocks the vehicular access to the house be reported to Thames Valley Police; **Action TG**

BLOXHAM PARISH COUNCIL

- 3) all High Street shops be contacted and ask that they speak to their delivery drivers/companies highlighting that early morning deliveries are an issue on both noise and air pollution levels; **Action TG**
 - 4) following a vehicular accident that had occurred at the Courtington Lane junction on Friday 9 October 2015, Thames Valley Police be asked for information on all reported accidents in the village and their location for the past 6 months; **Action TG**
 - 5) Thames Valley Police (TVP) be asked if the speed camera in the village is active and request that they position speed camera vehicles at the entrances to the village; **Action TG**
 - 6) 'All Safe Scaffolding' be contacted about their vehicles using Chapel Street and Humber Street to gain access to the A361; **Action GM**
 - 7) OCC highways be contacted regarding enforcement of times of access and routes taken by 'All Safe Scaffolding' should they not respond to the approach by the Chairman; **Action TG**
 - 8) it be noted that, on the first day of term at Bloxham School, 35 vehicles were noted exiting Rose Bank, and this be raised with Bloxham School at the meeting on 30 November 2015; **Action JY/GM**
 - 9) an article about the increase in dog mess in the village be included in the Broadsheet and on-line; **Action TG**
 - 10) the County Council be contacted and advised that on Old Bridge Road, the barriers are allowing a build-up of debris and due to their location, are preventing water from draining away; and **Action TG**
 - 11) a letter be sent to Mr Facon asking if he has any knowledge of dogs being kept in the barns at the back of the Primary School, which bark excessively at night. **Action TG**
- xii) Oxfordshire County Council (OCC), Devolving of Responsibilities – Councillor Jenny Yates reported that OCC were intending to devolve some of its responsibilities to Parish Councils. Therefore the Parish Council needed to decide which of the services it would be able to continue to provide. The County Council would be meeting its statutory requirements, but nothing over and above that.

Councillor Yates suggested that a Working Party be set up to look at the matter and assess the feasibility, before making a budget request. However, as there was a meeting with OCC on Monday 9 November 2015, it was felt once more details were known, a Working Group should be set up at that point.

Services which would be affected included grass cutting, drainage, clearing gullies, loss of Children's services (Butterfly Meadows) in the village and loss of grants to community groups providing services to the elderly. Further details could be found on the Parish Council website

Resolved that the report be noted.

- xiii) Annual Parish Meeting 2016 – The Clerk reported that a date needed to be agreed for the Annual Parish Meeting in 2016.

Resolved that the Clerk to liaise with the Chairman and Vice-Chairman with regard to a date and venue for the Annual Parish Meeting 2016. **Action TG**

87/15 FINANCE

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

BLOXHAM PARISH COUNCIL

Resolved that:

- 5) the following accounts be approved for payment:

Payments	Amount	Cheque No.
Theresa Goss – Salary for November 2015	£632.39	929
Theresa Goss – Expenses for November 2015	£14.85	929
Katherine Mills – Salary for November 2015	£219.43	930
TOE2 – Third party grant funding for The Slade	£1131.73	931
Alan Mole – Stationery for the Circular Walk	£21.34	932
Geoff Mollard - Chipped stone for kissing gates for Circular Walk	£25.88	933
Complete Weed Control – Second weed killer application	£558.00	934
HMRC Payment for November 2015	£228.65	935
Oxfordshire County Council Pension Fund – Clerks Pension	£189.90	936
Technique Print Group – Circular Walk Leaflets	£715.00	937
Cherwell District Council – Road Closure for Remembrance Day	£91.92	938
Jubilee Park Management Committee – Reimbursement for Dog Bin	£206.40	939
St Mary's Parish Room – Room Hire	£240.00	940
Bloxham Mill Ltd – Room Hire	£54.00	941
Geoff Mollard – Ink cartridges	£25.08	942

- 6) the following payment which had made since the last meeting be noted:

Payments	Amount	Cheque No.
D Harris – Plants for the Village Planters	£67.46	928

- xiv) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 2 November 2015 for the Bank of Ireland bank accounts.

Resolved that the bank reconciliation be noted.

- xv) The Slade – Prior to the meeting, Councillor Stephen Phipps had circulated a report with regard to the Slade. The report had details on the funding which has been obtained for the Slade, from New Homes Bonus (£10,000), TOE2 grant (£9,816) and Oxfordshire County Council (£5,000). The Parish Council had also been budgeting for the transfer for a number of years.

Resolved that:

- 1) the third party TOE2 funding of £1,131.31 be deducted from the £10,000 New Homes Bonus which has been allocated to The Slade;
- 2) approval be given for the Responsible Financial Officer together with Councillor Stephen Phipps, to action payments and then to submit and claim these monies back from the Toe2 Grant; **Action TG/SP**

BLOXHAM PARISH COUNCIL

- 3) the Financial Regulations to be formally amended in January 2016 to reflect 2) above and this be discussed in more details at the Resources Committee; **Action TG**
- 4) reports be submitted to the monthly Parish Council meetings on progress, payments and TOE2 claims relating to The Slade; **Action SP**
- 5) a process for dealing with the Parish Council considering making grant applications and third party funding be agreed; and **Action TG**
- 6) the legal fees for The Slade be paid for from the Parish Council's budgets as funds have been carried over for a number of years, due to the long delays with the transfer. **Action TG**

88/15 VILLAGE MATTERS

- x) Play Provision – Councillor Jenny Yates reported that quotes were currently being obtained for additional/new play equipment in the Recreation Ground and at Jubilee Park. The designs would be displayed at the Ex-Serviceman's Hall at the Parish Council's Drop in and Chat on 12 December 2015 for the public to comment.

Resolved that the report be noted.

- xi) Butterfly Meadow Children's Centre - Councillor Mary Groves reported that along with Councillor Susan Slater, she would be attending a meeting on 24 November 2015 to find out more about the proposed closure and how the Parish Council could support the Centre.

Resolved that the report noted.

- xii) Dog Fouling – Councillor Jenny Yates reported that dog fouling was again becoming an issue in the village, especially at Jubilee Park and the Recreation Ground.

The Parish Council felt that this should be discussed further at the Environment Committee and if the problem persisted, then a decision might have to be made with regard to asking residents to keep their dogs on a lead at Jubilee Park, or perhaps have a ban on dogs in Jubilee Park altogether.

Resolved that:

- 1) this item be deferred to the next meeting of the Environment Committee on 19 November 2015; and **Action TG**
 - 2) a notice be included in the Broadsheet and on the Broadsheet web site asking residents to clean up after their pets. **Action TG**
- xiii) Circular Walk – The Chairman reported that the launch had been very successful and additional signage was being provided to direct walkers around the correct route.

Resolved that the report be noted.

- xiv) Street Naming - Due to the lateness of the hour, the Chairman asked the Parish Council to defer this item to the next meeting of the Parish Council.

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

BLOXHAM PARISH COUNCIL

- xv) Land at Queen Street – Due to the lateness of the hour, the Chairman asked the Parish Council to defer this item to the next meeting of the Parish Council.

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

- xvi) Village Groups – Councillor Gloria Lester-Stevens reported that the St Mary's Thursday Club would no longer be receiving its annual funding of £4500 from the County Council, because it was being withdrawn in September 2016 as part of the OCC proposed cuts. Therefore, unless additional funding was sourced there was a possibility that the Club would be closed. If this happened, it could have a devastating effect on those elderly and vulnerable people who regularly attend.

Resolved that the report be noted.

- viii) Remembrance Day – The Chairman reported that the Remembrance Service was being held on Sunday 8 November 2015. The maroons and rockets had been delivered, the Road Closure had been granted and Councillor Tom Smith would be arranging the signage for the road closure.

Resolved that the report be noted.

- xvii) Red Lion – Prior to the meeting, Councillor Robert Giles had circulated a report advising that Mark and Sandra Page from the Joiners Arms, wished to purchase the Red Lion and had asked the Steering Group to write a letter to Fullers advising that they had no objection to them making the purchase and starting negotiations prior to January 2016. However, before doing so, the Steering Group had asked those who had made financial pledges to confirm whether or not they were happy for the Group to take this action and write the letter. The deadline for contacting the Steering Group was 8 November 2015.

Resolved that the report be noted.

- xviii) Youth Club – The Chairman reported that the roof on the container had been repaired and air vents would be made in the container to help with the issue of internal condensation.

There were currently 7 members attending the Youth Club and the age range was being changed to include Year 7 children through to 16 years old.

Resolved that the report be noted.

89/15 CORRESPONDENCE – There were no items of correspondence to be circulated to the Parish Council.

90/15 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:

7 December 2015
4 January 2016
1 February 2016

BLOXHAM PARISH COUNCIL

91/15 Next Agenda

1. Additional First Aid Courses
2. Annual Parish Meeting 2016
3. Street Naming
4. Land in Queens Street
5. Butterfly Meadow Children's Centre

(The meeting closed at 9:50pm)

MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS BLOXHAM ON MONDAY 7 DECEMBER 2015 AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), John Groves BNDP Co-ordinator, Gillian Roberts (Co-opted member of the Parish Council's Environment Committee and Planning & Strategy Committee), County Councillor Kieron Mallon, District Councillors Christine Heath and Lynda Thirzie-Smart and two members of the public.

Also present were Members of the Jubilee Park Project Team; Mike Davy, Mike Morris, Ian Holroyd and Glyn Williams, Acting Chairman of the Jubilee Park Management Committee.

APOLOGIES: Parish Councillor Robert Giles submitted his apologies because he had work commitments and these were accepted. Councillor Andrew Taplin submitted his apologies because he was on holiday and these were accepted.

Councillor Tom Smith was not present.

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.

92/15 DECLARATIONS OF INTEREST – There were no declarations of interest.

Resolved that the report be noted.

93/15 MINUTES - The minutes of the meeting held on 2 November and 17 November 2015 were taken as read and duly adopted and signed by the Chairman.

Resolved that the minutes be approved.

94/15 MATTERS ARISING FROM THE MINUTES 2 NOVEMBER 2015 AND 17 NOVEMBER 2015

BLOXHAM PARISH COUNCIL

Minute Number 81/15 – Residents Issues – Councillor Gloria Lester-Stevens reported that a meeting had been arranged for 15 January 2016 at 7pm at Jubilee Hall for those interested in the village transport project.

Resolved that the report be noted.

95/15 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Prior to the meeting, County District Councillor Lynda Thirzie-Smart and County Councillor Kieron Mallon had circulated their reports to the Parish Council.

District Councillor Christine Heath reported that Cherwell District Council's (CDC) Planning Committee would be having a site visit to the Yeoman's garage site (15/01090/F, The Bungalow, Cumberford Hill, Bloxham - Inglenook Properties) and it was being held at 2.45pm on Thursday 17 December 2015, immediately prior to the CDC Planning Committee meeting.

Councillors Jenny Yates and Sue Slater asked Councillor Heath to check on the progress of the site management plan with regard to the Miller Homes development on Tadmarton Road (14/01017/OUT).

Councillor Jenny Yates asked Councillor Heath to check with Caroline Ford and Linda Griffiths with regards to the Miller Homes development on Milton Road and the Bovis development on Barford Road. Amongst other issues, there had been changes to the layouts and they were still not available the web site.

Councillor Gloria Lester-Stevens asked Councillor Lynda Thirzie-Smart if she would attend the Planning Committee on 17 December 2015 and support the Parish Council's objection to the application at The Bungalow, Cumberford (15/01090/F). Councillor Lynda Thirzie-Smart advised that she would try to attend the meeting, but it would normally be a working day for her.

Resolved that the reports be noted.

96/15 BUTTERFLY MEADOW CHILDREN'S CENTRE – Prior to the meeting, Councillors' Mary Groves and Sue Slater had circulated a report following a meeting which she had attended with Councillor Sue Slater, with regard to the proposed closure of Butterfly Meadow Children's Centre.

Councillor Kieron Mallon advised that the consultation as still on-going with regard to the closure of the children's centres in the County. He reminded the meeting that Butterfly Meadow was on the site of Bloxham Primary School and there had been a number of meetings held at the School to look at the universal provision of services, which included the statutory provisions and non-statutory provisions. At the moment, it appeared that the funding of the non-statutory provisions would be withdrawn.

The Primary School was keen for the space to be used as effectively as possible and to see Butterfly Meadow become a local hub for the provision of services for children and young people from birth to 19 years old and would possibly seek support from the Parish Council in the form of a grant. Butterfly Meadow had prepared a draft budget and had also identified the future costs of this project.

Councillor Mary Groves felt that there needed to be coordination in the village because there were different groups, providing a wide range of services and it made sense to pool resources when money was tight.

Councillor Mallon advised that there would be a meeting in the New Year and the Chairman and Vice Chairman of the Parish Council would be invited to attend.

BLOXHAM PARISH COUNCIL

Councillor Jenny Yates asked how it's funding fitted with the existing school funding. Councillor Mallon advised that funding for the proposed Hub, would be separate to the school funding and would be a stand-alone facility. He also suggested that the Parish Council could put some funds into its budget for 2016/2017.

A user of the Centre reported that Butterfly Meadow had been set up about 6 years ago. It was a 'stay and play' and this was one of the non-statutory provisions having its funding withdrawn. The Centre provided support for young and lone parents, as well as breast feeding support. Parents stayed with their children during the day time sessions and more information was available on the Butterfly Meadow web site.

