

BLOXHAM PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS BLOXHAM ON MONDAY 9 MAY 2016 AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer), Brian Smith, Mike Hawtin and Steve Craggs.

APOLOGIES: Parish Councillor Nick Rayner.

Parish Councillor Tom Smith was not present.

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.

1/16 APPOINTMENT OF CHAIRMAN – Councillor Jenny Yates advised the meeting that Geoff Mollard had resigned from the Parish Council. Councillors expressed their thanks and appreciation for all of the work Geoff had undertaken in the village during his time as a Councillor and also as Chairman.

Councillor Yates then asked for nominations for Chairman for 2016/2017. Councillor Yates was proposed and seconded for the position of Chairman.

Resolved that Councillor Jenny Yates be appointed as Chairman for 2016/2017.

2/16 APPOINTMENT OF VICE-CHAIRMAN – The Chairman asked for nominations for Vice-Chairman for 2016/2017. Councillor Sue Slater was proposed and seconded for the position of Vice-Chairman.

Resolved that Councillor Sue Slater be appointed as Vice-Chairman for 2016/2017.

3/16 CO-OPTION ONTO THE PARISH COUNCIL – The Parish Council considered two applications for co-option onto the Parish Council. The applications were from Steve Cragg and Mike Hawtin who were both present at the meeting.

Following the resignation of Geoff Mollard, there was now a further vacancy on the Parish Council.

Resolved that:

- 1) Steve Craggs and Mike Hawtin be co-opted onto the Parish Council; and **Action TG**
- 2) the vacancy continue to be advertised. **Action TG**

4/16 DECLARATIONS OF INTEREST – There were no declarations of interest.

Members were reminded that advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice could not be given to Councillors at Parish Council meetings.

Resolved that the report be noted.

5/16 MINUTES - The minutes of the meetings held on 4 April 2016 were taken as read and duly adopted and signed by the Chairman.

BLOXHAM PARISH COUNCIL

Resolved that the minutes be approved.

6/16 MATTERS ARISING FROM THE MINUTES 4 APRIL 2016

Minute Number 160/15 - DBS Checks for Volunteers – The Clerk reported that she had been working on this but was having trouble finding an ‘Umbrella Body’ in the area who could carry out the checks on behalf of the Parish Council. She had contacted the Safeguarding Team at the County Council but they had just referred her to the Government web site. It was suggested that Godswell Park or the schools in the village could be approached for advice as DBS checks would be completed for their staff. **Action TG**

Minute Number 160/15 – Queens Street Proposed Right of Way - The Clerk advised that she had forwarded all of the information onto the County Council and was waiting for a reply. She had also copied in County Councillor Kieron Mallon, as requested at the last meeting.

165/15 (iii) Church Footpath – The Clerk reported that she was waiting for feedback from the County Council with regard to the use of Section 106 funds for part funding of the Church footpath. She would chase this up again with Geoff Barrell. **Action TG**

7/16 RESIDENTS’ ISSUES – The only residents’ issue to be discussed was the flooding and water issues in the village. Therefore, as Brian Smith was in attendance at the meeting, the Parish Council agreed to move this item forward on the agenda.

8/16 FLOODING/WATER & DRAINAGE ISSUES IN BLOXHAM – Brian Smith addressed the Parish Council with regard to flooding issues in the village. Prior to the meeting, Mr Smith had circulated to the Parish Council, a copy of a report of a meeting he had with the County Council and also an update by email on the progress since that meeting.

Mr Smith reported that he had written to Neil Urquart with regard to water running from the Bloxham School playing field, towards his property, but he had not as yet, had a response. He also had concerns that it was unclear who was responsible for the drain on the corner of Courtington Lane and Workhouse Lane and how many other drains in the village were also in this situation relating to the unknown ownership.

Mr Smith requested the Parish Council’s support whilst he tried to resolve these issues and the Parish Council would support Mr Smith with his request to Bloxham School, should he not receive a positive response.

Councillor Sue Slater highlighted that the Parish Council had also met with the County Council, Environment Agency and Thames Water to discuss flooding in the village. A report on the meeting had been circulated. Thames Water would be installing a new water pipe in Milton Road and providing leaflets for residents about what should and should not be put into the sewage system.

During 2016/2017, the Environment Agency would be starting a project to manage the water levels in Bloxham Brook.

Also discussed, was the issue of flooding in Barford Road. The Parish Council’s Environment Committee, would be investigating setting up a flood group as well as a flood plan, as part of a Community Emergency Plan.

The notes of the meeting were available on the Parish Council web site
www.bloxhamparishcouncil.co.uk

BLOXHAM PARISH COUNCIL

Councillor Sue Slater was thanked for her report.

Resolved that:

- 1) the Parish Council will support Brian Smith with his requests to the County Council and Bloxham School, should he not receive a positive response;
- 2) Thames Water be asked where the new pipe due to be installed in Milton Road, would run to and from: **Action TG**
- 3) Thames Water be reminded to provide the Parish Council with leaflets about what can and cannot go into the sewage system; **Action TG**
- 4) investigations into a Flood Plan/Community Emergency Plan and a Flood Group be made by the Environment Committee. **Action TG/KM**

9/16 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There were no reports from the District Councillors and the County Councillor.

The Parish Council asked the Clerk to pass congratulations on its congratulations to Christine Heath, Nigel Randall and Mike Bishop on their election to Adderbury, Bloxham and Bodicote Ward. **Action TG**

10/16 PLANNING

- i) 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.

Resolved that the planning applications and decisions be noted.

- ii) Planning Matters – Councillor Sue Slater gave an update on the following planning applications:
 - 14/01017/OUT, Milton Road (Miller Homes) – There was no update on this application.
 - 14/01634/REM, Land to the rear and north of 29 to 33 Quarry Close, Bloxham (Miller Homes) – A meeting with The Slade Management Team, Tim Screen from Cherwell District Council and Miller Homes, to discuss the issues of the boundary and planting was being arranged.

Resolved that the report be noted.

- 14/00761/REM, Wellington Park, Barford Road (Bovis) – Work was being undertaken on the hedge and the improvement of the drainage to the site. The Parish Council would be monitoring this work.

Issues with regard to the damage caused to the grass verges in the area, as well as the footpaths on Barford Road from the vehicles visiting the site, would be reported to the County Council again and a progress report would be requested.

The Environment Committee would be requested to sort out the installation of the 'no parking' signs in the grass verges

BLOXHAM PARISH COUNCIL

Resolved that:

- 1) the report be noted;
 - 2) the County Council be contacted again about the issues with the grass verges and footpaths on Barford Road around the entrance to the Bovis site; and **Action TG**
 - 3) the Environment Committee be asked to install the 'no parking' signs in the village.
Action TG/KM
- 15/01528/F, Church Street, Bloxham (Taylor Wimpey) – There was no update on this application.

The Chairman thanked Councillor Sue Slater for her reports.

- iii) Bloxham Neighbourhood Development Plan (BNDP) – The Chairman reported that there was currently a delay with the examination of the BNDP due to the work load of the examiner. It was now being worked on and a result would be received in due course.

Resolved that the report be noted.

11/16 PARISH COUNCIL MATTERS

- i) Committee Memberships, Terms of Reference, Responsibilities and Appointments to Outside Bodies – The Parish Council discussed the membership of the Committees, the terms of reference and the appointments to outside bodies.

Councillor Stephen Phipps advised the Parish Council on his reasons why he did not wish the reports with regard to The Slade to be submitted directly to the Environment Committee, rather than the Parish Council.

Other Councillors felt that there was a risk to the Parish Council, if one Councillor took all of the responsibility for The Slade, or for any other Parish Council projects.

The Chairman proposed that Councillor Stephen Phipps remained as The Slade Co-ordinator and that future reports be submitted to the Environment Committee. This proposal was seconded.

There were five votes in favour of this proposal, one against and one abstention. Therefore the proposal was carried.

Resolved that:

- 1) The Committee memberships be approved as follows:

Environment

Nick Rayner
Mary Groves
Gloria Lester-Stevens
Steve Craggs
Tom Smith
Mike Hawtin
Patricia Hopkins (non-councillor
with no voting rights)

Resources

Nick Rayner
Jenny Yates
Andrew Taplin
Stephen Phipps
Steve Craggs

Planning and Strategy

Gillian Roberts
Tom Smith
Mary Groves
Stephen Phipps
Gloria Lester-Stevens
Sue Slater
Jenny Yates
Mike Hawtin

BLOXHAM PARISH COUNCIL

Patricia Hopkins (non-councillor with no voting rights)

Staffing Committee

Chairman
Vice-Chairman
Andrew Taplin
Gillian Roberts

- 2) the terms of reference for the four Committees be deferred to the next meetings of the Committees and then submitted to the Parish Council for approval;
- 3) Councillor Stephen Phipps to remain as The Slade Co-ordinator and that future reports be submitted to the Environment Committee and this be incorporated into the Environment Committees' Terms of Reference; and
- 4) the appointments to other bodies be approved as follows:

Bloxham Festival:	Councillor Mary Groves
Environment (including Flooding):	Councillor Gloria Lester-Stevens
Jubilee Park Management Committee:	Councillor Sue Slater
Neighbourhood Action Group (NAGS):	Councillor Mary Groves
Bloxham Neighbourhood Development Plan (BNDP):	Councillors Stephen Phipps, Sue Slater and Jenny Yates
St Mary's Thursday Club:	Councillor Gloria Lester-Stevens
The Slade:	Councillor Stephen Phipps

ii) Committee Minutes and Recommendations.

- 1) Environment Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was on 19 May 2016.
- 2) Resources Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council.
- 3) Planning and Strategy Committee – Prior to the meeting, the minutes of the Committee meetings held on 12 April 2016 and 3 May 2016, had been circulated to the Parish Council.

Resolved that the reports be noted.

- ## iii) Section 106 Working Group – The Chairman reminded members that the Parish Council had agreed to establish a Working Group of volunteers from the village, to look at allocating the Section 106 funds of up to £250,000 for open space, outdoor sport and recreation in Bloxham. Those who had volunteered to be on the group were:

Steve Craggs
Carmen Guard
Mike Hawtin
Ian Holroyd
Mel Rayner
Zoe White

BLOXHAM PARISH COUNCIL

Resolved that a meeting be arranged and the Chairman and Vice-Chairman to also attend the meeting. **Action TG**

- iv) 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 14 May 2016 – Councillors Gloria Lester-Stevens and Jenny Yates

Saturday 11 June 2016 – Councillors Gillian Roberts and Nick Rayner

Resolved that the report be noted.