Councillor Gloria Lester–Stevens felt that there should be universal provision for children, but as there was an aging population, the County Council should not be cutting the funding for the elderly. Their lunch clubs were being closed and the elderly desperately needed this support, as well as a safety net to ensure that they did not get into difficulties.

Councillor Mallon acknowledged that funding for the elderly was being cut, but unfortunately everything which was a non-statutory provision would be affected by the funding cuts and the County Council had to present a balanced budget in February 2016.

Resolved that:

- 1) the report be noted; and
- 2) the Chairman and Vice-Chairman to attend a meeting in the New Year, with Councillor Mallon and representatives from Butterfly Meadow with regard to the proposed Hub. **Action KMALLON**

District Councillor Chris Heath left the meeting at this point.

97/15 JUBILEE HALL – The Chairman reported that the Jubilee Park Project Team had been invited to the Parish Council meeting to discuss proposed future developments at Jubilee Park and how this might or might not proceed.

There were two separate issues; one was the request for an extension to the car park and the other was the proposed future development of a new recreational facility at the Park.

There was a general discussion and the Chairman suggested that there should be a meeting in the New Year with all parties to discuss how the proposed new project could either move forward or be abandoned.

Resolved that:

- 1) the report be noted; and
- 2) a meeting be arranged in the New Year with the Parish Council, JPMC, the Project Team and other interested parties, including the Football Club. **Action TG**

98/15 JUBILEE PARK MANAGEMENT COMMITTEE (JPMC) – Prior to the meeting, Councillor Stephen Phipps had circulated a report to the Parish Council. Councillor Phipps highlighted the request from the Committee for funds from the Parish Council for an extension to the Jubilee Park car park.

BLOXHAM PARISH COUNCIL

A formal request had been received from the Chair of the Jubilee Committee for finance of £13,000 or part finance of £8000 from the Parish Council, but after discussion it was decided to refer the matter to the Resources Committee for a recommendation to the Parish Council.

It was suggested that the Parish Council should look at all the potential sources of funding and agree whether or not to proceed with supporting the expansion of the Jubilee Park Hall car park, when relevant costs and schedule for the work were submitted at a future meeting of the Parish Council.

Councillor Sue Slater also reported that the Parish Council could not have two Councillors on the JPMC, therefore Councillor Slater would now be Parish Council's representative.

Resolved that:

- 1) the report be noted;
- 2) Councillor Sue Slater be the Parish Council's representative on the JPMC; and
- 3) potential funding for the car park extension be investigated and it be discussed at a future meeting of the Parish Council. **Action Resources Committee**

99/15 RESIDENTS' ISSUES – The Clerk reported on the three residents issues.

1. No parking signs on grass verges – The Clerk reported on an anonymous letter had been received, asking the Parish Council to locate some 'no parking' signs in the grass verges in Gascoigne Way. The Chairman reported that some signs had already been printed and they needed to be assembled and then located around the village. Councillor Nick Rayner volunteered to progress this matter. **Action NR**
2. Street Lamp - A request had been received from District Councillor Christine Heath for an additional street lamp in Schofield's Way. The Clerk had been liaising with Alan Cockbill from the County Council and the cost of a new unit installed and connected would be £1264.53 +VAT. In addition, there would be a one-off commuted sum charge of £425 +VAT towards ongoing maintenance and energy based on a nominal 30yr life. The Parish Council felt that at the current time, there was not the funds in the budget to be able to progress this request. **Action TG**
3. St Mary's Church Spire Lights – John Clegg had emailed the Clerk to advise that the lights in spire needed to be repaired. This work had been completed and the Parish Council would be receiving the invoice in due course. This had already been budgeted for. **Action TG**

Resolved that the reports be noted.

100/15 PLANNING

xxvi) A report on the planning applications considered by the Parish Council's Planning Committee and the decisions made by Cherwell District Council had been circulated to the Parish Council prior to the meeting and could be accessed by Councillors in Dropbox.

Resolved that the planning applications and decisions be noted.

xxvii) Planning Matters – Councillor Sue Slater gave an update on the following planning applications:

- 14/01017/OUT, Milton Road (Miller Homes) – Miller Homes would be erecting two advertising signs on Milton Road, but there would not be any signs on Barford Road. The

BLOXHAM PARISH COUNCIL

Parish Council was also still pursuing the footpath on the outside of the boundary of the site on Milton Road as well as the play provision.

- 14/01634/REM, Land to the rear and north of 29 to 33 Quarry Close, Bloxham (Miller Homes) – Building work would be starting in the New Year. A number of conditions had been cleared by CDC, but the Parish Council was still pursuing the Site Management Plan.
- 14/00761/REM, Wellington Park, Barford Road (Bovis) – There was nothing new to report with regard to this application, although there were still concerns regarding the effectiveness of the disposal of sewage.
- 15/01528/F, Church Street, Bloxham (Taylor Wimpey) – The developers and CDC were still discussing what conditions might or might not be permitted, however the application would probably be submitted to CDC's Planning Committee in January 2016.
- 15/01090/F, The Bungalow, Cumberford Hill, Bloxham (Inglenook Properties) – Cherwell District Council's Planning Committee would be visiting the site prior to its meeting on Thursday 17 December 2015.

Resolved that the reports be noted.

The Chairman thanked Councillor Sue Slater for her reports.

101/15 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP) – John Groves reported that the Plan had been published by CDC and it was available on their web site. CDC had produced a consultation response sheet for those wishing to comment, however it was quite complicated. Therefore, John would be using £800 of grant funding to print and circulate some guidance to inform residents wishing to be involved in BNDP consultation.

It was confirmed that those wishing to comment could do so by writing to CDC, however they must clearly state their name, address and which policies they would be commenting on.

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

Resolved that:

- 6) the report be noted;
- 7) the printing of the guidance notes be approved using the grant funding; and **Action JG**
- 8) contact be made with CDC about completion of the request to select an Examiner. **Action JY/JG**

102/15 PARISH COUNCIL MATTERS

- xv) Co-option to Vacancy – Prior to the meeting, an application for co-option from Gillian Robert had been received and circulated to the Parish Council.

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

- xvi) Committee Minutes and Recommendations.

BLOXHAM PARISH COUNCIL

- 22) Environment Committee – Prior to the meeting, the minutes of the meeting held on Thursday 19 November 2015 had been circulated to the Parish Council.

Resolved that:

- a) the minutes be noted;
- b) the dog warden should concentrate on monitoring the Recreation Ground and Jubilee Park;
- c) the new country park (part of the Miller Homes development on Tadmarton Road) should be a dog free area;
- d) further communication with village dog owners stressing the number of complaints which had been received from residents and the need for the Parish Council to take action;
- e) Treetech be instructed to review and update the Sacha Barnes Tree Survey and to carry out the necessary tree maintenance work; and
- f) Homelands to work for the parish Council on a self-employed basis.

- 23) Resources Committee – The minutes of the meeting held on Wednesday 25 November 2015 had been circulated to the Parish Council.

Resolved that the minutes be noted.

- 24) Planning and Strategy Committee – Prior to the meeting, the minutes of the meetings held on 17 & 24 November 2015 had been circulated to the Parish Council.

Resolved that the minutes be noted.

- xvii) Drop-in and Chat – The Chairman reported that one person had attended the last session and they were making a complaint about the erection of the fence in Brickle Lane which they believed required planning permission. The Clerk would be following this up with Cherwell District Council.

The next drop-in and chat session was being held as follows:

Saturday 12 December 2015 (including exhibition for design briefs for play areas) - Councillors Jenny Yates, Sue Slater and Geoff Mollard.

Resolved that the report be noted.

- xviii) Parish Liaison Meeting – Councillor Jenny Yates reported that she and Councillor Slater had attended CDC's Parish Liaison Meeting and that it had been an informative meeting, further details on the matters which had been covered, were available on the CDC web site.

Resolved that the report be noted.

103/15 FINANCE

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

Resolved that:

- 7) the following accounts be approved for payment:

BLOXHAM PARISH COUNCIL

Payments	Amount	Cheque No.
Theresa Goss – Salary for December 2015	£632.39	944
Theresa Goss – Expenses for December 2015	£35.23	944
Theresa Goss – Salary correction from July 2015	£75.72	944
Katherine Mills – Salary for November 2015	£180.60	945
HMRC Payment for November 2015	£250.25	946
Oxfordshire County Council Pension Fund – Clerks Pension	£189.90	947
Geoff Mollard – Batteries for Christmas lights	£29.99	948
Geoff Mollard – Christmas Lights	£278.46	948
Geoff Mollard – Projector table	£39.99	948
Bloxham Mill Ltd – Room Hire	£81.00	949
John Groves – Toner cartridge	£120.69	950
Blinkhorns – Projector equipment	£810.00	951
P Booth – Repairs to container	£543.01	952
1st Site Homes and interiors Ltd – Works to swings at Jubilee Park	£223.20	953
St Mary's Parish Rooms – Room Hire	£20.00	954
Geoff Mollard - Circular Walk Signs	£27.53	948
Nigel Prickett – Grass Cutting for October 2015	£774.00	955

- 8) the following payment which had made since the last meeting be noted and approved:

Payments	Amount	Cheque No.
Marie Jones – First Aid Kits	25.60	943

- xvii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 7 December 2015 for the Bank of Ireland bank accounts.

Resolved that the bank reconciliation be noted.

- xviii) Budget and Precept for 2016/2017 – Prior to the meeting a draft budget for 2016/2017 had been circulated to the Parish Council. The Resources Committee had recommended a budget and precept figure to the Parish Council, but in view of the current climate of cuts to services that could affect the village, members felt it prudent to wait until more information was available.

Resolved that the budget and the setting of the precept for 2016/2017 be deferred to the February 2016 meeting of the Parish Council. **Action TG**

104/15 VILLAGE MATTERS

- i) Play Provision – Councillor Jenny Yates reported that quotes from four different companies had been received and an exhibition was being held on Saturday 12 December 2015 from 10.00am to 1130am at the Ex-Serviceman's Hall to enable residents to attend and have a look at the plans.

Resolved that the report be noted.

BLOXHAM PARISH COUNCIL

- ii) Old Bridge Road, Bloxham – The Chairman reported on the meeting which had been held earlier that day with County Council Officers. Councillor Jenny Yates had also attended the meeting.

A number of action points had been agreed and these would be shared with the Parish Council when the Clerk had received a full report from Will Pedley at the County Council.

Resolved that the report be noted.

- iii) First Aid Courses – Due to the lateness of the hour, this item was deferred.

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

- xix) Local Heritage Assets (LHA) – Councillor Sue Slater reported that she had met with an officer from CDC to discuss the Red Lion Gardens being designated as a LHA. However it had been confirmed that the Red Lion Gardens could not be established as a LHA in its own right.

Although even if the Gardens could be designated as a LHA, it would be a material planning consideration but not grounds for refusal of a planning application just on that basis.

Resolved that the report be noted.

- xx) Annual Parish Meeting 2016 – The Clerk reminded the Parish Council that the Annual Parish meeting was being held on Thursday 14 April 2016 at Jubilee Hall. The topics to be discussed at the meeting would be agreed at a future meeting.

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

- xxi) Street Naming – The Clerk reported that she had received a request from a resident for the name Gibbard to be used on the new developments.

However the Parish Council felt that new roads in the village should continue to be named using those names which were on the War Memorial from WW1, as it had been the centenary year. Once all names on the War Memorial had all been allocated, then the Parish Council would look at collating a new list of other suggestions.

Resolved that new roads in the village continue to be named using those names which were on the War Memorial from WW1 and a new list would be started once the names had run out.

- xxii) Bloxham School – Councillor Jenny Yates reported on the meeting which had been held with Bloxham School on Monday 30 November 2015. Prior to the meeting, the actions from the previous meeting in September 2014 had been updated and circulated to the Parish Council by Councillor Phipps.

Resolved that the report be noted.

- xix) Circular Walk - The Chairman reported that the Walk was now open and had proved to be very popular. Further information on the Walk could be found on the Parish Council web site.

Resolved that the report be noted.

BLOXHAM PARISH COUNCIL

- xxiii) Notice Boards – Prior to the meeting the Clerk had obtained a quote from Arien Signs for a new noticeboard to replace the damaged wooden board outside of the Ex-Serviceman's Hall.

The Chairman advised that three new boards in the village might need to be replaced. The Chairman would examine all three boards.

The Parish Council also wished to establish the ownership of the notice board on the corner of the A361 and Little Bridge Road and residents would be asked for information via the notes of the meeting in the Broad Sheet.

Resolved that three new noticeboards if required be purchased. **Action TG/GM**

- xxiv) Land at Queen Street – Councillor Jenny Yates advised that the Parish Council wished to investigate further, the issues with regard to the ownership of the land in Queen Street and that it might be a task for the Parish Council's Planning Committee.

Resolved that this item be deferred to the Parish Council's Planning Committee. **Action KM**

- xxv) Village Groups – Councillor Mary Groves reported that a Bloxfest meeting was being held that evening and she would provide a full report at the next meeting of the Parish Council.