- v) Jubilee Park Management Committee (JPMC) – Prior to the meeting, Councillor Sue Slater circulated a report on the AGM which had been held on 28 April 2016. The notes of the meeting were available on the Parish Council web site www.bloxhamparishcouncil.co.uk

Resolved that the report be noted.

- vi) Parish Transport Representative's Meeting – Prior to the meeting, the Chairman had circulated a report on the meeting held on 3 May 2016. The notes of the meeting were available on the Parish Council web site www.bloxhamparishcouncil.co.uk

Resolved that the report be noted.

- vii) Areas of Responsibility – Due to the lateness of the hour, this item was deferred to the next meeting of the Parish Council.

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

12/16 FINANCE

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

Resolved that the following accounts be approved for payment:

Payments	Amount	Cheque No.
Theresa Goss – Salary for May 2016	£638.96	1007
Theresa Goss – Expenses for May 2016	£21.06	1007
Katherine Mills – Salary for April 2016	£162.54	1008
HMRC Payment for May 2016	£234.17	1009
OCC Pension Fund – Clerks Pension	£189.90	1010
Bloxham Mill Ltd – Room Hire	£45.00	1011
Jubilee Park Management Committee – Room Hire	£50.00	1012
Jenny Yates – Mileage to training and ink cartridges and paper	£78.50	1013
David Etherington-Smith – Equipment for The Slade	£65.97	1014
Adderbury Parish Council – Use of laptop and printer (2014/2015 & 2015/2016)	£60.00	1015
St Mary's Parish Rooms – Room hire	£140.00	1016
Viking – Stationery order	£80.35	1017
OALC – training event	£78.00	1018
Eton College – Permissive path, Neylands Farm	£1.00	1019

BLOXHAM PARISH COUNCIL

Nigel Prickett – Grass cutting for April 2016	£1218.00	1020
Arrow Accounting – Internal Audit 2015/2016	£314.63	1021
Treetops Ltd – Tree work in The Goggs	£110.00	1036

Grants 2016/2017

Youth Club - Grant	£500	1022
Bloxham Senior Citizen's - Grant	£300	1023
Bloxham Boys Brigade - Grant	£700	1024
First Bloxham Scout Group - Grant	£499.90	1025
St Mary's Parish Rooms - Grant	£700	1026
Bloxham St Mary's Thursday Club - Grant	£1500	1027
Bloxham Village Museum - Grant	£1500	1028
Ellen Hinde Hall - Grant	£1000	1029
Bloxham Pre-School - Grant	£692.40	1030
Bloxham Flower Club - Grant	£450	1031
Jubilee Park Management Committee - Grant	£3000	1032
Recreation Ground Trustees - Grant	£2500	1033
St Mary's Church - Grant	£2500	1034
Alan Griffin Church Clock for maintenance - Grant	£150	1035

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 9 May 2016 for the Bank of Ireland bank accounts.

Resolved that:

- 1) the bank reconciliation be noted; and
 - 2) the bank account signatories be confirmed as Councillors Jenny Yates, Susan Slater, Nick Rayner and Andy Taplin. **Action TG**
- iii) Section 106 Funding for the Church Footpath – The Clerk reported that she had contacted the County Council for an update with regard to this possible funding, but was still waiting for a reply.

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

13/16 VILLAGE MATTERS

- i) Old Bridge Road – Due to the lateness of the hour, this item was deferred to the next meeting of the Parish Council.

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

- ii) Play Provision – Due to the lateness of the hour, this item was deferred to the next meeting of the Parish Council, however discussions were still on going with the District Council on this matter.

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

BLOXHAM PARISH COUNCIL

- iii) The Slade – Prior to the meeting, Councillors Stephen Phipps had circulated to the Parish Council an update on the progress of work at The Slade and the TOE2 funding. The report was available on the Parish Council web site www.bloxhamparishcouncil.co.uk

Resolved that the report be noted.

- iv) Bloxham Festival – Prior to the meeting, Councillor Mary Groves had circulated a report to the Parish Council with regard to a meeting which had been held on 7 May 2016. The report was available on the Parish Council web site www.bloxhamparishcouncil.co.uk

Resolved that the report be noted.

- v) Village Groups – No report.

- vi) Youth Club – Alison Bentley had reported to the Clerk that numbers had currently increased to 13, ranging from year 7 - year 10.

Resolved that the report be noted.

- viii) Public Service Reorganisation for Oxfordshire - Due to the lateness of the hour, this item was deferred to the next meeting of the Parish Council.

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

- 14/16 CORRESPONDENCE** – The Clerk reported that a letter had been received from the United Benefice of Bloxham with Milcombe and South Newington advising that a new Vicar had moved into St Mary's Vicarage. There was also a request that there was no parking beyond the entrance to the Vicarage drive.

Resolved that the request be noted.

- 15/16 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 **16/16 & 17/16** on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

- 16/16 JOB EVALUATION** – Prior to the meeting, the results of the Job Evaluation exercise carried out by Bethan Osbourne at OALC had been circulated to the Parish Council.

Resolved that the report be noted.

- 17/16 THE SLADE** – Councillor Stephen Phipps reported on the request from a resident to purchase a piece of land which currently formed part of The Slade Nature Reserve.

A proposal was put forward to enable this purchase to be progressed, the proposal was not seconded and did not find support from the Parish Council.

Therefore it was agreed that the land would not be sold, would continue to be managed by the Parish Council, and may be a suitable area for a biodiversity project.

Resolved that:

BLOXHAM PARISH COUNCIL

- 1) the area of land at the Slade not be sold to the resident; and **Action TG**
- 2) the Environment Committee to look into this area of the Slade being used as biodiversity project.
Action TG/KM

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

18/16 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 June 2016
- 4 July 2016
- 1 August 2016
- 5 September 2016
- 3 October 2016
- 7 November 2016
- 5 December 2016

19/16 ITEMS FOR THE NEXT AGENDA

1. Section 106 Funding for the Church Footpath
2. Areas of Responsibility
3. Old Bridge Road
4. Public Service Reorganisation for Oxfordshire

(The meeting closed at 10.10pm)

MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS BLOXHAM ON MONDAY 6 JUNE 2016 AT 7.30PM

PRESENT: Chairman, Councillor Jenny Yates; Councillors Steve Craggs, Mary Groves, Mike Hawtin, Gloria Lester-Stevens, Stephen Phipps, Nick Rayner, Gillian Roberts and Andrew Taplin.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer), District Councillors Mike Bishop, Chris Heath and Nigel Randall and County Councillor Kieron Mallon.

APOLOGIES: Parish Councillor Sue Slater submitted her apologies because a family member was ill 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, she asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

The Chairman introduced the new District Councillors Nigel Randall and Mike Bishop to the Parish Council and welcomed them to the meeting.

BLOXHAM PARISH COUNCIL

20/16 DECLARATIONS OF INTEREST – There were no declarations of interest.

Members were reminded that advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice could not be given to Councillors at Parish Council meetings.

Resolved that the report be noted.

21/16 MINUTES - The minutes of the meetings held on 9 May 2016 were taken as read and duly adopted and signed by the Chairman.

Resolved that the minutes be approved.

22/16 MATTERS ARISING FROM THE MINUTES 9 MAY 2016

Minute Number 6/16 – Matters Arising – The Chairman advised that the Clerk was waiting for assistance from Warriners School with regard to the DBS checks.

Minute Number 12/16 (iii) – Section 106 Funding for the Church Path – The Chairman advised that the Clerk was still pursuing the matter with Oxfordshire County Council.

23/16 RESIDENTS' ISSUES

Mobile Library Service – It was reported by the Clerk that the Mobile Library Service was due to cease on 16 September 2016.

Cutting Back Vegetation in Cumberford Close – The Chairman reported that an email had been received from a resident who was making a complaint about people cutting back vegetation in Cumberford Close. Councillor Gloria Lester-Stevens advised that she was aware of the situation and had advised those concerned that work should not be carried out during the nesting season.

Tree for the HM Queen's 90th Birthday – The Chairman reported that John Wyatt from Bloxham Nurseries in Ells Lane had always been very supportive of the Parish Council and had now kindly offered to donate a tree to the village to commemorate HM The Queen's 90th Birthday. The Parish Council was very pleased with this offer and thanked John for the donation. It was suggested that a notice be added to the Parish Council's Facebook page and also on the Parish Council and village web sites asking for suggestions for locations to plant the tree. **Action TG**

24/16 Right of Way Across Land in Queen Street – Mrs Moyses was present at the meeting and advised that she had been working on this proposed right of way for a number of years. Mrs Moyses gave an update on the progress she had made with the issue and advised that she now needed support from the Parish Council.

The Parish Council had been in contact with the Right of Way and Definitive Map Officers at the County Council and the Clerk had been advised that even if the land owner(s) could be identified and notice served on them, due to the backlog of requests for rights of way, this matter would not be dealt with for at least 10 years.

However, the Councillors felt that as Mrs Moyses had put such a lot of work into this project, the Parish Council should support her and agreed to follow up on a number of other avenues which might be available.

Resolved that:

BLOXHAM PARISH COUNCIL

- 1) Cherwell District Council be asked to assess the terms/conditions which had been agreed as part of the planning permission for Greenhills Park; **Action TG**
- 2) a request be made to the electricity company to gain access to the land; and **Action TG**
- 3) a notice be served on the person shown to be the owner of the land, in the Land Registry records. **Action TG**

25/16 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – The Chairman asked that in future, whether the District and County Councillors provided a written report, prior to the Parish Council meeting.

County Councillor Kieron Mallon reported that there were still budgetary constraints at the County Council and the mobile library service was going to be withdrawn in September 2016.

District Councillor Chris Heath advised that it had been fairly quiet at the District Council recently and did not have anything further to report. District Councillors Nigel Randall and Mike Bishop did not have anything further to add.

The Chairman thanked the Councillors for attending the meeting.

26/16 PLANNING

- iv) 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.

The Chairman reported that planning application 16/00526/F at Westbourne Court had been refused by Cherwell District Council's Planning Committee and the applicant was now appealing the decision.

The next meeting of Bloxham Parish Council's Planning Committee was on 14 June 2016 and application 16/00913/F at 109 Courtington Lane and also application 16/00892/OUT for three houses on the Milton Road would be on the agenda. It was highly likely that the Planning Committee would ask Councillor Chris Heath to call-in these two items for CDC's Planning Committee to consider, rather than being an officer decision.

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.

Resolved that the report and the planning applications and decisions, be noted.

- v) Planning Matters – The Chairman gave an update on the following planning applications:
 - 15/01021/REM, Milton Road (Miller Homes) – There was no update on this application.
 - 14/01634/REM, Land to the rear and north of 29 to 33 Quarry Close, Bloxham (Miller Homes) – There was currently no start date for this development, however Nat Stock, Planning Officer at CDC was going to contact the developer. The drainage for this site would now be a gravity system and the Parish Council was still waiting for a date for a meeting with CDC, Marie Jones (Warden at The Slade) and the Landscaping Officer at Miller Homes.

Resolved that the report be noted.

BLOXHAM PARISH COUNCIL

- 14/00761/REM, Wellington Park, Barford Road (Bovis) – The Parish Council was still waiting for confirmation from Oxfordshire County Council (OCC) with regard to the drainage issue at this site. Bovis were also waiting for approval of their method statement which they provided to Cherwell District Council (CDC) to carry out the drainage work. The Parish Council had written to OCC asking for an explanation because the drainage plan which had been approved, did not show the pond which was going to be on site and which appeared to be part of the drainage system. Bird and bat boxes had also been forgotten by Bovis and were not included on any drawing plans for the houses and CDC had not followed this up. Bovis had now been asked to put these in place.

Resolved that the report be noted.

- vi) Flooding/Water & Drainage Issues in Bloxham – Prior to the meeting, the Chairman had circulated a report from a meeting held on 26 May 2016, concerning drainage and flooding in Courtington Lane and Work House Lane. The meeting was attended by representatives from Bloxham School, Oxfordshire County Council and Thames Water and also Bloxham residents affected by the flooding. A number of issues were discussed and actions agreed and it was hoped there would be a response from the County Council and Bloxham School by 16 June 2016.

Resolved that the report be noted.

- vii) Bloxham Neighbourhood Development Plan (BNDP) – The Chairman reported that an interim report had been received from the examiner on the BNDP.

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

Resolved that John Groves, Councillors Stephen Phipps and Sue Slater and the Chairman, be given delegated authority to consider the recommendations from the examiner and approve any changes to the BNDP, on behalf of the Parish Council. **Action JY**

27/16 PARISH COUNCIL MATTERS

- ix) Parish Council Vacancy – The Clerk reported that there had not been any applications for the vacancy.

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

- x) Committee Minutes and Recommendations.

- 4) Environment Committee – Prior to the meeting, the minutes of the Committee meeting held on 19 May 2016, had been circulated to the Parish Council.

Resolved that:

- a) minutes of the meeting held on 19 May 2016 be noted;
- b) the recommendations from that meeting be approved;
- c) the Committees' Terms of Reference be approved;
- d) the Councillors areas of responsibility in the village for monitoring purposes be confirmed;
- e) Councillor Stephen Phipps to continue to be the Parish Council's Co-ordinator for The Slade and report to the Environment Committee on a monthly basis;

BLOXHAM PARISH COUNCIL

- f) Tree Tech be asked for a quote to complete the work to the Alder tree (ref 573 in the Tree Survey) which is located in Painters Close; and **Action TG**
 - g) Work on the Ash tree in Jubilee Park (ref 907 in the Tree Survey) be completed within the next six months.
- 5) Resources 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 13 June 2016.
- 6) Planning and Strategy Committee – Prior to the meeting, the minutes of the Committee meeting held on 26 May 2016, had been circulated to the Parish Council.

Resolved that

- a) the minutes be noted; and
 - b) the Committees' Terms of Reference be approved.
- xi) 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 11 June 2016 – Councillors Gillian Roberts and Nick Rayner
 Saturday 9 July 2016 – Councillors Mary Groves and Tom Smith

The Chairman reported that one person had attended the last session to ask about the proposed one-way system in Old Bridge Road.

Resolved that the report be noted.

- ix) Jubilee Park Management Committee (JPMC) – Councillor Stephen Phipps reported that the Committee was looking again at the redevelopment of the Hall and would be erecting a new noticeboard on the outside of the Hall. The Committee was also working well with Bloxham School with the sharing of facilities. Work was continuing on the preferred option for the play equipment project.

The Chairman asked Councillor Phipps to advise the Committee that some policies on the Jubilee Park web site needed to be updated.

Resolved that the report be noted.

28/16 FINANCE

- vii) 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 June 2016	£655.61	1039
Theresa Goss – Expenses for June 2016	£33.30	1039
Katherine Mills – Salary for May 2016	£167.40	140
HMRC Payment for June 2016	£245.68	1041
OCC Pension Fund – Clerks Pension	£189.90	1042
Bloxham Mill Ltd – Room Hire	£117.00	1043
Nigel Prickett – Grass Cutting for May 2016	£1218.00	1044

BLOXHAM PARISH COUNCIL

OCC Pension Fund – Clerks Pension	£5.75	1045
Prysebros Ltd – Weed Control in the Village	£558.00	1046

Payments made since the last meeting:

Terry Eden – Bridge works at The Slade	£208.00	1037
Came and Company – Parish Council Insurance	£633.28	1038

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 6 June 2016 for the Bank of Ireland bank accounts.

Resolved that the bank reconciliation be noted.

- iii) Section 106 Funding

- a) The Chairman reported that the Clerk was still waiting for a response from the County Council with regard to whether or not there is Section 106 funding available for work to the St Mary's Church footpath.

Resolved that the report be noted.

- b) Prior to the meeting, the minutes of the Section 106 Working Group meeting which was held on 1 June 2016, had been circulated to the Parish Council, along with the Terms of Reference for the Group.

Resolved that:

- 1) the minutes be noted; and
- 2) the Terms of Reference for the Section 106 Working Group be approved.

- iv) Accounts 2015/2016

- a) Annual Return for the year ended 31 March 2016

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 2016

The Parish Council considered the Receipts & Payments Account as at 31 March 2016.

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

29/16 VILLAGE MATTERS

- i) Play Provision - The Chairman reported that no progress had been made with Cherwell District Council with regard to the Section 106 Deed of Variation, which was required for the funding of

BLOXHAM PARISH COUNCIL

the play equipment project. Jon Westerman had advised the Chairman that the Parish Council would receive a response before 8 June 2016.

Resolved that the report be noted.

- viii) Public Service Reorganisation for Oxfordshire – County Councillor Kieron Mallon reported that consultants working for the County Council, had put a case together for a number of different options for the public service re-organisation. During June/July 2016, papers would be sent out as part of the consultation process and the District Councils would be consulting on their proposals too. The final decision would be made by the Secretary of State.

Resolved that the report be noted.

- ix) Vehicles Parking on Pavements – The Chairman reported that parking on pavements was becoming more of a problem in the village and residents were reminded that parking on pavements was dangerous as it meant that those with pushchairs or wheelchairs, had divert into the road to get around the vehicle. The Parish Council would now ask Thames Valley Police for its permission to put notices on vehicles which were parked on pavements, particularly on the High Street.

Resolved that:

- 1) Thames Valley Police be contacted to ask whether the Parish Council could have its permission to place leaflets under the window wipers of vehicles which are parked on cars on the pavement; and **Action TG**
 - 2) if Thames Valley Police give their permission, then leaflets be given out to all Councillors for distribution on vehicles, particularly those on the High Street. **Action TG**
- x) Dog Fouling – This was referred to the Environment Committee for discussion. However, the Parish Council reminded residents that dog waste should always be disposed of in a dog waste bag and the bags could be placed in the green waste bins, as well as the dog waste bins.

Resolved that this item be deferred to the next meeting of the Environment Committee. **Action TG/KM**

- xi) Bloxham Festival – There was no update on the festival.

Resolved that the report be noted.

- xii) Village Groups – Councillor Gloria Lester-Steven reported that the St Mary's Thursday Club would be funded by the County Council until September 2016. Banbury Charities and a personal donation would keep the Club open for a short time longer.

Resolved that the report be noted.

- xiii) Youth Club – The Clerk reported that there was no report from the Youth Club.

Resolved that the report be noted.

30/16 CORRESPONDENCE – There were no further items of correspondence.

31/16 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 July 2016
- 1 August 2016
- 5 September 2016
- 3 October 2016
- 7 November 2016
- 5 December 2016

32/16 ITEMS FOR THE NEXT AGENDA

5. Old Bridge Road
6. Mobile App/Noticeboard

(The meeting closed at 9.30pm)

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

PRESENT: Chairman, Councillor Jenny Yates; Councillors Steve Craggs, Mary Groves, Mike Hawtin, Gloria Lester-Stevens, Stephen Phipps, Nick Rayner, Gillian Roberts, Sue Slater and Andrew Taplin.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer), District Councillors Mike Bishop, Chris Heath and Nigel Randall and County Councillor Kieron Mallon.

APOLOGIES: Parish Councillor

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, she asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

The Chairman introduced the new District Councillors Nigel Randall and Mike Bishop to the Parish Council and welcomed them to the meeting.

33/16 DECLARATIONS OF INTEREST – There were no declarations of interest.

Members were reminded that advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice could not be given to Councillors at Parish Council meetings.

Resolved that the report be noted.

34/16 MINUTES - The minutes of the meetings held on 6 June 2016 were taken as read and duly adopted and signed by the Chairman.

BLOXHAM PARISH COUNCIL

Resolved that the minutes be approved.

35/16 MATTERS ARISING FROM THE MINUTES 6 JUNE 2016

- Feedback from Rebecca Fishwick with regard to vehicles parked on pavements - Thames Valley Police have recommended that leaflets were not placed on vehicles parked on pavement, rather that registration numbers of vehicles blocking the public footpaths be taken and the Police advised accordingly.
- Update on DBS checks for volunteers – Warriner School had kindly agreed to process the DBS checks for volunteers and they were currently being processed.
- Proposed Right of Way, Queens Street – The Clerk had received an update from Oxfordshire County Council and at the current time, she had been advised that there was no more work to be completed on the proposal. The application had been submitted and it would now have to wait to be processed, which could be up to ten years.

Resolved that the report be noted.

36/16 RESIDENTS' ISSUES

37/16 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS –

38/16 PLANNING

- viii) 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.

- ix) Planning Matters – The Chairman gave an update on the following planning applications:
- 15/01021/REM, Milton Road (Miller Homes) – There was no update on this application.
 - 14/01634/REM, Land to the rear and north of 29 to 33 Quarry Close, Bloxham (Miller Homes) –

Resolved that the report be noted.