With regard to the Slade, prior to the meeting Councillor Stephen Phipps had circulated a report detailing the work which had been undertaken and the cash flow breakdown would follow. It was also mentioned that the availability of the TOE2 funding may be extended to October 2016.

Resolved that the reports be noted.

- xiii) Youth Club – The Clerk advised that she did not have a report from the Youth Club.

Resolved that the report be noted.

105/15 CORRESPONDENCE – There were no items of correspondence to be circulated to the Parish Council.

106/15 EXCLUSION OF THE PUBLIC AND PRESS

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 107/15 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

107/15 SALARY REVIEW – The Parish Council completed the annual review of the salaries for the Clerk and Responsible Financial Officer and the Assistant Administration Officer.

Resolved that:

- 1) the Administrative Assistant to be offered a contract for 15 hours per month; and **Action TG**
- 2) the future salaries for 2016/2017 for both the Clerk and the Administrative Assistant reflect any increase proposed by NALC.

108/15 MEETING DATES

BLOXHAM PARISH COUNCIL

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:

4 January 2016
1 February 2016
7 March 2016
4 April 2016
14 April 2016 (Annual Parish Meeting at Jubilee Hall)
9 May 2016

109/15 Items for the Next Agenda

1. First Aid Courses
2. Extension to Jubilee Hall car park
3. Annual Parish Meeting 2016

(The meeting closed at 10.45pm)

MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS BLOXHAM ON MONDAY 4 JANUARY 2016 AT 7.30PM

PRESENT: Councillors Mary Groves, Patricia Hopkins, Stephen Phipps, Gloria Lester-Stevens, Nick Rayner, Gillian Roberts, Sue Slater, Andrew Taplin and Jenny Yates.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), John Groves BNDP Co-ordinator, District Councillor Christine Heath, County Councillor Kieron Mallon and one member of the public.

APOLOGIES: Councillor Geoff Mollard submitted his apologies because he was unwell and these were accepted. Councillor Tom Smith submitted his apologies because he was at work and these were accepted. District Councillor Lynda Thirzie-Smart also submitted her apologies.

In the absence of Councillor Geoff Mollard, the Vice-Chairman, Councillor Jenny Yates chaired the meeting.

The Vice-Chairman welcomed everyone to the meeting and reminded the Councillors and the public that recording of the meeting was permitted. However, she asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

110/15 DECLARATIONS OF INTEREST – There were no declarations of interest.

Resolved that the report be noted.

111/15 MINUTES - The minutes of the meeting held on 7 December 2015 were taken as read and duly adopted and signed by the Chairman.

With regard to minute number 97/15, Jubilee Park Management Committee, Councillor Stephen Phipps asked for an amendment to the minute. However, the inclusion he was requesting was viewed

BLOXHAM PARISH COUNCIL

by fellow Councillors as a statement which had not been made at the previous meeting therefore, the proposal to amend the minutes did not find a seconder.

With regard to minute number 98/15, Councillor Stephen Phipps asked for an amendment to this minute and the amendment was agreed by Councillors, for clarity.

The second and third paragraphs were deleted and replaced as follows:

'A formal request had been received from the Chair of the Jubilee Committee for finance of £13,000 or part finance of £8000 from the Parish Council, but after discussion it was decided to refer the matter to the Resources Committee for a recommendation to the Parish Council.'

Councillor Phipps also felt that written reports should have the contents summarised in the minutes rather than just being noted. He felt that the contents were otherwise not in the public domain and the verbal reports were minuted more fully.

Councillor Jenny Yates also asked that the minutes and Reports of the JPMC meeting, be made available on the Jubilee Park web site and Councillor Phipps agreed to action this. **Action SP**

Resolved that the minutes be approved with the amendment above. **Action TG**

112/15 MATTERS ARISING FROM THE MINUTES 7 DECEMBER 2015

Minute Number 96/15 – Butterfly Meadow – The Clerk reported that she had emailed County Councillor Kieron Mallon about the meeting with the Head of Bloxham Primary School and representative from Butterfly Meadow, but had not yet had a reply. The Clerk agreed to contact the Head Teacher directly. **Action TG**

Minute Number 99/15 (i) - No Parking Signs – Councillor Nick Rayner agreed to arrange for these to be put in around the village, once he was given the signs. **Action NR/GM**

Minute Number 102/15 – Tree Survey – The Clerk confirmed that she had not yet contacted Treotech about updating the tree survey. She would speak to the Chairman first and then arrange for the work to commence. **Action TG**

Christmas Tree Lights – Councillor Nick Rayner reported that rather than removing all of the lights from the trees, the battery boxes would be located further up the trees and then they could be left in place until next year. However, some of them would need to be removed from a few specific trees. John Wyatt would be taking down the tree in the centre of the village and he would be asked to remove the lights on it too. **Action NR/TG/GM**

Resolved that the reports be noted.

113/15 RESIDENTS' ISSUES – Councillor Gloria Lester-Stevens reported that the ditches in Tadmarton Road had overflowed over the Christmas period and residents had concerns about impact on their properties from the Miller Homes development.

Councillor Lester-Stevens also reminded Councillors that there was a meeting on 15 January 2016 at 7pm at Jubilee Hall about the shared village transport proposal. The Clerk was asked to produce a poster to be displayed in the Parish Council noticeboards in the village. **Action TG/KM**

BLOXHAM PARISH COUNCIL

Councillor Jenny Yates suggested that Nick King from Village Networks might be able to assist with this project. The Clerk agreed to send his contact details to Councillor Lester-Stevens. **Action TG**

Resolved that the reports be noted.

114/15 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 Cherwell District Council's (CDC) Executive was considering the Annual Monitoring Report (AMR) that evening and there was now a housing land supply of 5.6 years in Cherwell from 2016-2021.

Councillor Jenny Yates also reported that CDC's Executive was considering the Consultation on Local Plan Part 2.

Resolved that the reports be noted.

115/15 PLANNING

xxviii) A report on the planning applications considered by the Parish Council's Planning Committee and the decisions made by Cherwell District Council had been circulated to the Parish Council prior to the meeting and could be accessed by Councillors in Dropbox.

Minutes of the Planning Committee meetings were available on the Parish Council web site and all comments on Planning Applications by the Council were also available to view on CDC's planning portal.

Resolved that the planning applications and decisions be noted.

xxix) Planning Matters – Councillor Sue Slater gave an update on the following planning applications:

- 14/01017/OUT, Milton Road (Miller Homes) – Discussions were continuing with Linda Griffiths, Planning Officer, about various issues relating to this application including the footpath which ran alongside the estate and some of their designs. Councillor Sue Slater had spoken to Linda, but little progress had been made with the footpath. Geoff Barrell at the County Council had commented that he thought the footpath on the inside of the development was a good idea.

Linda Griffiths was liaising with the developer to build some stone houses on the frontage, but Miller Homes was not being very co-operative and did not want to change houses to stone from red brick.

- 14/01634/REM, Land to the rear and north of 29 to 33 Quarry Close, Bloxham (Miller Homes) – The conditions on this application were currently being discharged and they included the Site Management Plan, narrowing of the Tadmarton Road, a new VAS and the gateway arrangements. The Parish Council had already advised Nat Stock, Planning Officer at CDC of its comments on these matters and he would be back in touch shortly. It was highlighted that the Parish Council had asked for planters at the entrances to the village, rather than gateways.

BLOXHAM PARISH COUNCIL

- 14/00761/REM, Wellington Park, Barford Road (Bovis) – Areas of the Bovis site were currently under water due to the heavy rainfall, drainage issues on the site had been reported to the County Council by Councillor Mary Groves. Cherwell District Council (CDC) had been contacted about the new layout showing the footpath. Bovis had sent this plan to CDC but it was not on their web site.
- 15/01528/F, Church Street, Bloxham (Taylor Wimpey) – This application would possibly be considered at CDC's Planning Committee in January, but it hadn't been confirmed as yet. Councillor Jenny Yates reported that Taylor Wimpey had submitted their own education report and as part of that report, they had proposed constructing an all-weather pitch for the Primary School. However, this still did not address the issues relating to the lack of school places.
- 15/00908/F, 30 Brookside Way, Bloxham (Taylor Williams Developments Ltd) - This application had been granted with a number of conditions, mostly relating to there being no building beyond the agreed curtilage. This condition would need to be monitored by CDC to ensure that it was adhered to.
- 15/01090/F, The Bungalow, Cumberford Hill, Bloxham (Inglenook Properties) – This application had been granted by CDC's Planning Committee.

Councillor Jenny Yates reported that there was a high number of conditions attached to the approval for this application and these needed to be closely monitored to ensure that they were carried out. Councillor Yates suggested that the DCLG should be contacted and asked for clarification on what they considered to be an appropriate number of conditions being applied to a planning permission to make it viable and how they should be monitored.

- Bloxham Grove Road Lay-by – The new sixth form at Warriner School should not have opened until a lay-by had been constructed in Bloxham Grove Road. County Council officers were still looking into this and would update the Parish Council in due course.

Resolved that:

- 1) the reports be noted; and
- 2) the Planning Committee to discuss submitting to the DCLG or the Government's appropriate Select Committee, a general enquiry asking for clarification on what they considered to be an appropriate number of conditions being applied to a planning permission to make it viable and how those conditions should be monitored. **Action TG/Planning Committee**

The Vice-Chairman thanked Councillor Sue Slater for her reports.

116/15 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP) – John Groves reported that the BNDP was now out for consultation but so far, there had been minimal response from the village. All the consultation Information was also available on the BNDP web site.

Leaflets had been printed ready for distribution, but due to the late delivery of the leaflets to John over the Christmas period. John recommended that people who had previously commented on the Plan, be contacted directly by email to inform them of the new consultation.

BLOXHAM PARISH COUNCIL

John advised that there was a meeting about the BDNP the following day and the leaflets would be delivered.

Councillor Jenny Yates also reported that she had contacted Shukri Masseri with regard to the choice of examiner following the consultation period.

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

Resolved that the report be noted.

117/15 PARISH COUNCIL MATTERS

xx) Co-option to Parish Council Vacancy – There had not yet been any applications for the vacancy and the Clerk would advertise the vacancy around the village.

Resolved that the report be noted.

xxi) Committee Minutes and Recommendations.

25) 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.

26) Resources Committee – There had not been a meeting of the Resources Committee since the last meeting of the Parish Council. The next meeting would be on 14 January 2016.

Resolved that the report be noted.

27) Planning and Strategy Committee – Prior to the meeting, the minutes of the meetings held on 15 December had been circulated to the Parish Council.

Resolved that the minutes be noted.

xxii) Drop-in and Chat – The last session had been held on 12 December 2015 and the following issues had been highlighted:

1. Possibility of lighting improvements along Barford Road – Additional lighting had been discussed previously and it was too expensive and there were no Parish Council funds. However the County Council would be asked if funds were available from Section 106 monies.
2. Speed reduction along the Bridge section of Barford Road and pedestrians were splashed due to water not draining away, which resulted in puddles – The Clerk would report the drainage issues to the County Council Drainage Team and a request would be made to the County Council, for use of Section 106 funds for speed reduction measures.
3. More effective parking on land outside of the Post Office, Kitchen Shop and Barbers. Occasionally cars were parked in a manner that prevented pedestrians from passing along the footpath safely – The Parish Council had tried to address this issue a number of times previously as had the County Councillor at the last drop in and chat: however as it was privately owned land, the Parish Council could not take any further action.

BLOXHAM PARISH COUNCIL

4. The possibility of a sensor light located on the corner of the Museum to illuminate the lane leading to the Parish Rooms – Parish Council felt that this was a good idea and would ask the Parish Rooms Committee and the Museum if they would agree to this.
5. Car parking on Stone Hill; residents had asked if businesses based at the Old Bank would create extra parking within their grounds – The Parish Council discussed this matter but again, it had tried to tackle this issue previously and had not made any progress.
6. Old Bridge Road; in future when any proposed changes were to be discussed it was requested that all residents, as well as businesses with a property in the vicinity, be involved in the discussions – The Parish Council agreed to action this when it had received information from the County Council on the project.

The next drop-in and chat sessions were being held at the Ex-Serviceman's Hall, Bloxham from 1030am to 1130am on the following dates:

Saturday 9 January 2016 - Councillors Gillian Roberts and Nick Rayner

Saturday 13 February 2016 – Councillors Mary Groves and Tom Smith

Resolved that:

- 1) the report be noted;
 - 2) the County Council be asked to investigate the use of Section 106 funds for an additional street light on Barford Road due to the increase in houses and pedestrians; **Action TG**
 - 3) OCC be asked about speed reduction measures on Barford Road from Section 106 funds; **Action TG**
 - 4) the drainage issues on Barford Road be reported to Gordon Kelman at the County Council; and **Action TG**
 - 5) Parish Rooms Committee & Museum be asked about installing a sensor light. **Action TG**
- xxiii) Jubilee Park Management Committee (JPMC) – Councillor Stephen Phipps reported that there was no further update at the moment and the Committee was waiting for the Resources Committee to discuss the proposed extension to the Jubilee Park car park at its meeting on 14 January 2016. There was also a joint meeting of the JPMC, Jubilee Park Project Group and the Parish Council on 28 January 2016.

Resolved that the report be noted.