- 14/00761/REM, Wellington Park, Barford Road (Bovis) –

Resolved that the report be noted.

- x) Flooding/Water & Drainage Issues in Bloxham –

Resolved that the report be noted.

BLOXHAM PARISH COUNCIL

- xi) Bloxham Neighbourhood Development Plan (BNDP) – The Chairman reported that an interim report had been received from the examiner on the BNDP.

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

Resolved that

39/16 PARISH COUNCIL MATTERS

- xii) Parish Council Vacancy – The Clerk reported that there had not been one application for the vacancy.

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

- xiii) Committee Minutes and Recommendations.

- 7) Environment Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council. However, Councillors Steve Cragg highlighted a few issues which needed Parish Council approval.

Resolved that:

- a) Des Jones be co-opted onto the Committee;
 - b) the Tree Survey undertaken by Treotech and action required following the analysis of work required, three quotes be obtained for the work to be carried out in September 2016. The quotes then to be evaluated at the next Environment Committee meeting; and
 - c) additional leaflets for the Circular Walk be printed. **Action SC**
- d) Resources Committee – Prior to the meeting, the minutes of the meeting held on 13 June 2016 had been circulated to the Parish Council.

Resolved that:

- a) the minutes be noted;
- e) Planning and Strategy Committee – Prior to the meeting, the minutes of the Committee meeting held on 14 June 2016, had been circulated to the Parish Council.

Resolved that the minutes be noted.

- xiv) Mobile App/Noticeboard

- xv) 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 July 2016 – Councillors Mary Groves and Tom Smith

Saturday 13 August 2016 – Councillors Stephen Phipps and Sue Slater

The Chairman reported that one person had attended the last session to ask about the proposed one-way system in Old Bridge Road.

Resolved that the report be noted.

BLOXHAM PARISH COUNCIL

- xvi) Jubilee Park Management Committee (JPMC) – Councillor Stephen Phipps reported that

Resolved that the report be noted.

- xvii) Oxfordshire County Council's Unitary Workshop – Prior to the meeting, a report on the workshop held on 15 June 2016 had been circulated to the Parish Council.

Resolved that the report be noted.

- xviii) Cherwell District Council's Parish Liaison Meeting - Prior to the meeting, a report on the workshop held on 15 June 2016 had been circulated to the Parish Council.

Resolved that the report be noted.

40/16 FINANCE

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

Resolved that the following

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

Resolved that the bank reconciliation be noted.

- iii) Section 106 Funding

- c) The Chairman reported that the Clerk had received a response from the County Council and Section 106 funding was not available for work to the St Mary's Church footpath.

Resolved that the report be noted.

- d) Section 106 Wish List – The Parish Council discussed updating Bloxham Parish Council's Wish List for future Section 106 money from future developments.

Resolved that the report be noted.

41/16 VILLAGE MATTERS

- i) Play Provision - The Chairman reported that

Resolved that the report be noted.

- xv) HM The Queen's 90th Birthday, Tree Donation

Resolved that

- xvi) Closure of the Mobile Library Service for Bloxham – The Parish Council discussed what actions could be taken by the Parish Council to enable a library provision for Bloxham to continue.

BLOXHAM PARISH COUNCIL

Resolved that

- xvii) Old Bridge Road – The Parish Council discussed a proposal for a one-way system along Old Bridge Road.

Resolved that

- xviii) Bloxham Festival – There was no update on the festival.

Resolved that the report be noted.

- xix) Village Groups – Councillor Gloria Lester-Steven reported that the St Mary's Thursday Club

Resolved that the report be noted.

- xx) Youth Club – The Clerk reported that there was no report from the Youth Club.

Resolved that the report be noted.

42/16 CORRESPONDENCE – There were no further items of correspondence.

43/16 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 August 2016
- 5 September 2016
- 3 October 2016
- 7 November 2016
- 5 December 2016

44/16 ITEMS FOR THE NEXT AGENDA

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

PRESENT: Chairman, Councillor Jenny Yates; Councillors, Mary Groves, Mike Hawtin, Gloria Lester-Stevens, Nick Raynor, Stephen Phipps

ALSO IN ATTENDANCE: District Councillor Mike Bishop, District Councillor Heath and County Councillor Keiron Mallon

APOLOGIES: Parish Councillor, Andrew Taplin, Steve Craggs, Gillian Roberts, Sue Slater
Theresa Goss (Clerk & Responsible Financial Officer),

BLOXHAM PARISH COUNCIL

Not in attendance: Tom Smith

The Clerk was unable to attend due sickness

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.

45/16 DECLARATIONS OF INTEREST – It was noted that Councillor Phipps is on the committee for the Jubilee Hall relevant to item 53/16.

Members were reminded that advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice could not be given to Councillors at Parish Council meetings.

Resolved that the report should be noted

46/16 MINUTES - The minutes of the meeting held on 4 July 2016 were taken as read and duly adopted and signed by the Chairman

Resolved: that the minutes of the meeting be approved.

Proposed by Councillors Mike Hawtin

Seconded Councillor Gloria Lester Stevens

47/16 MATTERS ARISING FROM THE MINUTES 4th JULY 2016

Item 35/16

- Councillor Stephen Phipps questioned the decision made by the Council to follow the advice given by Rebecca Fishwick not to place notices on vehicles but rather to take a note of the car number and ring the police.

Resolved:

Following a discussion it was agreed that PC members would be in a vulnerable situation were notices left on cars which might anger the owners and that consequently the advice from the Police should be followed.

- Update on DBS checks for volunteers

These had now been carried out for the Slade Assistant Warden and Keith Bennett

- Proposed Right of Way, Queens Street

Mrs Moyses has been informed of the update from OCC. There is some confusion regarding contacting the electricity board which can be clarified on the Clerk's return.

BLOXHAM PARISH COUNCIL

Item 39/16

- a) A query was raised by Councillor Stephen Phipps concerning the appointment of additional people who are not Parish Councillors onto committees.

Councillor Stephen Phipps felt there should be a written record of who is being appointed and with clear terms of reference. He felt that as a matter of principle, individuals should explain their interest. The Chairman reminded the Council that the individual Committees had previously been asked to consider this aspect.

Resolved:

That as a first principle the Committees of the Parish Council should propose individuals, who would be non-voting members of the committee, explaining their interest or expertise and at that this proposal should be brought to PC meeting to be agreed

Proposed Councillor Nick Raynor

Seconded by Councillor Stephen Phipps

Agreed

- b) Councillor Mary Groves had asked if the signage could be reviewed on the Circular walk to make the path clearer near a field of rapeseed. A further update was sent by Councillor Steve Craggs as follows:-

The land agent has apologized and gave the cause as the fact that rapeseeds are tiny and blow easily. The farmer had intended to leave a gap but it had been filled by errant seeds. It will be harvested next month and then, when reseeded, the farmer will once again pay special attention to the path. Also, the next crop is probably going to be wheat and this is much shorter anyway so should be less troublesome even if it does spread.

- c) The consultation on unitary authorities is on hold

Item 41/16

- **Clarification was sought concerning the proposed one way system on Old Bridge Road.**

It was confirmed that this would be a priority system allowing traffic to pass both ways along Old Bridge Road.

48/16 RESIDENTS' ISSUES

- John Wyatt was in attendance and confirmed that he is going to apply for an additional poly tunnel at his centre on Ells Lane and that he will be as considerate as possible concerning the visual appearance. He would not do anything with which the Parish Council disagrees.
- Councillor Nick Raynor commented that the dog bin and fence had fallen over by the speed camera at Virginia House and that this was unsightly, this had previously been reported by a resident and a quote of £495 had been received for the work

It was proposed that the work should be done. The quote of £495 was approved

Resolved that the fence by Virginia House and the Speed camera be replaced at a cost of £495.00 and Homelands be contacted to carry out the work. Action JY

It was noted that a dog bin was also outstanding for Painters Close. The Parish Council had ordered the bin but the supplier was out of stock.

BLOXHAM PARISH COUNCIL

49/16 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS –

- County Councillor Mallon has met with OCVA who are helping with the bid for funding from OCC for the Butterfly Meadows Centre. The funding for Butterfly Meadows would be considered at the next Resources Committee on 10th August.
- District Councillor Heath mentioned that the application for houses along the A361 in Banbury will be going ahead and access matters will be in front of CDC's Planning Committee on Thursday 4th August. (OS Parcel 7400 Adjoining and South of Salt Way, Banbury (Pages 16 - 89) 14/01932/OUT. She will be raising issues concerning the proposed roundabout on the A361 and access to the new developments which is highly likely to block the traffic coming from the direction of Bloxham as this will need to give way to the right. Councillor Mallon commented that a spine road would be crucial.

It was queried whether the District Council could demand that infrastructure should be put in place before housing is built.

It was suggested that the Parish Council should submit a request suggesting that infrastructure should be in place prior to the building of houses.

Resolved that the Planning Officer be informed of the view of the Parish Council

Action JY

50 /16 PLANNING

- 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

Resolved that the report be noted.

- Planning Matters – The Chairman gave an update on the following planning applications:

- **15/01021/REM and 16/01020/OUT (variation of Condition), Milton Road (Miller Homes)**

No further update.

- **14/01634/REM, Land to the rear and north of 29 to 33 Quarry Close, Bloxham (Miller Homes)**

The Parish Council is still waiting for a date of the meeting with Miller Homes and the Slade Warden.

Resolved that the Council continue to seek this meeting.

Action JY/SS

- **14/00761/REM, Wellington Park, Barford Road (Bovis), including update on drainage from the Barford Road and layout of gardens on the development site.**

A report was received from OCC as follows:-

“The developer was seeking to limit the amount of surface water arriving at the development from the highway. The solution they came up with was not acceptable to us as it effectively would in our opinion make a more regular and worse flood on the highway should the other pipe get blocked.

We have been sent a draft plan which shows a proposed extra system which takes the water from the surcharging ditch into the surface water system on the site and on down to the pumping station, however we have not approved it yet as there still remains an issue with the extra amount the

BLOXHAM PARISH COUNCIL

pumped system can cope with. It's difficult to quantify so the developer is nervous of making it a formal.

We still feel they should take the water regardless of the amount as they have neglected to take account of the ditch in the first place at site investigation and design stage.

I have asked about the pond and have not received a response as yet.”

- Outcome of the Enforcement complaint regarding the planning breach of sign for Bromford,

CDC Enforcement has been in touch with Bovis for Retrospective applications to be submitted for the extra signs and flag poles which have been erected.

CDC is also keeping an eye on the boundary hedge between this development and Aldous Drive and the Miller Homes, (Milton Road) site.

A query has been raised by CDC regarding the ownership of the land between the development and neighbouring buildings. There are gaps which are not owned by Bovis Homes.

- Application 16/01079/F to extend Bakers Thatch has been withdrawn and an application to convert a dovecote to a library 16/00720/LB Tythe Barn has been refused and taken to appeal
- The Parish Council Planning Committee will review the outline plan for 3 houses on the Barford Road 16/01412/OUT at its meeting on the 9th August.
- Deed of variation of Bovis Homes for less shared ownership to more social rented accommodation has been approved.

Councillor Stephen Phipps has reported problems on the Barford Road using OCC's Fix My Street earlier in the year. This poses a current danger to road users. Councillor Keiron Mallon offered to mediate.

Resolved that Councillor Stephen Phipps will report back to council.

Action KM/SP

Bloxham Neighbourhood Development Plan (BNDP) –

- It was noted that the Examiner's Final Report has been received, and a timescale outlined to reach a Referendum.
- The Steering group to set in motion notification for residents. It is anticipated that the modified BNDP will go to the 5th September Executive Council to be passed and sent for a referendum.
- Proposal that the Parish Council allows the BNDP steering group to set in motion the process for notifying the public about the Executive meeting and the referendum.

Resolved: That the report is noted and the steering group contacted.

Action

JY

Proposed Councillor Nick Raynor

Seconded Councillor Gloria Lester Stevens

51/16 PARISH COUNCIL MATTERS

Parish Council Vacancy

BLOXHAM PARISH COUNCIL

There has been a renewed approach by a resident and arrangements confirmed to meet with him next week.

i) Committee Minutes and Recommendations.

- **Environment Committee:**

Councillor Nick Raynor proposed to bring the next Environment Committee forward to end of August to assess the quotes for work to the Parish trees

Councillors Area of Responsibility.

Councillor Gloria Lester Stevens had reported the overgrown condition of the footpath behind 64 Winter Way. This has been cleared

Raised man hole on Gascoigne Way, this has been reported to OCC who are chasing the repair.

Overgrown hedges on pavement on A361, leading to the Recreation Ground and Bus stop have been reported to OCC.

PROW overgrown Greens Garth 136/2 and 136/4 reported to OCC. OCC are in the process of cutting back the growth as part of a schedule of works.

- **Resources Committee** – Date of next meeting 10th August to discuss the funding options relating to Butterfly Meadows.

To consider an approach by the Parish Council for funding library provision from OCC S106

- **Planning & Strategy Committee:**

To note the minutes of the meeting held on 5th July 2016; in Drop Box
Date of next meeting 9th August 2016

ii) Drop-in and Chat Session – To note the issues which were raised at the last session. Sessions are currently held at the Ex-Serviceman's Hall from 10.30am to 11.30am, unless stated otherwise
Report from Saturday 9 July 2016 – Councillors Mary Groves and Steve Craggs attended but no residents attended the drop in and chat session

Saturday 13 August 2016 – Councillors Stephen Phipps and Jenny Yates

iii) Report on the Chairman's training

It was emphasised that the call to Parish Council meeting is not an invitation but a summons. If there is the slightest hint that a Parish Councillor has a pecuniary interest then this should be declared

Resolved: that the report is noted:

iv) Roles and Responsibilities training 10th September 2016
attending Councillors Mike Hawtin and Steve Craggs.

BLOXHAM PARISH COUNCIL

- v) Jubilee Park Management Committee (JPMC) – To receive an update on the work of the Committee and note the matters arising from the minutes of meeting held 28th July

Councillor Sue Slater submitted a report; the play equipment plans are in place awaiting a deed of variation. There had been some confusion of use of s106 monies regarding change of use of rooms to changing rooms. The proposals for extending the car park on hold as part of the extension to the hall.

Resolved: that the report is noted

- vi) The Youth Club has folded but the leader will continue involvement with the JPMC.

Resolved that letters of appreciation for the work of the two leaders to be sent

Action JY

- vii) Donated Tree; The Jubilee Committee has stated that it would not be appropriate to accept a donated tree in the park due to possible root spread. The Council would need to review another suitable location, a suggestion had been made to consider Green hills Park.

Action Environment

Committee

52/16 FINANCE

Payments August 2016	Amount	Cheque No.
HMRC Payment for July 2016	£239.75	056
St John's Ambulance First Aid Course	£174.00	057
St Mary's Church (Clock repairs)	£120.00	058
Jubilee Park room hire first aid course 25/06/16	£30.00	059
Oxfordshire County Council Primary School room hire	£143.00	060
Theresa Goss – Salary for August 2016	£644.33	061
Katherine Mills – Salary for July 2016	£162.16	062
OCC Pension Fund – Clerks Pension	£191.78	063
LCR Subscription	£17.00	064
Technique Print Circular Walk reprint leaflets	£304	065
Treetech Tree Survey	£768.00	066

- Accounts for Payment – In the absence of the Clerk the Chairman submitted to the Parish Council, the accounts to be paid.

Proposed Councillor Gloria Lester Stevens
Seconded Councillor Stephen Phipps

Resolved that the accounts be approved for payment

- Bank Reconciliation - Due to RFO absence the bank reconciliation will be presented to the next Parish Council meeting
- Section 106 Funding

- a) To receive a report on the Section 106 Working Group.

Councillor Mike Hawtin reported that Zoe White and himself had met with the Development Manager for the Warriner School regarding the proposals for a Multi Use Games Area.

BLOXHAM PARISH COUNCIL

Plans, cash flow, community usage and proposals for future usage had been circulated to Parish Councillors.

CDC is committing £60,000, S 106 money, which is subject to the commencement of building work on the Tadmarton Road.

An additional £15,000 is required to complete the required funding for the project.

The Council agreed that this project would be worthwhile for the village.

Councillor Gloria Lester Stevens proposed that CDC would take the risk on providing the £60,000 but that £15,000 could be allocated from existing S106 funds held by CDC for Bloxham, providing a community use agreement was included,

Councillor Phipps felt that the Parish Council should be involved in drafting the Joint Use Agreement and confirmation was required from CDC as to how the £60,000 should be funded.

Resolved that Confirmation should be sought from CDC that the £60,000 would not be funded from existing S106 funds held for Bloxham.

Proposed Councillor Nick Raynor

Seconded Councillor Mary Groves

Councillors agreed with one abstention.

Action JY/SS

53/16 Village Matters

1) Play Provision

a) There has been no deed of variation produced by CDC for this meeting.

Therefore the Chairman proposed that:

the council agree which quotes to accept, in case Deed of Variation is completed between PC meetings, then the parish council could be in a position to action the decision.

Proposed Councillor Gloria Lester Stevens

Secunder Councillor Mike Hawtin

b) Recreation Ground; to approve the proposal and quote put forward by Recreation Ground Trustees.

c) Jubilee Park; to approve the proposal put forward by the Jubilee Management Committee at £27,876. Given it is over the budget set, Resource Committee to be asked to recommend how the shortfall can be funded.

Action Resource Committee

d) CDC to be asked to help with the contract.

Action JY/SS

Proposed Councillor Gloria Lester Stevens

Secunder Councillor Mike Hawtin

2) Bloxham Festival:- Councillor Mary Groves reported that the Festival Group is still seeking volunteers to take a leading co-ordinating role

3) Village Groups:- No reports.

4) Youth Club:- this has now folded, the Parish Council had been contacted by Oxfordshire Youth to see if help was needed for a youth club. However, it is felt that the numbers attending the youth club were so small that this would not be worthwhile.

Need to check what the Youth Club has and what should be returned to the Parish Council and how possessions should be disposed of. Any monies need to be returned to the Parish Council.

BLOXHAM PARISH COUNCIL

Letters to be sent to Alison and Sarah to thank them for their work.

Action JY

Councillors Nick Raynor, Mike Hawtin and Gloria Lester Stevens offered to receive the exit checklist and documentation from Alison and Sarah.

- 5) Parish Council Wish List:- it was agreed to add the proposal for a footpath along the Barford Road in front of the existing houses. There would be a consultation process with immediate neighbours as part of the process.

54/16 Public and Press

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 135/15 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

55/16 A report was tabled by the Parish Council Staff Committee relating to the recent resignation of the Parish Council Administrator.

56/16 Correspondence

- The War Memorial is being considered for listing by English Heritage.
- A resident in Painters Close had complained about branches having been left following recent tree works, The Chairman reported that this area had been cleared by Steve Craggs and David Yates. The appreciation of the Parish Council was expressed to both.
- A resident had raised the issue of village volunteers to carry out maintenance, this would be considered by the Environment Committee.

57/16 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 September 2016
- 3 October 2016
- 7 November 2016
- 5 December 2016

58/16 ITEMS FOR THE NEXT AGENDA

BLOXHAM PARISH COUNCIL

MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS BLOXHAM ON TUESDAY 23 AUGUST 2016 AT 7.30PM

PRESENT: Chairman, Councillor Jenny Yates; Councillors Steve Craggs, Mary Groves, Mike Hawtin, Gloria Lester-Stevens, Nick Raynor, Gillian Roberts, Sue Slater and Andrew Taplin.

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

APOLOGIES: Parish Councillors Stephen Phipps and Tom Smith submitted their apologies because they had a prior commitment and work commitments respectively and these were accepted.

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.

59/16 DECLARATIONS OF INTEREST

Minute Number 60/16 - Butterfly Meadow Children's Centre – Councillor Mike Hawtin declared an interest because his partner was employed at Butterfly Meadow Children's Centre.

Members were reminded that advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice could not be given to Councillors at Parish Council meetings.

Resolved that the report and interest be noted.

60/16 BUTTERFLY MEADOW CHILDREN'S CENTRE – The Chairman reported that there was a recommendation from the Resources Committee, which had met on 10 August 2016, that Parish Council funding for Butterfly Meadow should be approved, following the schedule below and the funding would be allocated from the New Homes Bonus.

Year 1	2017/2018	£5,000
Year 2	2018/2019	£5,000
Year 3	2019/2020	£5,000

It was noted that the Parish Council had already approved an allocation of £13,000 from the New Homes Bonus for the year 2016/2017. However, the proposals for the Centre had changed since that decision had been made and funding was now requested as above.

The financial support which Butterfly Meadows was seeking from the Parish Council was to support their bid to the County Council's Community Fund, for a total of £45,090.

If the funding was approved, the Chairman advised that Parish Council would receive monthly feedback, as well as an annual overview of the whole previous year.