- xxiv) Parish Council Representative on the Parish Transport Representatives (PTR) Meeting – The Parish Council discussed this appointment and it was suggested that rather than a representative being appointed, Councillors would attend the meetings in rotation.

Resolved that no appointment be made to the PTR and Councillors to attend the meetings on rotation basis. **Action TG**

118/15 FINANCE

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

Resolved that the following accounts be approved for payment:

BLOXHAM PARISH COUNCIL

Payments	Amount	Cheque No.
Theresa Goss – Salary for January 2016	£632.39	956
Theresa Goss – Expenses for January 2016	£25.14	956
Katherine Mills – Salary for December 2015	£121.91	957
HMRC Payment for January 2016	£250.25	958
Oxfordshire County Council Pension Fund – Clerks Pension	£189.90	959
John Groves – Leaflets and Flyers for BNDP	£98.00	960
David J Andrews (Electrical) – Church spire project floodlighting	£231.48	961
Kisley Electrical Services – Works at Jubilee Hall (to be funded from Section 106 money or the Jubilee Park Management Committee funds)	£1145.30	962

xxvii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 4 January 2016 for the Bank of Ireland bank accounts.

Resolved that the bank reconciliation be noted.

119/15 VILLAGE MATTERS

j) Play Provision – Councillor Jenny Yates reported that there was a meeting on 6 January 2016 to go through the comments from the residents which had been received at the drop-in and chat session on 12 December 2016. It was suggested that the plans should be made available on-line to encourage more people to make comments on the proposals.

Once the plans were on-line, the Parish Council would highlight to the Warriner School, the Primary School and the Pre-School that with the Recreation Ground Trustees, and the Jubilee Park Management Committee, it was installing new equipment and would request that the children be encouraged to make comments.

Resolved that:

- 1) the report be noted;
- 2) the plans be made available on-line; and
- 3) the plans be highlighted to the schools in the village and also the Pre-School. **Action TG**

xxviii) Old Bridge Road, Bloxham – Prior to the meeting, a report had been circulated to the Parish Council.

The County Council's Bridges Team was currently designing a retaining wall repair scheme in this financial year, with a view to construction in 2016/2017. However this was part of the draft Highways and Maintenance Programme (HAMP), which required sign off by County Councillors and the costs could prove prohibitive. In addition, even if the HAMP was signed off, other schemes may come forward as priorities for the funding, thereby further delaying this work. The Parish Council would be updated by the County Council in due course.

Resolved that the report be noted.

BLOXHAM PARISH COUNCIL

xxix) Crossing at A361/Strawberry Terrace – Councillor Jenny Yates reported that the County Council was looking into the potential crossing and the Parish Council would be updated in due course.

Resolved that the report be noted.

xxx) First Aid Courses – Councillor Jenny Yates reported the courses had been very popular and the Resources Committee should be asked whether the Parish Council could budget for additional courses in 2016/2017.

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

xxxi) Annual Parish Meeting (APM) 2016 – Councillor Jenny Yates reported the APM was being held on 14 April 2016. It was suggested that items for inclusion at the meeting be:

- the budget;
- village organisations;
- projects which the Parish Council had been involved with;
- Parish Council achievements over the last 12 months; and
- Bloxham Neighbourhood Development Plan.

Resolved that Councillor Nick Raynor to arrange a meeting in mid-February to agree the content of the presentations to be made to the APM. **Action NR**

xxxii) The Slade – Councillor Stephen Phipps reported that the last work party had been deferred due to the weather, but would be meeting shortly. Councillor Phipps advised that the two volunteers, Wardens, Marie Jones and David Yates, would be attending a chainsaw course which would cost £580 each plus VAT and £180 each for the assessments. This expenditure had already been budgeted for by the Parish Council.

Resolved that:

- 1) the report be noted: and
- 2) the expenditure for the chainsaw course and the assessments be approved. **Action SP/TG**

xxxiii) Village Groups – Councillor Gloria Lester-Stevens reported that Dial-a-Ride was picking up people for the Thursday Club and this temporary arrangement was working well at the moment.

The Club would need to ask the Parish Council PC for another grant if the County Council grant funding was being withdrawn. There was a meeting of the Management Committee on 15 January 2016 to discuss the future of the lunch club.

Councillor Mary Groves reported that owing to a number of resignations from the Bloxfest Committee, new volunteers would be required to secure an ongoing festival. The future and nature of Bloxfest was, therefore, currently under discussion and any ideas, views or new volunteers would be gratefully received. A meeting of the outgoing Committee would be held on Monday 11 January 2016, after which more details would be available.

Resolved that the reports be noted.

xxxiv) Youth Club – Prior to the meeting, the Parish Council received a report on the Youth Club.

BLOXHAM PARISH COUNCIL

They currently had nine boys on the books since they had lowered the age range. This meant the Youth Club would need to look for more helpers, if the numbers were to carry on growing. The room got quite full with them all using the various pieces of equipment.

The Youth Club were also going to look at purchasing some more games tables in the new year, a screen to create a private area with a sofa and also booking some activities through Oxfordshire Youth, such as graffiti art and horror make overs, as well as other ideas which Sarah Bradford & Alison Bentley were going to try out.

It was suggested that Alison and Sarah could meet with Lisa Boot from Warriner Partnership to discuss how the Youth Club and the Warriner Partnership services could work together.

Councillor Mallon also suggested that the Youth Club could be part of the proposals at Butterfly Meadow and discussions could be held with Matthew Ingalls, Head Teacher at Bloxham Primary School, about how this could be progressed.

The Clerk would be contacting Matthew Ingalls for a meeting about the Butterfly Meadow proposals and it was hoped that the meeting would be held on Tuesday 12 January 2016 and Councillors Sue Slater and Jenny Yates would be attending.

Resolved that:

- 1) the report be noted;
- 2) Alison Bentley and Sarah Bradford be advised to contact Lisa Boot from Warriner Partnership to discuss how the Youth Club and the Warriner Partnership services could work together; and
- 3) Contact be made with Matthew Ingalls about a meeting on Tuesday 12 January 2016 to discuss the future provision of services at Butterfly Meadow. **Action TG**

120/15 CORRESPONDENCE – A copy of Countryside Voice was circulated to the Parish Council.

The Parish Council had also received an email from Katharine House Hospice with regard to their celebrations for their 25th anniversary. The Clerk was asked to invite their representative along to the Parish Council meeting in June 2016 and also advise the Hospice that the grants for the financial year 2016/2017 had already been allocated. The Clerk would also display their promotional material, where possible, in the Parish Council noticeboards. **Action TG**

121/15 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:

1 February 2016
7 March 2016
4 April 2016
14 April 2016 (Annual Parish Meeting at Jubilee Hall)
9 May 2016

122/15 Items for the Next Agenda

BLOXHAM PARISH COUNCIL

1. Local Heritage Assets
2. Butterfly Meadow Children's Centre
3. The Queen's 90th Birthday celebrations

(The meeting closed at 9.35pm)

MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS BLOXHAM ON MONDAY 1 FEBRUARY 2016 AT 7.30PM

PRESENT: Chairman, Councillor Geoff Mollard; Councillors Mary Groves, Stephen Phipps, Gloria Lester-Stevens, Nick Rayner, Gillian Roberts, Sue Slater, Tom Smith, Andrew Taplin and Jenny Yates.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), District Councillors Lynda Thirzie-Smart & Christine Heath, County Councillor Kieron Mallon, Nick King (Village Networks), Pam Beale (Butterfly Meadows Children's Centre) and Matthew Ingall (Head Teacher at Bloxham Primary School). There were no members of the public.

APOLOGIES: John Groves BNDP Co-ordinator submitted his apologies.

The Chairman welcomed everyone to the meeting and reminded the Councillors and the public that recording of the meeting was permitted. However, she asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

123/15 DECLARATIONS OF INTEREST – There were no declarations of interest.

Resolved that the report be noted.

124/15 MINUTES - The minutes of the meeting held on 4 January 2016 were taken as read and duly adopted and signed by the Chairman.

Resolved that the minutes be approved.

125/15 MATTERS ARISING FROM THE MINUTES 4 JANUARY 2016 – There were no matters arising.

126/15 VILLAGE NETWORKS - Nick King from South Northamptonshire Volunteer Bureau introduced to the Parish Council, the Village Networks lottery funded project. Village Networks took professional expert into villages and gave residents free of charge advice and support for such things as computer training, volunteer training, debt management, advice about cheaper utilities and many other matters.

A recent survey revealed that for some people in rural communities, there was a sense of isolation and the lottery supported the idea of taking experts into hard to reach communities to help people on their doorstep. Village Networks worked with the Citizen's Advice Bureau (CAB) and District Councils. Nick also circulated to the Parish Council some further information on the project.

He reported that he would like to bring his Village Networks vehicle to Bloxham once a month on a Wednesday, in April, May and June and he would also be visiting other villages surrounding Banbury such as Deddington, Adderbury etc. He could also make return visits if it was required.

BLOXHAM PARISH COUNCIL

There was also a community mini bus which was available for hire which included a driver. It was free of charge to use, but there would be charges to cover the running costs.

Nick advised that the project had initially funded for 3 years, then funding was obtained again for another 3 years which started on 1 February 2015. There were no costs to receive the advice and it was all free and independent for people.

Nick also advised that he could attend small events in the village and also bigger events. He needed to park the vehicle where there was a good footfall.

The Chairman thanked Nick for his informative presentation and advised that if he wanted any further information or assistance from the Parish Council, he should contact the Clerk.

127/15 BUTTERFLY MEADOW CHILDREN'S CENTRE – County Councillor Kieron Mallon introduced Pam Beale and Matthew Ingall to the Parish Council. He thanked the Resources Committee for its recommendation to donate £13,000 in 2016/2017 from the New Homes Bonus to the Centre and thanked the Parish Councillors for the other meetings which they had attended with regard to supporting the Centre. He emphasised that without this funding from the Parish Council, the Centre would close in September 2016.

Councillor Mallon advised that it was fantastic that the School and the Governing Body were willing to support and develop Butterfly Meadow into a Centre that the whole village could use. There was massive growth in the village and families who lived in Bloxham and those who needed advice and support, should be able to get it locally, without having to travel into Banbury or further afield. The County Council was also cutting the bus services, therefore getting out of the village to obtain this type of advice, might be impossible for some people.

Councillor Mallon suggested that the points of clarification which had been asked by the Resources Committee could be answered in detail, at a further meeting between the Parish Council and the Centre.

Funds were needed to pay for the day to day management of the site, which would allow a staff member to look at how the site could be developed in the future and also investigate grant funding, charitable funding and whatever else might be available. The Centre currently had no reserves and no money to fall back on.

Many of the services could potentially be paid for by the customers, but in certain circumstances, those who could not afford to pay would still be able to attend the Centre.

These services could not be guaranteed and without the £13,000 from the Parish Council, the Centre would close. Then once it was closed, it would be almost impossible to re-open again.

There was no Section 106 monies available for the School to use to support the Centre and the School did not have the funds of its own to keep it open.

Councillor Stephen Phipps asked that if the Parish Council provided the £13,000 to keep the Centre open, would professionals still attend and would these organisations then have to be paid. Councillor Kieron Mallon reported that the most vulnerable cases would still be dealt with and the County Council would continue to meet its statutory duties but would withdraw the non-statutory services. Therefore,

BLOXHAM PARISH COUNCIL

the County Council would still use Butterfly Meadow for their statutory services and it might also introduce further statutory services at the Centre.

Pam Beale reported that she managed sixteen Centres and Butterfly Meadow was the most forward thinking and there was less risk with Butterfly Meadow being unsuccessful than anywhere else.

Matthew Ingall advised that with the £13,000 from the Parish Council, the services would be guaranteed for six months, but not beyond that six months (31 March 2017).

Pam Beale advised that currently the main services provided at the Centre were health services and on occasions, it had been used by the CAB. However, the staff at the Centre would now need to think differently to get more services into the Centre.

Matthew Ingall confirmed that the School would cover the maintenance costs, but could only afford to do so for the six months, until 31 March 2017. Matthew also advised that the Centre would provide the Parish Council with its Business Plan, by June 2016 at the latest.

The Chairman thanked Matthew Ingall, Pam Beale and Councillor Mallon for attending the meeting and addressing the Parish Council. At this point, Matthew and Pam both left the meeting.

Resolved that the report be noted.

128/15 RESIDENTS' ISSUES – The Clerk reported that she had received a letter from Mrs S Myburgh asking the Parish Council whether it had any suggestions as to how the Bloxham WI could celebrate 70 years of the WI being in Bloxham.

The Councillors suggested that this could be linked with celebrations to mark the 90th Birthday of HRH The Queen and a village afternoon tea would a good idea.

The Parish Council also supported the suggestion from the WI that a commemorative bench could be placed in the village as part of the 70 year celebrations. Councillors suggested that the additional bench could be placed in Jubilee Park.

Resolved that:

- 1) the reports be noted; and
- 2) a letter be sent to the WI with the suggestion of an afternoon tea, also linked to the 90th Birthday celebrations of HRH The Queen and that the Parish Council supports the WI's suggestion of a commemorative bench and that it be placed in Jubilee Park. **Action TG**

127/15 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – District Councillor Lynda Thirzie-Smart had circulated her report to the Parish Council prior to the meeting.

The Chairman highlighted his concern that there was a review of the Local Plan and this could result in more houses in the village.