The deadline for the bids to the County Council was the end of August, hence the need for the extraordinary meeting of the Parish Council to make a decision on this matter.

Resolved that New Homes Bonus be used to fund Butterfly Meadow Children's Centre as follows:

Year 1	2017/2018	£5,000
Year 2	2018/2019	£5,000

BLOXHAM PARISH COUNCIL

Year 3 2019/2020 £5,000

(Proposed by Councillor Nick Raynor, seconded by Councillor Andrew Taplin and unanimously agreed).

61/16 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 September 2016 at 7.45 pm
- 3 October 2016
- 7 November 2016
- 5 December 2016

(The meeting closed at 7.55pm)

MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS BLOXHAM ON MONDAY 5 SEPTEMBER 2016 AT 7.45PM

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

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

APOLOGIES: Councillor Nick Rayner submitted his apologies because he was on holiday and these were accepted. Parish Councillor Mike Hawtin submitted his apologies because he had a prior engagement and these were accepted. District Councillor Mike Bishop and County Councillor Kieron Mallon also submitted their apologies.

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

62/16 DECLARATIONS OF INTEREST – There were no declarations of interest.

Members were reminded that advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice could not be given to Councillors at Parish Council meetings.

Resolved that the report be noted.

63/16 MINUTES - The minutes of the meetings held on 1 & 23 August 2016 were taken as read and duly adopted and signed by the Chairman.

Minute Number 53/16 (5) Village Matters – Parish Council wish-list - Councillor Stephen Phipps proposed that the wording of the minute should state that the neighbours would be consulted on the footpath proposal, not just approached to seek their support.

Resolved that the minutes of the meeting held on 1 August 2016 be approved, with the following amendment to minute number 53/16 (5):

Bloxham Parish Council Minutes May 2016 to April 2017

Page 30

BLOXHAM PARISH COUNCIL

'it was agreed to add the proposal for a footpath along the Barford Road in front of the existing houses. There would be a consultation process with immediate neighbours as part of the process.

Proposed by Councillor Stephen Phipps
Seconded by Councillor Mary Groves

Resolved that the minutes of the meeting held on 23 August 2016 be approved.

Proposed by Gloria Lester-Stevens
Seconded by Steve Craggs

64/16 MATTERS ARISING – Matters arising

1 August 2016 - Minute Number 53/16 (5) Village Matters – Parish Council wish-list - Councillor Stephen Phipps asked for clarification about who would be taking forward the matter of the wish-list. The Chairman advised that the footpath had already been added to the wish-list and sent to the District and County Councils. Maurice Sheehan would also be carrying out a site visit in due course.

It was agreed that the Parish Council Wish-List be added to the next agenda for discussion. **Action TG**

It was also agreed that an update on the actions agreed at the Parish Council meetings would be included in Drop Box. **Action TG**

There were no matters arising from the meeting held on 23 August 2016.

Resolved that report be noted.

65/16 RESIDENTS' ISSUES – There were two residents in attendance.

Mr Wyatt attended the meeting and thanked the Parish Council for its comments on his planning application for another polytunnel.

Councillor Gloria Lester-Stevens reported that trees on Tadmarton Road, opposite Walsingham Close, had been removed and there was now a lot of open space. It was agreed that this matter would be referred to the Environment Committee to discuss whether the trees could be replaced. **Action TG**

Councillor Gloria Lester-Stevens also reported that Thames Water were carrying out works within the pumping station and the adjacent verge on Tadmarton Road and had dug a hole in the grass verge and had filled it in with what appeared to be bricks and stones, this could cause problems for the grass cutting contractor. She asked whether Thames Water would be reinstating the grass and filling in the hole properly. There was also a concern that the vehicles are parking on the pavement in this area resulting in pedestrians walking into the road. The Clerk would contact Mark Matthews at Thames Water, to find out the reason for the work, to remind the contractors not to park on the pavement and to make sure that the verge surface was made good. **Action TG**

District Councillor Chris Heath reported that a resident had contacted her about the mobile library and he had advised that the County Council had an obligation to provide a library in certain villages, one of which was Bloxham. Councillor Heath would be contacting County Councillor Kieron Mallon about this matter.

It was agreed that the Resources Committee would look at the funding of a library at its next meeting on 28 September 2016. **Action TG**

BLOXHAM PARISH COUNCIL

The Chairman and Councillor Sue Slater agreed to speak to the Head Teacher at Bloxham Primary School about whether the provision of a library, could be included at Butterfly Meadow. **Action JY/SS**

The Chairman reported on a request for a new dog bin on Bloxham Road on the right hand side, between Ells Lane and the driving range. It was agreed to refer this to the Environment Committee. **Action TG**

The Clerk was also requested to obtain a map of the location of the dog bins in village. **Action TG**

66/16 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Councillor Chris Heath did not have any reports from Cherwell District Council. However there was a District Council election in the Bloxham, Adderbury and Bodicote Ward on 22 September 2016 for the seat which became vacant following the resignation of Nigel Randall.

The Chairman thanked Councillor Heath for her report.

67/16 PLANNING

- i) Planning Items (not covered within the minutes of the Planning Committee meetings held on 9 & 25 August 2016) – Councillor Sue Slater reported there was nothing further to add to the minutes.

Resolved that the report be noted.

- ii) Flooding/Water & Drainage Issues – Councillor Gloria Lester-Stevens reported that a request needed to be made to the Environment Agency to remove the debris from Bloxham Brook under the bridge on the opposite side to the telemetric box on Tadmarton Road.

Resolved that the report be noted and contact be made with the Environment Agency asking for the ditch on Tadmarton Road to be cleared of debris. **Action TG**

- iii) Bloxham Neighbourhood Development Plan (BNDP) – The Chairman reported that Cherwell District Council's Executive had met that evening and approved the BNDP and a referendum would now be held in due course.

The Parish Council asked that it thanks be passed to John Groves and the rest of the Steering Group for all of their work on the BNDP.

Resolved that the report be noted.

68/16 PARISH COUNCIL MATTERS

- i) Agendas/Minutes/Broadsheet Report – The Chairman highlighted to the Parish Council, the changes to the format of the agenda, minutes and information reported in the Broadsheet. The changes were as follows:
 - to avoid duplication, the Parish Council agenda would no longer include items which had been discussed at a Committee, as these details would be within the Committee minutes. Councillors were reminded to read the minutes of the Committee meetings, prior to the Parish Council meeting;

BLOXHAM PARISH COUNCIL

- reports which were purely for information only, would be circulated to the Parish Council by email and not listed on the agenda. Parish Council meetings were for decisions to be made, not for noting items where no action was required;
- the above two actions, would free up time at the Parish Council meetings for strategic items which needed to be discussed and addressed;
- minutes would have a limited pre-ambule as the main purpose of minutes was to record decisions, not discussions; and
- the reports for the Broadsheet would not only contain the decisions made at the Parish Council meetings, they would now include more information about the actions of Committees and individual Councillors. Councillors were asked to advise the Clerk on any tasks or activities they undertake as part of their role, for inclusion in this monthly report. This report would then give the village more of a feel of the broad role of a Councillor and how much work and effort Councillors put into the village, on a voluntary basis, which mainly went un-noticed.

Resolved that the report be noted and the changes be supported. **Action TG**

Proposed by Councillor Jenny Yates
Seconded by Councillor Sue Slater

ii) Committee Minutes and Recommendations.

- **Environment Committee** – In the absence of Councillor Nick Raynor, the Chairman of the Environment Committee, the Chairman proposed to the Parish Council, the minutes and recommendations of the Environment Committee held on 23 August 2016.

Resolved that:

- 1) the minutes be noted and approved; and
- 2) the quote for work to trees in the village, dated 9 August 2016, from Treetops be accepted, once copies of their public liability insurance and references had been obtained and clarification had been sought on whether or not VAT and stump grinding had been included in their quote.

Proposed by Councillor Jenny Yates
Seconded by Councillor Steve Craggs

- **Resources Committee** – The Chairman of the Resources Committee, Councillor Andrew Taplin, proposed to the Parish Council, the minutes and recommendations of the Resources Committee held on 10 August 2016.

Resolved that:

- 1) the minutes be noted and approved;
- 2) the costs of the new fence, surrounding the play area at Jubilee Park, be funded from New Homes Bonus, if Section 106 funds could not be secured to cover it; and
- 3) the Committees of the Parish Council, are to submit their budget requests to the Resources Committee by the 26 September 2016. **Action SS & NR**

Proposed by Councillor Gloria Lester-Stevens
Seconded by Councillor Steve Craggs

BLOXHAM PARISH COUNCIL

- **Planning & Strategy Committee** – Chairman of the Planning and Strategy Committee, Councillor Sue Slater, proposed to the Parish Council, the minutes of the Planning and Strategy Committee held on 9 & 25 August 2016.

Resolved that:

- 1) the minutes be noted; and
- 2) it be noted that, Planning and Strategy Committee meetings will be held on the second Tuesday of every month.

- **Staffing Committee** – The Chairman of the Committee, Sue Slater, proposed to the Parish Council that the minutes of the Staffing Committee held on 24 August 2016, be deferred to later in the meeting and be considered when the press and public had been excluded.

Resolved that the report be noted.

- iii) Review of Future Options for Local Government – The Parish Council discussed the possible impact on the Parish Council following the two studies on the future of Local Government. It was noted that the Secretary of State would make the final decision on any new structure and there would be further consultation, which would involve Parish Councils.

Resolved that the report be noted.

- iv) Ellen Hinde Hall – The Parish Council considered a request from the Ellen Hinde Hall, that the Parish Council applied for a Certificate of Lawfulness for work at the Hall, so that no costs were incurred during the application process. However, advice had been sought from Cherwell District Council and the Parish Council was unable to make the application as it did not own the property or the land.

Resolved that the Parish Council did not make this application on behalf of Ellen Hinde Hall. **Action TG**

Proposed by Councillor Stephen Phipps
Seconded by Councillor Gillian Robert

69/16 FINANCE – The Clerk submitted to the Parish Council, the accounts for payment.

Resolved that the following accounts be approved for payment:

Payments	Amount	Cheque No.
Theresa Goss – Salary for September 2016	£644.33	1068
Theresa Goss – Expenses for September 2016	£30.18	1068
Katherine Mills – Salary for August 2016	£38.28	1069
HMRC Payment for September 2016	£236.15	1070
OCC Pension Fund – Clerks Pension	£191.71	1071
Treetech – Tree works in Painters Close and emergency works behind 22 Greenhills Park	£546.00	1072
Playsafety Ltd - Annual play area inspection at Jubilee park	£96.60	1073
OALC – Chairmanship training	£156.00	1074

BLOXHAM PARISH COUNCIL

NR Prickett - Grass cutting for July 2016	£1218.00	1075
NR Prickett – Grass cutting for August 2016	£774.00	1076
Jubilee Park Management Cttee – Room Hire	£60.00	1077
Glasdon UK – Dog Bin	£346.22	1078

Resolved that, it be noted that, the following payment had been made since the last meeting:

Payments	Amount	Cheque No.
Marie Jones – Grass hook and hay rake for The Slade	£180.06	1067

70/16 VILLAGE MATTERS

- i) 'Hands off Our Horton' – The Parish Council discussed how it could support the 'Hands off our Horton' campaign. The Chairman advised that a decision had been made by the Oxford University Hospitals NHS Foundation Trust (OUHT), to suspend consultant led maternity services at Horton General Hospital.

The Councillors felt that as this decision had already been made, a letter should be sent to Victoria Prentis MP, the 'Hands off the Horton' campaign organisers and the OUHT advising that the Parish Council's would like to be kept informed of developments relating to this matter.

Resolved that a letter be sent to Victoria Prentis MP, the Hands off the Horton Campaign and the OUHT asking to be kept informed of developments. **Action TG**

71/16 CORRESPONDENCE – There were no further items of correspondence.

72/16 PUBLIC AND PRESS

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 73/16 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

73/16 STAFFING – The Chairman of the Staffing Committee proposed to the Parish Council, the recommendations of the Staffing Committee held on 24 August 2016, relating to the posts of Clerk and Responsible Financial Officer and the Administration Assistant.

Resolved that:

- 1) the hours for the Clerk and Responsible Financial Officer be increased to 20 hours per week, from 1 October 2016 to cover work relating to and attendance at, the Parish Council, Environment Committee, Staffing Committee and Resources Committee and all associated tasks;
- 2) the Administration Assistant position be advertised at 90 hours per annum (minimum 12 evening meetings per year) at an hourly rate of £7.80 – to £8.72 (depending on experience) to cover work relating to and attendance at, the Planning Committee meetings and to cover for the Clerk and Responsible Financial Officer, as and when necessary.

Proposed by Councillor Steve Craggs
Seconded by Councillor Gillian Robert

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

74/16 MEETING DATES

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

BLOXHAM PARISH COUNCIL

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 October 2016
- 7 November 2016
- 5 December 2016
- 9 January 2017

75/16 ITEMS FOR THE NEXT AGENDA

1. Parish Council Wish-List

(The meeting ended at 9.20pm)

MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS BLOXHAM ON MONDAY 3 OCTOBER 2016 AT 7.30PM

PRESENT: Chairman, Councillor Jenny Yates; Councillors Mary Groves, Mike Hawtin, Gloria Lester-Stevens, Stephen Phipps, Sue Slater, Tom Smith and Andrew Taplin.

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

APOLOGIES: Councillor Gillian Roberts submitted her apologies because she was ill and these were accepted. Councillor Nick Rayner submitted his apologies because he was ill and these were accepted.

Councillor Steve Craggs submitted his apologies because he was on holiday and these were accepted.

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.

76/16 DECLARATIONS OF INTEREST – There were no declarations of interest.

Members were reminded that advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice could not be given to Councillors at Parish Council meetings.

Resolved that the report be noted.

77/16 MINUTES - The minutes of the meetings held on 5 September 2016 were taken as read and duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 5 September 2016 be approved.

Proposed by Councillor Gloria Lester-Stevens

Seconded by Councillor Mary Groves

78/16 MATTERS ARISING

BLOXHAM PARISH COUNCIL

The Chairman reported that she had attended a meeting with Councillor Sue Slater at Bloxham Primary School and the Head Teacher, Matthew Ingall had expressed his thanks for the Parish Council's support for Butterfly Meadows Children's Centre.

Matters Arising – Minute Number 64/16 – Wish list – The Chairman advised that as the budget requests had been submitted to the Resources Committee, it would be timelier to add the wish-list to a future agenda as there might be other items to add to the list. This would be discussed further at the November meeting of the Parish Council. **Action TG**

With regard to the proposed footpath on Barford Road, towards Bloxham Mill, the Clerk was asked to contact the County Council for a progress report. **Action TG**

Residents Issues – Library - Minute Number 65/16 – The Chairman reported that during the meeting with Matthew Ingall at Bloxham Primary School, the minutes of which were saved in Drop Box, he had agreed in principle to supporting a library at the School, given that County Council budget cuts meant that the mobile library no longer visited the village. The next stage was to contact the County Council and to seek support from Councillor Kieron Mallon with the project, identifying sources of funding. It would also be helpful to contact Adderbury Library and discuss how the Library could be managed and then establish if there was support from the village for it. **Action ?**

Resolved that report be noted.

79/16 RESIDENTS' ISSUES – There was one resident in attendance. Mr Wyatt thanked the Parish Council for its support with regard to the removal of the planning condition relating to the polytunnels at Bloxham Nursery. Councillor Sue Slater noted that the application would be considered by the Planning Committee on Tuesday 11 October 2016 and would be considered on planning grounds. Mr Wyatt also offered to donate a Christmas tree to the village again this year. The Chairman thanked Mr Wyatt for his kind offer and the matter was referred to the Environment Committee for discussion. **Action TG**

The Chairman reported that two items had been raised by email by Carmen Guard. Mrs Guard reported that there were again litter problems around the shops and she suggested some ways in which to address this. The Parish Council had previously been assured by the shop owners and managers that they were addressing the issue and would keep the area tidy. It was agreed that a letter should be sent to the owners/managers of the shops advising that there were still occasional issues with litter outside the shops and could they monitor the situation and take action when necessary. A letter would also be sent to Warriner School and Bloxham School asking them to remind their students to use the litter bins. The Primary School would also be written to about litter issue at their end of the village. **Action TG**

Mrs Guard also reported that the pavements along the A361 were being blocked by the over growing hedge at Humber House and asked that the owner be contacted to request that it was cut back. John Wyatt advised that he was currently working at Humber House and was aware that the owner had already contacted Ben Acreman to complete this work. Mr Wyatt agreed to follow this up with Mr Acreman, on behalf of the owner of Humber House. **Action John Wyatt**

An issue had also been raised with regard to students from Warriner School, parking their vehicles on Chipperfield Park Road. Dr Kay had previously advised that the School had land which could be used as a car park, but it did not have funds to undertake a project like this. The Parish Council discussed the matter but it also did not have the funds to provide financial support for a project of this type. **Action TG (copy to Councillor Chris Heath)**

Councillor Andrew Taplin reported that there were parking issues in the roads around The Recreation Ground, but it was noted this was due to football matches being held there.

BLOXHAM PARISH COUNCIL

Councillor Tom Smith reported that he had received two requests for speed humps on Courtington Lane due to the speed of vehicles using that road. The Clerk was asked to contact the County Council about possible speed reduction measures on Courtington Lane and also request that Thames Valley Police monitors this area. **Action TG**

District Councillor Chris Heath reported that at least three cars were parked in the slip road to Ells Lane and asked that this be reported to Thames Valley Police so that they could monitor the area, especially around school drop-off and pick up times. **Action TG**

80/16 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Councillor Christine Heath reported that the Milton Road application had been refused by Cherwell District Council, but could now go to appeal. Also, John Westerman was leaving Cherwell District Council.

The Overview and Scrutiny Committee at Cherwell District Council was undertaking a scoping exercise with regard to vehicular traffic on the A361. The project would follow the A361 from Burford to Bloxham and out towards Chipping Warden. It was hoped Victoria Prentis MP would also assist with the project. Councillors would be gathering information along the route and complete a tour of the route with an officer from Cherwell District Council. The four Councillors on this working group would look at the trouble spots at also consult with the appropriate Parish Councils.

The Chairman thanked Councillor Heath for her report.

Resolved that the report be noted.

81/16 PLANNING

- iv) Planning Items (not covered within the minutes of the Planning Committee meeting held on 13 September 2016) – Councillor Sue Slater reported there was nothing further to add to the minutes.

The Chairman reported that work on the Miller Homes site on Tadmarton Road had now commenced.

Resolved that the report be noted.

- v) Flooding/Water & Drainage Issues – The Chairman reported on a recent meeting with Bloxham School and advised that some remedial action had already been taken and cameras would be put down into the pipe work to try and establish the problem. However, there was concern about who had responsibility for on-going maintenance of the pipe once it had been replaced. The Clerk would contact Thames Water for confirmation.

The Clerk was also asked to contact the County Council to ensure that the grills and gullies on Courtington Lane adjacent to the Rugby Field and the top of Workhouse Lane, were kept clear of vegetation. Residents of this area were also reminded that they could assist with reducing the risk of flooding by removing some of the grass cuttings in the gullies and grills.

The Chairman also reported that Bloxham School was interested in mowing the football pitches at the Jubilee Park, completing weed control in the village and grit spreading in the winter. The Chairman advised that the grass cutting request would be referred to the Jubilee Park Management Committee and the grit spreading and weed control would be referred to the Parish Council's Environment Committee.

Resolved that:

BLOXHAM PARISH COUNCIL

- 1) the report be noted;
 - 2) contact be made with Thames Water to establish who has responsibility for the on-going maintenance of the new pipe, once it has been installed; **Action TG**
 - 3) contact be made with the County Council to ensure that the grills and gullies on Courtingtone Lane, adjacent to the Rugby Field and the top of Workhouse Lane, are kept clear of vegetation; **Action TG**
 - 4) the offer made by Bloxham School to cut the grass at Jubilee Park be referred to the Jubilee Park Management Committee; and **Action SS/SP**
 - 5) the offer made by Bloxham School to complete the weed control in the village and spread grit, be referred to the Environment Committee. **Action TG**
- vi) Bloxham Neighbourhood Development Plan (BNDP) – The Chairman reported that the referendum would be held on 3 November 2016 and it was hoped there would be a good turnout and residents were encouraged to vote.

Resolved that:

- 1) the report be noted; and
- 2) a paper copy of the BNDP be printed off for Councillor Stephen Phipps. **Action JY**

82/16 PARISH COUNCIL MATTERS

- v) Committee Minutes and Recommendations.
- **Environment Committee** – In the absence of the Chairman and the Vice-Chairman of the Environment Committee, Councillor Jenny Yates recommended to the Parish Council, the minutes and recommendations of the Environment Committee held on 22 September 2016.