Councillor Chris Heath reported that she had received some responses to the queries raised by the Parish Council and would forward them to Councillors Sue Slater and Jenny Yates.

County Councillor Kieron Mallon had no update since the last meeting.

BLOXHAM PARISH COUNCIL

Resolved that the reports be noted and Local Plan be referred to the Planning Committee for further discussion. **Action KM**

128/15 PLANNING

xxx) A report on the planning applications considered by the Parish Council's Planning Committee and the decisions made by Cherwell District Council had been circulated to the Parish Council prior to the meeting and could be accessed by Councillors in Dropbox.

Minutes of the Planning Committee meetings were available on the Parish Council web site and all comments on Planning Applications by the Council were also available to view on CDC's planning portal.

Councillor Jenny Yates reported that the application at 109 Courtington Lane, Bloxham had been approved by Cherwell District Council. The Parish Council had objected to this application in the main on the grounds of number of bedrooms, in a residential dwelling and lack of adequate parking.

Resolved that the planning applications and decisions be noted.

xxxii) Planning Matters – Councillors Jenny Yates and Sue Slater gave an update on the following planning applications:

- 14/01017/OUT, Milton Road (Miller Homes) – There was no update on the Miller Homes development on Milton Road.
- 14/01634/REM, Land to the rear and north of 29 to 33 Quarry Close, Bloxham (Miller Homes) – The Parish Council was following up on the drainage issues and what was happening with drainage into the Brook.
- 14/00761/REM, Wellington Park, Barford Road (Bovis) – Unfortunately Cherwell District Council (CDC) had completed a deed of variation allocating the funds secured for a limited play provision on site to the Section 106 fund for recreation resulting in circa £50,000 being moved to sport. This meant that the money which had been promised to the Parish Council to fund or the new play equipment in Jubilee Park and the Recreation Ground had now gone. Under the terms of Section 106 agreements, money which was allocated to sport could not be used for play equipment. The Parish Council was extremely unhappy about this, as it had no knowledge that this deed of variation was being undertaken by CDC in this form. Therefore, a meeting would be requested with CDC to establish how this had happened and it was hoped that the situation could be rectified and the play equipment projects could continue with this funding.
- 15/01528/F, Church Street, Bloxham (Taylor Wimpey) – There was nothing happening with this application until March 2016

Resolved that the reports be noted.

The Chairman thanked Councillors Jenny Yates and Sue Slater for their reports.

129/15 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP) – Councillor Jenny Yates reported that consultation had now closed and Cherwell District Council should be uploading the responses

BLOXHAM PARISH COUNCIL

onto the Neighbourhood Planning Portal. The next steps would be to appoint an examiner, with the guidance of Shukri Masseri from Cherwell District Council.

Resolved that the report be noted.

130/15 PARISH COUNCIL MATTERS

xxv) Co-option to Parish Council Vacancy – There had not yet been any applications for the vacancy and the Clerk would advertise the vacancy around the village.

Resolved that the report be noted.

xxvi) Committee Minutes and Recommendations.

28) 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.

29) Resources Committee – The minutes of the meeting held on 14 January 2016 had been circulated to the Parish Council, prior to the meeting. The following recommendations were for Parish Council consideration and approval.

Resolved that:

- a) the budget for 2016/2017 be approved;
- b) the precept for 2016/2017 be set at £79,401.72;
- c) a letter be sent to the village organisations advising that 2016/2017 could be the last year which unrestricted Parish Council grants are allocated, due to the Parish Council's budgetary constraints;
- d) £13,000 be allocated to Butterfly Meadow Children's Centre from the New Homes Bonus 2016/2017, to assist with their costs from September 2016 to March 2017;
- e) if the County Council does not withdraw its funding, the £13,000 be returned to the Parish Council;
- f) the Children's Centre be advised that the Parish Council cannot guarantee to donate any further funds in 2017/2018 and in future years and any contributions would be reviewed annually during the budget setting process;
- g) a progress report/business plan on Butterfly Meadow Children's Centre be submitted to the Parish Council by June 2016;
- h) another two first aid courses be organised and £500 from the New Homes Bonus 2016/2017 be allocated for these;
- i) St Mary's Thursday Club be allocated £2734 from the New Homes Bonus as their grant funding will be withdrawn by the County Council in September 2016;
- j) the Village Mini-bus Scheme be allocated £2734 from New Homes Bonus, subject to the availability of Section 106 monies;
- k) the Ex-Serviceman's Hall be allowed to keep the £1000 grant for 2015/2016, subject to receipt of details regarding the suggested project at the rear of the hall prior to the next Parish Council meeting; and
- l) the Small Authorities' Audit Appointments Ltd be authorised to appoint an external auditor for the Parish Council.

Action TG

BLOXHAM PARISH COUNCIL

- 30) Planning and Strategy Committee – Prior to the meeting, the minutes of the meetings held on 19 January 2016 had been circulated to the Parish Council.

Councillor Sue Slater reported that there had been a discussion at the Planning Committee about the most effective way to make contact with the District and County Councils on planning matters. There was a feeling that Committee members spent a long time trying to get information from both authorities and sometimes there was a response and sometimes there wasn't and either way, it usually took quite a long time for a reply. Therefore, it might be that on some occasions, it was more convenient to ask questions through the County or District Councillors so there was an audit trail and hopefully answers might come back more promptly.

Resolved that the minutes be noted.

(Councillors Gloria Lester-Stevens and Tom Smith left the meeting at this point at 9.15pm.)

- xxvii) Drop-in and Chat – The last session had been held on 9 January 2016 and the majority of issues which had been raised, were to do with the new playground equipment project as the plans had been on display. Councillor Nick Rayner advised that all of the comments had been passed to Jenny Yates.

There had also been a request from a couple who wanted a designated disabled parking space at Jubilee Park car park.

The next drop-in and chat sessions were being held at the Ex-Serviceman's Hall, Bloxham from 1030am to 1130am on the following dates:

Saturday 13 February 2016 – Councillors Geoff Mollard and Tom Smith

Saturday 12 March 2016 – Councillors Stephen Phipps and Sue Slater

Resolved that:

- 1) the report be noted; and
- 2) the request for a disabled parking space at Jubilee Park be referred to the Jubilee Park Management Committee. **Action TG**

- xxviii) Jubilee Park Management Committee (JPMC) – The Parish Council had a discussion on how the decision making process had been followed since the request from the JPMC for funds to extend the car park had been received. Councillor Stephen Phipps felt that the decision should have been made sooner, as the matter had been referred to the Resources Committee back in November. However, the decision had not yet been taken because a joint meeting of the JPMC, the Project Team and the Parish Council had been arranged for 28 January 2016 and the outcomes of that meeting had been awaited.

Now that this meeting had been held and the draft minutes had been circulated to the Parish Council, the following two recommendations had been suggested:

Proposal 1 - The Parish Council agrees that the 106 monies be allocated to the improvement and expansion of recreational facilities at the Jubilee Park Hall

or

BLOXHAM PARISH COUNCIL

Proposal 2 - The Parish Council agrees that alternative options for the allocation of the Section 106 monies to recreational facilities in the village should be investigated

The Chairman advised that the Resources Committee had already ruled out using the New Homes Bonus and that funds for 2016/2017 had already been allocated. He also reported that at a meeting with CDC, their officers had advised that if the Section 106 money was to be used to improve the recreational facilities at Jubilee Park, the Parish Council could include car park improvements as part of that project. However, the improvements had to be linked to the Football Club, as they were the main user of the Park for recreational purposes and evidence of the increased usage was also required to justify any spend.

The Chairman asked the meeting if there was any Councillor who wished to propose that the New Homes Bonus be used to extend the car park. There was no proposer and no seconder for this motion.

Councillor Phipps then asked that an acknowledgement be sent to the Acting Chairman of the JPMC, Glyn Williams.

Councillor Stephen Phipps reported that the Hall had increased its revenue to £6,000 compared to about £4,000 over the same period last year. There would also be a new cleaner at the Hall who would need to be added to the pay roll.

With regard to Section 106 monies as a whole, members felt that a special meeting was needed to discuss this issue, so that it was clear what funds were held and what was available for use in the village.

As the hour was late and to provide Parish Councillors with sufficient opportunity to consider the two tabled proposals from the Joint meeting, Councillor Nick Raynor proposed that a separate meeting of the Parish Council be called to discuss the purpose and use of S106 monies allocated to CDC/OCC and to then consider the two proposals.

Resolved that:

- a) the report be noted;
- b) a letter be sent to the JPMC advising of the Parish Council's position on the car park extension; and
- c) an additional meeting of the Parish Council be arranged to discuss the Section 106 monies. **Action TG**

xxix) Areas of Responsibility – The Chairman advised that this item had been deferred to the next meeting of the Environment Committee.

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

xxx) Reports to the Parish Council – Due to the lateness of the hour, this item was deferred to the next meeting of the Parish Council.

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

131/15 FINANCE

BLOXHAM PARISH COUNCIL

xxxv) 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 2016	£632.39	963
Theresa Goss – Expenses for February 2016	£53.18	963
Katherine Mills – Salary for January 2016	£196.40	964
HMRC Payment for February 2016	£250.25	965
Oxfordshire County Council Pension Fund – Clerks Pension	£189.90	966
Haymarket Media Group Limited	£150.00	967
Viking – Ink cartridges	£104.94	968
Oxfordshire County Council – Room hire	£104.00	969
Star Fireworks – Remembrance day maroons	£284.16	970
LGRC (Associates) Ltd – Role and Responsibilities Training	£648.60	971
Marie Jones – Chainsaw Protective Clothing	£200.00	972
David Yates - Chainsaw Protective Clothing	£200.00	973
Glasdon UK Ltd – Dog bin for The Recreation Ground	£152.02	974
Bloxham Mill Limited – Room Hire	£36.00	975
Theresa Goss – Drop Bix Upgrade	£79.00	976

xxxvi) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 1 February 2016 for the Bank of Ireland bank accounts.

Resolved that the bank reconciliation be noted.

xxxvii) Church Footpath – The Chairman reported that work had already started on the footpath and that the PCC had asked for a contribution from the Parish Council. Due to the lateness of the hour, it was felt that this should be deferred to the next meeting when there was more time to discuss the request in detail.

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

132/15 VILLAGE MATTERS

k) Play Provision – Councillor Jenny Yates reminded the Parish Council that this item had been covered earlier in the meeting under 14/00761/REM, Wellington Park, Barford Road (Bovis) and the loss of the Section 106 monies for play equipment.

Resolved that:

- 4) the report be noted;
- 5) the project be put on hold until the situation is resolved with Cherwell District Council; and
- 6) the Recreation Ground Trustees and all four companies who had submitted quotes for the play equipment, be written to and advised of the current situation. **Action TG**

BLOXHAM PARISH COUNCIL

- ii) The Slade – Councillor Stephen Phipps reported that monthly work parties were being held and the Warden and Assistant Warden had attended the chainsaw courses. Also further equipment would be purchased for the continued work at the Slade.

Resolved that:

- 3) the report be noted: and
- 4) the chainsaw clothing be added to the Asset Register. **Action TG**

- ii) Village Groups – No report.
- iv) Youth Club – There had been no changes at the Youth Club since the last meeting of the Parish Council.

Resolved that the report be noted.

- v) Bloxfest – Prior to the meeting, a report had been circulated advising the Parish Council that there would not be a Bloxfest event in 2016. There might be smaller events during 2016 and it was hoped that Bloxfest would be back in 2017.

Resolved that the report be noted.

- vi) Red Lion – The Chairman reported that the Red Lion had been sold to Mark and Sandra Page from the Joiners Arms and they hoped to re-open the pub in July 2016.

Resolved that the report be noted.

- xxxi) Bus Services – Councillor Jenny Yates reported that she had attended a meeting with Stagecoach, organised by the County Council and a number of queries with regard to the reduction in services were discussed. A further meeting would now be held to clarify the outstanding issues.

It had been proposed that the early morning, late evening and middle of the day services along Tadmarton Road would be affected by the cuts. However Stage Coach did not know the early and late services were funded by Section 106 monies. Therefore, this would be discussed at the next meeting, as well as how many people used these services. Consultation might also be needed with Wigginton, South Newington and Milcombe Parish Councils as their parishes would also be affected by these cuts too.

With regard to the No. 90 community bus, managed by Andy Fairweather, this was a funded operation at a cost of £500 a month and it was run as a community bus, with payments in advance. Andy Fairweather wanted to increase the services he provided and currently he arranged transport for disabled children to and from school and adults to day centres.

The further meeting with Stage Coach would also cover whether the Parish Council could contribute to a community bus scheme.

Resolved that the report be noted.

BLOXHAM PARISH COUNCIL

xxxii) Mobile Library Service – Councillor Jenny Yates reported that due to its budgetary cuts, the County Council might withdraw this service sooner than anticipated. Therefore the Parish Council would be looking at the impact on Bloxham and reporting back in due course.

Resolved that the report be noted.

xxxiii) Village Transport – Councillor Jenny Yates report that a meeting had been held to discuss the possibility of a village mini bus, but there had been a small turn out by residents and village organisations. The vehicle would also be expensive to purchase or contract hire and other matters such as garaging and maintenance costs had yet to be agreed. If the project was to progress, there would be updates at future Parish Council meetings.

The Bloxham School Transport Manager had also attended the meeting and advised that the School couldn't help due to issues with their insurance.

There would be a meeting with County Councillor Kieron Mallon and the officers who run the community bus service, to see how they could help.

Resolved that the report be noted.

xxxiv) Litter Outside the High Street Shops – Councillor Jenny Yates reported that there was an issue with excessive litter outside some of the shops on the High Street.

Therefore, the Parish Council felt that the Co-op, Post Office, Pharmacy and Bloxham Fish Bar should be asked to help alleviate the litter problem in this area. CDC would also be asked to ensure that litter around the bases of the bins was collected when they emptied the bins.

Resolved that:

- 1) the following shops on High Street be written to, asking for help to alleviate the litter problem; Pharmacy, Co-op, Post office, Bloxham Fish Bar; and
- 2) CDC be contacted and asked that when the litter bins are emptied, that litter around the base of the bins is also picked up and disposed of. **Action TG**

xxxv) Queen's 90th Birthday – This item had been covered earlier in the meeting; the WI would be asked to hold a village afternoon tea to celebrate the HRH The Queen's 90th Birthday and also commemorate the 70th anniversary of the Bloxham WI.

Resolved that the report be noted.

133/15 CORRESPONDENCE – There were no further items of correspondence.

134/15 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 135/15 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

135/15 CLERK/RESPONSIBLE FINANCIAL OFFICER AND ADMINISTRATION ASSISTANT

The Parish Council considered the recommendation proposed by the Resource Committee following their meeting on the 14th January 2016, but decided that

BLOXHAM PARISH COUNCIL

further information and understanding of the salary scales was required.

Resolved that:

- 1) a job evaluation be carried out for both staff members and following the evaluation, consideration be given to amending both contracts, if applicable, to start April 2016; and
Action JY
- 2) staff members be assured that any recommended and agreed increase in salary points will be back dated to September 2015 (Administration Assistant) and December 2015 (Clerk and Responsible Financial Officer). **Action JY**

136/15 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:

7 March 2016
4 April 2016
14 April 2016 (Annual Parish Meeting at Jubilee Hall)
9 May 2016
6 June 106
4 July 2016

137/15 Items for the Next Agenda

1. Parish Council reports
2. Church footpath funding
3. Bus Services

(The meeting closed at 10.20pm)

MINUTES OF THE PARISH COUNCIL MEETING HELD AT JUBILEE HALL BLOXHAM ON THURSDAY 3 MARCH 2016 AT 7.30PM

PRESENT: Chairman, Councillor Geoff Mollard; Councillors Gloria Lester-Stevens, Nick Rayner, Gillian Roberts, Sue Slater and Jenny Yates.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer).

APOLOGIES: Councillors Mary Groves and Andrew Taplin submitted their apologies because they were at work and these were accepted. Councillor Stephen Phipps submitted his apologies because he was on holiday and these were accepted.

Councillor Tom Smith was not present.

BLOXHAM PARISH COUNCIL

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.

138/15 DECLARATIONS OF INTEREST – There were no declarations of interest.

Resolved that the report be noted.

139/15 SECTION 106 MONIES – Prior to the meeting, the following information had been circulated to the Parish Council:

- Section 106 monies held by Cherwell District Council (CDC);
- Section 106 monies held by Oxfordshire County Council (OCC);
- Section 106 monies which had been spent on the refurbishment of Jubilee Hall;
- Section 106 monies which had been spent on the Bloxham Circular Walks;
- New Homes Bonus which the Parish Council had received from Cherwell District Council; and
- comments from Parish Councillors Mary Groves, Stephen Phipps and Andrew Taplin on the future expenditure of Section 106 monies

Councillor Jenny Yates reported that Section 106 monies from developers, were split between the County Council and the District Council. Funds for education, transport and other County Council functions went to the County Council and funds for play, recreation, open space and sport went to the District Council.

Section 106 agreements were negotiated by CDC without any consultation from the Parish Council, even though CDC and OCC had stated in their responses to various planning applications, that consultation had taken place.

Approximately, two years ago the Parish Council had submitted to CDC, a wish list of where it would like Section 106 monies to be spent in the village, however, it did not appear that this list was being referred to by the Planners. The list would need to be reviewed and re-submitted to CDC at some point.

The information which had been circulated to the Parish Council also gave details on the historic Section 106 monies from developments in the village.

Following the refurbishment of Jubilee Hall, which had used around £34,000, there was still around £250,000 which could be spent on open space, outdoor sport and recreation provision.

When the Milton Road development was started, there would then be a further £185,776.85 (BL09) for this provision too. Unfortunately due to the restrictions on Section 106 funds, at present none of the funds for open space, outdoor sport and recreation provision could be used on play equipment.

Councillor Jenny Yates reported that a Deed of Variation had been arranged by CDC as an agreement had been reached with the developers so enable money from the Barford Road development (Bovis) which had been allocated within the Section 106 agreement to on-site provision of play equipment, would be allocated to off-site provision of play equipment. These funds would then be used for the enhancement of the play facilities at The Recreation Ground and Jubilee Park.

Therefore, following confirmation from Caroline Ford at CDC, the Parish Council understood that there was now £50,000 available to replace the play equipment in The Recreation Ground and Jubilee Park.

BLOXHAM PARISH COUNCIL

The Parish Council was also advised that further monies for off-site play equipment could also come from the Milton Road development, as CDC would be asking for the same arrangement with that developer too.

As the Parish Councillors were aware, this had prompted quotes for new play equipment being obtained. Then at the last meeting of the Parish Council on 1 February 2016, when the Parish Council was ready to approve phase 1 of the works at The Recreation Ground, an email had been received from Caroline Ford to say that the Deed of Variation had actually transferred the funds to recreation, not to play equipment. This had meant that at the current time, the play equipment project could not be progressed any further.

Since that time, Councillors Jenny Yates and Sue Slater had been trying to find out what the Deed of Variation actually said. Following an email from Councillor Sue Slater to John Westerman at CDC, Councillor Yates had received a telephone call from Philip Rolls who advised that he had been contacted by John Westerman and he asked Councillor Yates for details about this situation.

Councillor Yates now hoped that the Deed of Variation was not too specific and it still could be used for children's play area project. Phil Rolls had advised that he was going to look into the matter and update Councillor Yates.

The Parish Council felt that if this situation not sorted out soon, then the Banbury Guardian should be asked to run a story on it. The Banbury Guardian had been ready to run a story a few weeks ago, when they picked up on the issue from the minutes of 1 February 2016, however, the Parish Council had wanted to give CDC the opportunity to rectify the situation before the story was published.

Councillor Yates also advised that if the Parish Council took responsibility for the green space on the Milton Road development, then it would expect to receive the maintenance money from CDC.

With regard to the Tadmerton Road development, there was no Section 106 money available from this development, except for the £10,000 which was being split between Ellen Hinde Hall and the Ex-Serviceman's Hall.

The Councillors had a good discussion about how and where the Section 106 funds should be spent in the village and they considered the two proposals from the joint meeting of the Jubilee Hall Management Committee, Jubilee Project Team and the Parish Council, held on 28 January 2016. The two proposals were:

Proposal 1: The Parish Council agrees that the Section 106 monies be allocated to the improvement and expansion of recreational facilities at the Jubilee Park Hall

Proposal 2: The Parish Council agrees that alternative options for the allocation of the Section 106 monies to recreational facilities in the village should be investigated.

The Chairman advised that the cost of a new additional recreational Pavilion would be around £280,000 which would enable improved recreational activities with more changing rooms. However concern was expressed from members about the necessity of such a facility when the results of the survey carried out by the Jubilee Park Project Group, had shown that residents did not seem very enthusiastic about the need to knock down or enlarge the existing Hall. In addition there were concerns regarding the utilisation and management of such a new facility.

It was felt by all members that the Section 106 funds should be spent in multiple locations around the village, to enable all residents to benefit from it.

BLOXHAM PARISH COUNCIL

It was suggested that the BNDP Recreation Group could be resurrected and the members who had been on that group, could be invited to assist with this project. The Group could then look at all options which would benefit the whole of the village.

Therefore, the Parish Council supported proposal 2 from the joint meeting, but felt the resolution needed to be more specific. The following amendment was proposed by Councillor Nick Raynor, seconded by Councillor Gloria Lester Stevens and agreed by all Councillors present.

Resolved that:

- 1) all options with regard to the expenditure of the Section 106 monies allocated to open space, outdoor sport and recreation provision at multiple locations in Bloxham be investigated by a Working Group which will report back to the Parish Council;
- 2) the community members of the BNDP Recreation Group be invited to become members of the Working Group, which will also include two Parish Councillors;
- 3) the terms of reference for the Working Group be agreed by the Working Group and these be approved by the Parish Council prior to commencement of the investigation;
- 4) the recommendations from the Working Group have to be consistent and within the perimeters of the restrictions of the Section 106 agreements, within a total budget £250,000; and
- 5) costed proposals be submitted at the latest, to the Parish Council meeting in September 2016 and the Parish Council to receive monthly progress reports from the Working Group.

140/15 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:

7 March 2016
4 April 2016
14 April 2016 (Annual Parish Meeting at Jubilee Hall)
9 May 2016
6 June 106
4 July 2016

(The meeting closed at 8.50pm)

MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS BLOXHAM ON MONDAY 7 MARCH 2016 AT 7.30PM

PRESENT: Councillors Mary Groves, Stephen Phipps, Gillian Roberts, 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 Mrs S Myburgh from Bloxham WI.

BLOXHAM PARISH COUNCIL

APOLOGIES: Councillor Geoff Mollard submitted his apologies because he was unwell. Gloria Lester-Stevens submitted her apologies because she was at work. Nick Rayner submitted his apologies because he was on holiday. All the apologies were accepted. District Councillor Lynda Thirzie-Smart also submitted her apologies.

Councillor Tom Smith was not present.

In the absence of the Chairman, the Vice-Chairman Jenny Yates, chaired the meeting.

The Vice-Chairman welcomed everyone to the meeting and reminded the Councillors and the public that recording of the meeting was permitted. However, she asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

141/15 DECLARATIONS OF INTEREST – There were no declarations of interest.

Resolved that the report be noted.

142/15 MINUTES - The minutes of the meetings held on 1 February 2016 and 3 March 2016 were taken as read and duly adopted and signed by the Vice-Chairman.

Resolved that the minutes be approved.

143/15 MATTERS ARISING FROM THE MINUTES 1 FEBRUARY & 3 MARCH 2016 – There were no matters arising.

Minute Number 132/15 – Councillor Jenny Yates reported that she was still trying to arrange a meeting with Stagecoach about the reduction in bus services to the village.

144/15 RESIDENTS' ISSUES – Councillor Mary Groves reported that a resident had asked if her son could volunteer at The Slade and Marie Jones, Warden at The Slade, was arranging this. The resident would also like him to do some picking up litter. The Clerk agreed to check the Safeguarding Policy and then liaise with Keith Bennett about this arrangement. **Action TG**

Councillor Jenny Yates reported that rubbish was being burnt at Green-Up on Banbury Road. The developer had looked into it and it was one of his builders. However, they should not have been on the site as their work had stopped and consequently the rubbish had now been moved off-site.

Councillor Jenny Yates reported that the dog bin on Courtington Lane up Hobb Hill, needed to be checked as it appeared to have been pulled from the ground. **Action TG**

Resolved that the reports be noted.

145/15 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – District Councillor Lynda Thirzie-Smart had circulated her report to the Parish Council prior to the meeting.

County Councillor Kieron Mallon had circulated his report prior to the meeting which in the main, gave details on the budget and also confirmed that the funding position at Butterfly Meadow had not changed. Councillors Mallon also advised that Unitary Authorities were being investigated in Oxfordshire and details would follow in due course.

Councillor Chris Heath advised that she would update the Parish Council later in the meeting during the item on planning matters.

BLOXHAM PARISH COUNCIL

The Parish Council noted that District Councillor Lynda Thirzie-Smart would not be standing for re-election in May 2016 and thanked her for all her work in the Parish during her time in office.

Resolved that the report be noted and Councillor Lynda Thirzie-Smart be thanked for her work in the Parish. **Action TG**

146/15 HM THE QUEEN'S 90TH BIRTHDAY/70 YEARS OF BLOXHAM WI – Mrs S Myburgh addressed the Parish Council with regard to the Queen's 90th Birthday Celebrations and the 70 Year anniversary of Bloxham WI and the centenary of the WI, which was in 2015.

Mrs Myburgh reported that concern had been raised by the WI regarding the organisation of a 'village tea party'. The WI would support such an event by offering to sell and serve tea and cakes. However there would be a need to provide games/entertainment as well and the WI did not feel it appropriate that they should take on the latter task.

There were suggestions on how the event could be organised, but on reflection it was felt by the Councillors present, that unfortunately this was not something which could be pursued by the Parish Council at present. If any villagers wished to organise an event, the Parish Council would endeavor to support them.

Mrs Myburgh reported that the WI would go ahead and organise a commemorative bench in Jubilee Park and the members felt that this would be a welcome addition to the Park. It was suggested that the WI should now liaise with the Jubilee Park Management Committee.

Resolved the report be noted.

147/15 PLANNING

xxxii) A report on the planning applications considered by the Parish Council's Planning Committee and the decisions made by Cherwell District Council had been circulated to the Parish Council prior to the meeting and could be accessed by Councillors in Dropbox.

Minutes of the Planning Committee meetings were available on the Parish Council web site and all comments on planning applications were also available to view on CDC's planning portal.

Councillor Sue Slater reported that the Parish Council's Planning Committee did not have any issues with the extension at Virginia House, however Cherwell District Council (CDC) did have concerns and could refuse the application. Councillor Chris Heath would monitor the application and ask for it to be considered by CDC's Planning Committee, if necessary.

It was also reported that the Planning Committee had objected to the Bovis application with regard to the proposed change of tenure from shared ownership to social rented which was contrary to the spirit of the Bloxham Neighbourhood Development Plan and the Cherwell Local Plan (policy BSC 4). Councillor Heath would look into the matter further with the planning officers.

Councillor Stephen Phipps reported that a resident had erected a notice on the verge opposite the entrance to the Bovis site on Barford Road, asking drivers not to park their cars there. Approximately two weeks ago, Councillor Phipps reported to 'Fix My Street' that this verge was churned up and that the footpath had been dug up, amongst other issues. So far there had not

BLOXHAM PARISH COUNCIL

been any response, therefore Councillor Kieron Mallon suggested that the report should be sent directly to Maurice Sheehan at Oxfordshire County Council.

Resolved that:

- 1) the planning applications and decisions be noted; and
- 2) the issues on Barford Road with regard to the footpath and the verges be forwarded onto the Maurice Sheehan at the County Council. **Action SP/TG**

xxxiii) Planning Matters – Councillor Sue Slater gave an update on the following planning applications:

- 14/01017/OUT, Milton Road (Miller Homes) – With regard to the piece of amenity land on the site, Planning Committee would like the Parish Council to take responsibility for it once it was offered by CDC. The Parish Council was in discussions with CDC regarding the future maintenance of this site.
- 14/01634/REM, Land to the rear and north of 29 to 33 Quarry Close, Bloxham (Miller Homes) – The developer was working its way through the discharge of conditions and the drainage condition been signed off by the County Council. The Parish Council would continue to monitor the discharge of conditions.
- 14/00761/REM, Wellington Park, Barford Road (Bovis) – The issue at Cherwell District Council (CDC) with regard to the Deed of Variation had still not been resolved, therefore there was no progress with the play equipment project. The Parish Council and Councillor Chris Heath would be chasing this up with CDC.
- 15/01528/F, Church Street, Bloxham (Taylor Wimpey) – This application was likely to be considered by Cherwell District Council's Planning Committee on 17 March 2016. The Parish Council would be addressing the Committee in objection to the application.
- Public Right of Way across the waste ground in Queen Street – Mrs V Moyses had attended the Parish Council's Planning Committee on 29 February 2016 to discuss the proposed right of way. However, there were still difficulties with the ownership of the land, a claim had been registered at the land registry and this potential owner needed to be contacted before the right of way could be progressed any further. However, the County Council (who was responsible for rights of way) had advised Mrs Moyses that the process could take a number of years due to their back log. Therefore, Councillors Jenny Yates and Sue Slater would be looking into the matter to establish what assistance the Parish Council could provide to Mrs Moyses. The Parish Council on behalf of the residents, thanked Mrs Moyses for all her efforts.

Resolved that:

- 1) the reports be noted; and
- 2) if the piece of amenity land on the Milton Road site is offered to the Parish Council, it be accepted, along with the maintenance monies.

The Chairman thanked Councillor Sue Slater for her reports.

148/15 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP) – John Groves reported that the Plan had been submitted to the examiner and the examination process would start in early April.

BLOXHAM PARISH COUNCIL

There was some grant funding which had been obtained for consultancy work on the Plan but it had not been required, therefore it would be returned to Groundwork UK Ltd.

The Parish Council expressed its thanks to John for all his hard work on the Plan.

Resolved that the report be noted.

149/15 PARISH COUNCIL MATTERS

xxxvi) Co-option to Parish Council Vacancy – The Vice-Chairman reported that there had been two applications for the vacancies and the Chairman would be meeting both applicants this week.

The Parish Council discussed how it could manage the recruitment process. Members felt that at the next meetings of each Committee, there should be a discussion on how to encourage members of the community to become members of the respective Committees. This would then enable people to take on a smaller commitment by being a Committee member and then they could step up to the role of a Parish Councillor when there was a vacancy.

Resolved that:

- 1) the report be noted; and
- 2) the three Committees each discuss how to recruit members of the community as co-opted members on to their Committees. **Action KMILLS/TG**

xxxvii) Committee Minutes and Recommendations.

- 31) Environment Committee – Prior to the meeting, the minutes of the meeting held on 25 February 2016 had been circulated to the Parish Council.

With regard to The Slade, Councillor Stephen Phipps reported that he objected to matters at The Slade being reported to the Environment Committee and it should continue to report to the Parish Council. The Slade was an asset which the Parish Council owned and reports should therefore, go to the Parish Council.

Councillor Jenny Yates felt that there should be a support structure in place for The Slade which included more than one Parish Councillor taking responsibility for it. The Parish Council should not over burden any Parish Councillor with too many responsibilities and these suggestions to help this process, were in no way a reflection on the good work which Councillor Phipps had completed. The Parish Council should manage the expenditure of the New Homes Bonus and the grant funding at The Slade, as well as the overall financial management.

Resolved that the report be noted and the reporting lines for The Slade be considered at the meeting of the Parish Council in May 2016. **Action TG**

- 32) Resources Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council.
- 33) Planning and Strategy Committee – Prior to the meeting, the minutes of the meetings held on 9 and 29 February 2016 had been circulated to the Parish Council.

Resolved that the minutes be noted.

BLOXHAM PARISH COUNCIL

xxxviii) Drop-in and Chat – The next drop-in and chat sessions were being held at the Ex-Serviceman’s Hall, Bloxham from 1030am to 1130am on the following dates:

Saturday 12 March 2016 – Councillors Stephen Phipps and Sue Slater
 Saturday 9 April 2016 – Councillors Andy Taplin and Jenny Yates

Resolved that the report be noted.

xxxix) Jubilee Park Management Committee (JPMC) – Councillors Sue Slater and Stephen Phipps advised that there was no report from the JPMC, but the Hall was functioning well.

Resolved that the report be noted.

xl) Reports to the Parish Council – The Vice-Chairman asked the Parish Council whether their written reports should be made available on the Parish Council web site. All Councillors felt that this was a good idea.

Resolved that reports submitted to the Parish Council be loaded onto go on the Parish Council’s web site. **Action TG**

xli) Annual Parish Meeting (APM) 2016 – Prior to the meeting, a draft agenda for the APM had been circulated to the Parish Council. Councillors were asked to provide feedback to the Clerk by the end of the week.

Resolved that all Councillors to feedback their comments on the APM agenda to the Clerk by Friday 11 March 2016. **Action ALL**

xlii) Oxfordshire Together – Prior to the meeting, information had been circulated with regard to the Oxfordshire County Council’s ‘Oxfordshire Together’ project.

The Vice-Chairman recommended that this item was deferred to the Environment Committee as most of the items in the Oxfordshire Together project, related to Environmental issues.

Resolved that this item be deferred to the Environment Committee for discussion. **Action TG/KMILLS**

150/15 FINANCE

xxxviii) 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 2016	£632.39	979
Theresa Goss – Expenses for March 2016	£121.39	979
Katherine Mills – Salary for February 2016	£199.61	980
Katherine Mills – Expenses for March 2016	£34.00	980
HMRC Payment for March 2016	£250.65	981
Oxfordshire County Council Pension Fund – Clerks Pension	£189.90	982

BLOXHAM PARISH COUNCIL

Royal British Legion – Annual Grant	£86.60	983
Groundwork UK – Reimbursement of grant funding not spent	£1380.21	984
Jubilee Park Management Committee – Room Hire	£50.00	985
Bloxham Mill Ltd – Room Hire	£36.00	986
RAL Display & Marketing Ltd – Desktop Kit	£207.60	987
Mr D Chandler – Removal and disposal of notice board	£60.00	988
OALC – Annual Subscription	£626.62	989
Mr P Booth – Works to the Youth Club container at Jubilee Park	£92.50	990
Dijon Designs – BNDP printing	£558.00	991
Community First Oxfordshire – Annual Subscription	£70.00	992
Cherwell District Council – Emptying Dog Bins	£960.96	993

Resolved that the following accounts paid since the last meeting be noted and approved for payment:

Payments made since the last meeting	Amount	Cheque No.
Mr T Eden – Work at The Slade	£277.00	976
Marie Jones – Equipment for The Slade	£1333.22	978

xxxix) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 7 March 2016 for the Bank of Ireland bank accounts.

Resolved that the bank reconciliation be noted.

xi) Ex-Serviceman's Hall Grant – Prior to the meeting, an email from Robert Aplin had been circulated to the Parish Council, advising that the £1000 which had been awarded to the Hall for 2015/2016, would not now be used for works to the ladies toilet. The Hall would like to use the funds for future improvement works, such as some form of rear extension.

Resolved that the £1000 grant be used for future improvements works at the Ex-Servicemen's Hall. **Action TG**

151/15 VILLAGE MATTERS

i) Play Provision – The Vice-Chairman reported that there was no progress with the project.

Resolved that the report be noted.

ii) The Slade – Prior to the meeting, Councillor Stephen Phipps circulated a report from the Wardens at The Slade. The report included information on the TOE2 application and how it would be spent. There was also information on the management plan survey and training which had been undertaken.

Resolved that the report be noted.

iii) Village Groups – No report.

iv) Youth Club – The Clerk advised that there was no report on the Youth Club. The Parish Council asked the Clerk to remind the Youth Club leaders that the Parish Council required a monthly report.

BLOXHAM PARISH COUNCIL

Resolved that the report be noted.

152/15 CORRESPONDENCE – There were no further items of correspondence.

153/15 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 154/15 & 155/15 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

154/15 MEMBER DEVELOPMENT – The Parish Council discussed issues around the Parish Council's Code of Conduct.

Resolved that the issues be noted and a meeting be held to discuss the matter further. **Action TG**

155/15 JOB EVALUATION – This item was deferred to the next meeting of the Parish Council on 4 April 2016.

156/15 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:

4 April 2016
14 April 2016 (Annual Parish Meeting at Jubilee Hall)
9 May 2016
6 June 106
4 July 2016

157/15 ITEMS FOR THE NEXT AGENDA

1. Church footpath
2. Bus services

(The meeting closed at 10.10)

MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS BLOXHAM ON MONDAY 4 APRIL 2016 AT 7.30PM

PRESENT: Chairman, Councillor Geoff Mollard; Councillors Mary Groves, Gloria Lester-Stevens, Stephen Phipps, Nick Rayner, Gillian Roberts, Sue Slater, Tom Smith, Andrew Taplin and Jenny Yates.

ALSO IN ATTENDANCE: Katherine Mills (Administration Assistant), District Councillor Christine Heath, and six members of the public.

APOLOGIES: Lynda Thirzie Smart, Theresa Goss (Clerk & RFO)

BLOXHAM PARISH COUNCIL

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.

158/15 DECLARATIONS OF INTEREST – There were no declarations of interest.

Resolved that the report be noted.

159/15 MINUTES - The minutes of the meetings held on 7 March 2016 were taken as read and duly adopted and signed by the Chairman.

Resolved that the minutes be approved.

160/15 MATTERS ARISING FROM THE MINUTES 7 MARCH 2016

- i) Minute 144/15 Residents issues Safeguarding policy. Cllr SP confirmed that the Clerk could now take action to proceed with the DBS for Marie Jones, David Yates and Keith Bennett.
Action: TG
- ii) Minute 147/15 i) Public right of Way Queens Street – it was agreed that the Clerk would pass all information from Mrs.Moyses to County Cllr Mallon.
Action: TG

Resolved that the Clerk would proceed with the DBS and the information from Mrs.Moyses be passed on to County Cllr Mallon.

161/15 RESIDENTS' ISSUES –

- i) Resident Mr.Smith, who had suffered flooding to his property before Easter, addressed the council. Mr.Smith advised that the current drainage system was not able to cope with flood water. Bloxham School had installed a new drainage system which had been effective until the recent heavy rain. The new system had worked well but had filled up the underground drainage and overwhelmed the old culvert in Courtington Lane. Water had come back up through the drains leading to further flooding. A Thames Water engineer had confirmed the culvert had been adopted by Thames Water and advised the flooding was due to "hydraulics" and the drains were up to capacity and could not cope. Residents Mr.Smith and Mrs. Baxendine felt this was a problem for the whole village as it develops and grows.

Mr.Smith had received email from Oxfordshire County Council (OCC) to discuss responsibilities for drainage. Mr.Smith advised that flood protection for individual properties was a short term solution and a responsible solution for whole village was needed.

Mr.Smith welcomed any support from the council to help residents understand their legal rights and possible actions to improve the situation. Mr.Smith was aware of grants that may be available from OCC for flood protection. The council advised that the Environment Agency also gave out flood warnings in advance by text or email which could assist with residents needing to install flood doors or sand bags.

Cllr JY stated that the situation highlighted the need for an up to date community plan for Bloxham and advised that £20,000 would be available to the PC via the plan that could be used for flood defence systems. There was a need to be clear about what OCC would be prepared to do in the future and which areas of gully clearance may be passed from OCC to the Parish

BLOXHAM PARISH COUNCIL

Council possibly without funding. The council had requested a report from Thames Water and the fire brigade, they should be available shortly.

Cllr CH reported that the roadside gulleys on the High Street were not emptied by OCC due to parked cars. A resident had offered to put out cones the day before to stop parking but OCC had not agreed. Cllr CH would speak to County Cllr Kieron Mallon regarding the issue.

Action: CH

Resolved that the Parish Council would prepare an updated Community Plan and that Cllr CH would speak to County Cllr Mallon regarding roadside gulleys.

- ii) Resident Mr.Andrews, addressed the Parish Council regarding the possible purchase, rent or lease of a small piece of the land at the entrance to the Slade that was adjacent to the residents garden in Hyde Grove. The council discussed the matter and it was suggested that, councillors should view the area in question before a decision was made. Mr.Andrews expressed his appreciation of the Councillors comments.
- iii) Resident Mr.Wyatt reported that all trade at Ells Lane nursery had recently been to trade customers but was now also available to retail trade for the rest of season; Mr.Wyatt hoped for support from the council and invited any questions. A Cllr queried if the nursery was open from 9am - 5pm every day and My.Wyatt confirmed this was the case until the end of the season.
- iv) A resident had raised the issue of the broken planter at the entrance to village. Cllr TS would carry out the necessary repairs.
Action: TS

A resident of Humber Street had raised the issue regarding parking in Humber Street and it was confirmed that all Councillors were aware of the response from OCC.

Resolved that the reports be noted.

162/15 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

- i) Cllr CH has a council meeting on the evening of the Bloxham APM but would try and attend the APM and would send a report.
- ii) A report from District Cllr Lynda Smart had been circulated prior to the meeting.

Resolved that the reports be noted.

163/15 PLANNING

xxxiv)A report on the planning applications considered by the Parish Council's Planning Committee and the decisions made by Cherwell District Council had been circulated to the Parish Council prior to the meeting and could be accessed by Councillors in Dropbox.

Minutes of the Planning Committee meetings were available on the Parish Council web site and all comments on planning applications were also available to view on CDC's planning portal.

BLOXHAM PARISH COUNCIL

Resolved that the planning applications and decisions be noted.

xxxv) Planning Matters – Councillor Sue Slater gave an update on the following planning applications:

- 14/01017/OUT, Milton Road (Miller Homes) – the new amended plan would be reviewed at the next Planning meeting on the 12 April and a response would be sent by the Planning committee.
- 14/01634/REM, Land to the rear and north of 29 to 33 Quarry Close, Bloxham (Miller Homes) – the initial conditions had been discharged and the remaining were being addressed.
- 14/00761/REM, Wellington Park, Barford Road (Bovis) – the Planning committee was waiting for feedback from John Westerman and Case Officer regarding the variation between shared ownership and rented. Cllr SP advised the grass verge had been turfed and reseeded but another part of the grass verge and tarmac had been damaged. The Clerk had contacted CDC and Cllr Mallon was also aware of the situation. Gordon Kelman at OCC should be advised that the ditch in the front of the development was being eroded and partly filled in and the Clerk would follow this up. **Action: TG**
- 15/01528/F, Church Street, Bloxham (Taylor Wimpey) – the present application had been withdrawn.

Resolved that:

- 3) the reports be noted;
- 4) That the Clerk would contact OCC regarding the ditch on Barford Road

The Chairman thanked Councillor Sue Slater for her reports.

xxxvi) Bloxham Neighbourhood Development Plan (BNDP) – Cllr SS advised the plan was now with the examiner.

Resolved that the report be noted.

ix) Flooding in Bloxham – see item 161/16 i)

164/15 PARISH COUNCIL MATTERS

xliii) Co-option to Parish Council Vacancy – The Parish Council considered two applications for co-option onto the Parish Council. The applications were from Steve Cragg and Mike Hawtin who were present at the meeting, invited by the Chair.

Steve Cragg was a new resident and was keen to contribute to the community. Mike Hawtin had lived in Bloxham for 17 years and had retired at Christmas so would have more spare time to commit to the Parish Council.

BLOXHAM PARISH COUNCIL

Cllr SS, Chair of the Planning committee, invited Steve Cragg and Mike Hawtin to the Planning committee meeting on Tuesday 12th April. The Administration Assistant would advise them of the meeting details. **Action: KM**

xliv) Committee Minutes and Recommendations.

34) Environment Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council. Cllr JY requested that the Community Plan be on the next agenda. Cllr CH requested a copy of any reports received from Thames Water.

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

36) Planning and Strategy Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council.

Resolved that the reports be noted.

xlv) Section 106 Working Group – Cllr JY reported that to date only two volunteers had come forward. There would need to be representatives from the Jubilee Park, the recreation ground and the Bloxham Football Club as well as two or three Cllrs from the Parish Council. Funds were available and the group needed to review how to allocate the funds. It was agreed to defer the item to the next meeting when new Cllrs may have been co-opted. It would also be mentioned at the Parish Council APM.

xlvi) Drop-in and Chat – The next drop-in and chat sessions were being held at the Ex-Serviceman's Hall, Bloxham from 1030am to 1130am on the following dates:

Saturday 9 April 2016 – Councillors Andy Taplin and Jenny Yates

Saturday 14 May 2016 – Councillors Mary Groves and Gloria Lester-Stevens

A Drop-in and Chat report had been circulated in advance of the meeting from Cllr SS and the main points were dangerous parking and speeding through village.

Cllr SS suggested publicising a formal statement to advise residents of communications and actions taken by the Parish Council. Parish Council priorities for 2016/17 was an APM agenda item and this would be further discussed at that point.

A resident had enquired if there had been any further feedback on the proposed development land behind Courtington Lane. Cllr SS advised there was no application as yet.

Resolved that the report be noted.

xlvii) Jubilee Park Management Committee (JPMC) – Cllr SP had no report but requested the Parish Council put the Jubilee APM date of the 28th April 7.30pm at Jubilee Park Hall on their website and Facebook page. **Action: TG**

xlviii) The Jubilee Park had requested information on the nominated representative from the Parish Council for the Jubilee Park committee. The current Cllrs SP and SS would continue to be the representatives until the full Parish Council meeting on the 9th May when the PC would advise the Jubilee committee of nominated representatives for 2016/17.

Resolved that the report be noted.

BLOXHAM PARISH COUNCIL

Annual Parish Meeting (APM) 2016 – Prior to the meeting, a draft agenda for the APM had been circulated to the Parish Council. Cllr NR re: PC agenda. Cllr NR had put together a draft presentation which was available on Dropbox. Cllr NR requested feedback from cllrs regarding content for the slides. There would be a focus on PC finances and the RFO had information regarding categories of funds. When the presentation had been completed Cllr NR would circulate for amendments. **Action: All**

It was confirmed that the Parish Council would set up the Jubilee Hall before the meeting.

Resolved that all Councillors to send their comments on the APM presentation to Cllr NR as soon as possible. **Action: All**

- xlix) Bus Services – Cllr JY reported that no further clarification regarding bus service cuts had been received from OCC. The service diversion via Wigginton and South Newington was likely to be lost and service No 90 was likely to be withdrawn on the 20th July 2016. The early and late services may continue as they were funded partly by S106 monies.

Resolved that clarification be sought from OCC on which bus services would be effected by cuts to subsidies. **Action: TG**

- l) Councillors Responsibilities – Cllrs had been allocated an area of the village and would pass any maintenance issues in their area on to the Clerk who would in turn inform the village Care Taker. This was an informal arrangement to assist in the management of the Care Taker role. Cllrs would review the document and discuss at the next Parish Council meeting.

Resolved that Cllrs review the document at the next meeting. **Action: All**

- xi) Banbury Rural Neighbourhood Action Group – Prior to the meeting, Councillors Mary Groves had circulated a report on the recent NAG meeting. Cllr MG advised the police were aware of dangerous parking around the Warriner and were liaising with Head teacher. All Parish Councils mentioned the same issues of parking, speeding and petty crime. NAG had suggested that Parish Councils could hire monitoring equipment jointly.

The police had advised that they would not attend annual Parish Council meetings but would hold an annual meeting for Parish Council's to attend.

Resolved that the report be noted.

165/15 FINANCE

- xli) 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 2016	£683.93	994
Theresa Goss – Expenses for March 2016	£50.97	994
Katherine Mills – Salary for March 2016	£126.42	995
HMRC Payment for April 2016	£264.43	997
OCC Pension Fund – Clerks Pension	£189.90	996

BLOXHAM PARISH COUNCIL

Mr T Eden – Work at The Slade	£334.00	998
The Wildlife Trust – Chainsaw training	£1324.00	999
Arien Signs and Graphics – New noticeboard	£1172.40	1000
Mr A Griffin – Mercury tilt switch for Church clock	£15.29	1001
Mr G Mollard – Ink cartridges	£54.53	1002
OCC Pension Fund – Clerks pension fund replacement cheque for May 2015 payment	£189.90	1003

- xlii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 4 April 2016 for the Bank of Ireland bank accounts.

Resolved that the bank reconciliation be noted.

- xliii) Church Footpath – Cllrs discussed the request for funding for the church footpaths. It was noted that the Parish Council already provided funding for other areas in the church and that the Parish Council had difficult decision to make when prioritising funding. An approach would be made to OCC to see if S106 monies would be available.

Resolved that the possibility of partly funding the footpath with OCC 106 monies would be explored by Cllrs JY and GM who would report back at the next Parish Council meeting.

Action TG/JY/GM

- xliv) Independent Remuneration Panel Report 2016/2017 – Childcare allowance and dependence allowance rates had been increased. Cllrs agreed not to pay the basic allowance but to pay travel, subsistence and expenses.

Resolved that the report be approved.

166/15 VILLAGE MATTERS

- m) Play Provision – the Parish Council would review the play provision plans to ensure they fulfilled the criteria, for approval at the May Parish Council meeting. The Clerk would send holding emails to the play equipment companies concerned to confirm part of the funds had been received. The Clerk would also liaise with the Jubilee Park Management Committee and the recreation ground trustees to formally submit their preferred option to the Council meeting in May.

Action: TG

Resolved that the Clerk would liaise with the play provision companies, the Jubilee Park Management Committee and the Recreation Ground Trustees to update them on developments.

- ii) The Slade – Cllr Stephen Phipps gave a report on the possible release of a piece of land from Parish Council ownership to the owner of 10 Hyde Grove. The proposal was discussed by the council. The land could be used for information boards or pre visit meetings for the Slade, and it was agreed that cllrs would view the land in question and further investigation and information as to the implications for the Council were required, before a decision was made regarding the possible consideration of the release of the land.

Cllr SP would prepare a progress report for TOE2 and would send to the Clerk.

Action: SP & TG

BLOXHAM PARISH COUNCIL

Resolved that the report be noted and decision regarding the land at the Slade be deferred to the next meeting.

iv) Village Groups – No report.

iv) Traffic One-Way System – OCC had proposed that Old Bridge Road could operate as one way system. Further details of the OCC proposal would be given at the Parish Council APM

Resolved that the report be noted.

v) Youth Club – no report. The clerk to chase for a report for the next meeting. **Action TG**

Resolved that the report be noted.

167/15 CORRESPONDENCE – There were no further items of correspondence.

Cllr CH left the meeting at 21.23pm.

168/15 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 169/15 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

169/15 STAFFING COMMITTEE – Prior to the meeting, some draft Terms of Reference had been circulated to the Parish Council.

Cllr JY reported that it had been proposed to have a formal staffing committee to improve the current system of staff appraisal. The suggested committee terms of reference had been circulated in advance of the meeting and the council discussed the appointment of a committee and the delegated powers. Unclear if a Staff committee can confirm financial decisions for staff. The staff had submitted a job evaluation to the OALC employment consultant and it was proposed that the Parish Council should consider adopting the report recommendations. The Staff committee would bring forward approved recommendations to the full Parish Council and if all correct procedures were in place it was hoped there would not be an area of disagreement. The system would also allow for a member of staff to go through a grievance process. Amendments to the wording in the terms of reference were required and the Clerk would circulate a revised version of the document for approval at the meeting on the 9th May 2016.

Resolved that the decision be deferred.

170/15 Following a matter raised at the Council meeting 7th March 2016 under minute 154/15, a meeting was held on the 30th March 2016. At this meeting a frank discussion was had by the concerned parties.

It should be recorded that at no time did any Councillor intend to infer any impropriety had occurred on the part of another Councillor and an amicable solution has now been reached. The Councillors resolve to work together effectively for the benefit of Bloxham Parish Council.

171/15 MEETING DATES

BLOXHAM PARISH COUNCIL

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:

14 April 2016 (Annual Parish Meeting at Jubilee Hall)

9 May 2016

6 June 106

4 July 2016

172/15 ITEMS FOR THE NEXT AGENDA

Section 106 Working Group

Co-option of cllrs

Jubilee Park representatives

Cllrs areas of responsibility

Church footpath 106 funding report

Play provision

The Slade transfer of land

Staffing committee

(The meeting closed at 21.45 pm)