Resolved that:

- 3) the minutes be noted;
- 4) the recommendations be approved;
- 5) the County Council be contacted again about the proposal to plant trees on Tadmarton Road (opposite Walsingham Close) so this project can be moved on as quickly as possible; **Action TG**
- 6) following confirmation from John Wyatt that he will donate a tree to the village to mark the Queen's 90th Birthday, it be planted in Greenhills Park, along with a plaque; and **Action SC/GLS**
- 7) a meeting be held between Marie Jones and Councillor Stephen Phipps to discuss with an adjacent land owner to the Slade, the required repairs to the culvert and the fencing work. **Action SP**

Proposed by Councillor Andrew Taplin
Seconded by Councillor Sue Slater

- **Resources Committee** – The Chairman of the Resources Committee, Councillor Andrew Taplin, recommended to the Parish Council, the minutes and recommendations of the Resources Committee held on 28 September 2016.

Resolved that:

BLOXHAM PARISH COUNCIL

- 4) the minutes be noted; and
- 5) the recommendations be approved.

Proposed by Councillor Jenny Yates

Seconded by Councillor Gloria Lester-Stevens

- **Planning & Strategy Committee** – Chairman of the Planning and Strategy Committee, Councillor Sue Slater, reported to the Parish Council, the minutes of the Planning and Strategy Committee held on 13 September 2016.

Councillor Sue Slater referred to minute number 73/16 of the Planning and Strategy Committee minutes, relating to land in Queen Street and advice on the ownership of the land would be sought from Aplin's Solicitors.

Resolved that:

- 1) the minutes be noted; and
- 2) a meeting be held with Aplin's with regard to the ownership of land in Queen Street; and **Action TG**
- 3) the Planning and Strategy Committee to discuss further, the issue of the smaller scrub land in Queen Street. **Action SS**

Proposed by Councillor Andrew Jones

Seconded by Councillor Tom Smith

- **Staffing Committee** – The Chairman of the Committee, Sue Slater, reported that there had not been a meeting of the Committee since the last meeting of the Parish Council.

Resolved that the report be noted.

83/16 FINANCE

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

Resolved that the following accounts be approved for payment:

Payments	Amount	Cheque No.
Theresa Goss – Salary for October 2016	£831.24	1079
Theresa Goss – Expenses for October 2016	£45.52	1079
HMRC Payment for October 2016	£369.32	1080
OCC Pension Fund – Clerks Pension	£256.68	1081
BDO LLP – External Audit 2015/2016	£516.00	1082
Viking – Stationery	£54.55	1083
Mrs J Yates – Neighbourhood Plan and paper	£118.81	1084
Ellen Hinde Memorial Hall – Annual Rent for	£125.00	1085
St Mary's Parish Rooms – Room hire	£180.00	1086
Bloxham Gardening Club - Reimbursement for Planters	£82.14	1087

Proposed by Councillor Stephen Phipps

Seconded by Councillor Mary Groves

BLOXHAM PARISH COUNCIL

- vi) Section 106 Funds for Footpath Improvements – The Parish Council discussed the possibility of using Section 106 funds held at the County Council, to enable the Primary School to improve the flagged footpath access to the School, Pre-school and Butterfly Meadow Children’s Centre.

The Parish Council discussed other sources of funding which the School could access and possibly use for works to this footpath.

Resolved that the Parish Council to contact the County Council to establish whether Section 106 funds could be released to improve the flagged footpath access to the School, Pre-school and Butterfly Meadow Children’s Centre. **Action TG**

Proposed by Councillor Mike Hawtin
Seconded by Councillor Andrew Taplin

- vii) Christmas Lunch 2016 – The Parish Council discussed a request for financial support from Bee Myson for provision of a Christmas Day lunch to ensure that no one in the village was on their own on Christmas Day.

Resolved that £200 be donated from the Parish Council towards the cost of a Christmas Day lunch.
Action TG

Proposed by Councillor Gloria Lester-Stevens
Seconded by Councillor Mike Hawtin

84/16 VILLAGE MATTERS

- i) Remembrance Day – The Chairman reported that Remembrance Sunday was on Sunday 13 November 2016. The Clerk had applied for the road closure along High Street, Bloxham between 10.15am and 12.45pm and Robert Aplin was liaising with Smiths of Bloxham about the road closure signs and where they would be placed. The Chairman asked for volunteers to monitor the road closure between 10.15am to 12.45pm.

Resolved that:

- 1) Robert Aplin be requested to write to the shops, Doctors Surgery and Godswell Care Home advising of the road closure; **Action TG**
 - 2) Richard Miller and Wendy Percival at Thames Valley Police be advised about the road closure and whether there could be patrols during the times of the road closure; and **Action TG**
 - 3) the Chairman to contact Tom Duckham at Cherwell District Council with regard to the signage and pass these details to Councillor Tom Smith. **Action JY**
- ii) Bloxham School Meeting – Prior to the meeting, a report had been circulated to the Parish Council, with regard to a meeting which the Chairman had attended at Bloxham School on 15 September 2016.

Resolved that the report be noted.

85/16 CORRESPONDENCE – There were no further items of correspondence.

86/16 PUBLIC AND PRESS

BLOXHAM PARISH COUNCIL

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 87/16 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

87/16 ADMINISTRATION ASSISTANT – The Clerk advised that there had not as yet, been any applications for the post of Administration Assistant.

Resolved that the post continue to be advertised in the Broadsheet, on-line, at various appropriate locations in the village and at Bloxham Job Club. **Action TG**

Proposed by Councillor Jenny Yates
Seconded by Councillor Sue Slater

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

88/16 MEETING DATES

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

They would all commence at 7.30pm (unless stated otherwise) in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- 7 November 2016
- 5 December 2016
- 9 January 2017

89/16 ITEMS FOR THE NEXT AGENDA

2. Parish Council Wish-List, including the proposed Barford Road footpath
3. Bloxham Festival
4. Section 106 funds for the flagged footpath access to the School, Pre-school and Butterfly Meadow Children's Centre.

(The meeting ended at 9.05pm)

MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS BLOXHAM ON MONDAY 7 NOVEMBER 2016 AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer).

APOLOGIES: Parish Councillor Mike Hawtin submitted his apologies because he was at work and these were accepted. Parish Councillor Tom Smith submitted his apologies because a family member was unwell and these were accepted.

District Councillor Christine Heath also submitted her 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.

BLOXHAM PARISH COUNCIL

90/16 DECLARATIONS OF INTEREST

Councillor Gloria Lester-Stevens declared an interest in the grant applications because she was involved with St Mary's Thursday Lunch Club.

Councillor Stephen Phipps declared an interest in the grant applications because he was a member of the Jubilee Park Management Committee.

Members were reminded that advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice could not be given to Councillors at Parish Council meetings.

Resolved that the interests be noted.

91/16 MINUTES - The minutes of the meetings held on 3 October 2016 were taken as read and duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 3 October 2016 be approved.

Proposed by Councillor Mary Groves
Seconded by Councillor Andy Taplin

92/16 MATTERS ARISING

Minute 82/16 (iv) Environment Committee – Councillor Gloria Lester-Stevens reported that a location had been found for the new tree in Green Hills Park and old tree should have now been removed and the roots ground out. Councillor Steve Craggs reported that John Wyatt had obtained the Acer tree for Green Hills Park and he would be able to source the Tadmarton Road trees.

Resolved that the report be noted.

93/16 RESIDENTS' ISSUES

- i) Concern was expressed that Jubilee Park play area had been closed recently, especially as this coincided the half term school holidays. Councillor Sue Slater and the Chairman advised the Parish Council on the background to the closure of the play area and Councillor Stephen Phipps reported on why the Jubilee Park Management Committee had taken the decision.
- ii) Councillor Mary Groves reported that street name plates had not yet been erected on the Bovis development on Barford Road.

Resolved that:

- 1) the report be noted;
- 2) the Parish Council's disappointment that the play area at Jubilee Park has been closed, be forwarded to the Jubilee Park Management Committee; and **Action TG**
- 3) Cherwell District Council be asked when the street name plates will be erected in the Bovis development on Barford Road. **Action TG**

94/16 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There were no reports from the County and District Councillors.

BLOXHAM PARISH COUNCIL

95/16 PLANNING

- vii) Planning Items (not covered within the minutes of the Planning Committee meeting held on 11 October) – Councillor Sue Slater reported there was nothing further to add to the minutes.

The Parish Council consider the following planning applications:

16/02081/F
25 The Avenue, Bloxham
Single storey rear extension
No objections

16/0283/F
Mr E Brett
Replace rotting French doors
No objections

Resolved that:

- 1) the report be noted; and
- 2) no objections be made on planning applications 16/02081/F and 16/0283/F. **Action MG/TG**

- viii) Flooding/Water & Drainage Issues – Courtington Lane: The Chairman reported that Bloxham School had employed contractors to start work on this project on 9 November 2016. Cameras were being put into the drainage system to see if they could identify what was causing the issues around Courtington Lane.

Miller Homes Tadmarton Road: With regard to the attenuation tank which had been due to be installed under the car park on the Millers Homes development on Tadmarton Road, Councillor Stephen Phipps highlighted his concerns with regard the alternative options and how the water would be managed, now the attenuation tank was no longer being installed. It was confirmed that this issue had been raised with the Planning Officer, together with a request for assurances that the flow rate calculated for the "run off" into Bloxham Brook would not exceed current run off rates.

Resolved that the report be noted.

- ix) Bloxham Neighbourhood Development Plan (BNDP) – The Chairman reported that the referendum had taken place on 3 November 2016 and there had been a good turnout with more than 97% of votes cast in support of the Plan. The Plan would now be considered by Cherwell District Council in December 2016 and it was anticipated the Plan would be approved.

The Chairman thanked residents for voting, contributing and supporting the BNDP through working groups, completion of questionnaires, distribution of information to all homes in the village and attendance at meetings.

Special thanks was also passed to John Groves for his hard work and professionalism throughout the whole process.

Resolved that the report be noted and the Parish Council's thanks be forwarded to John Groves.
Action TG

BLOXHAM PARISH COUNCIL

96/16 PARISH COUNCIL MATTERS

viii) Committee Minutes and Recommendations.

- **Environment Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was being held on 30 November 2016.

Resolved that:

- 1) the report be noted; and
- 2) the winter volunteers be invited to meet with the Chairman and Vice-Chairman of the Environment Committee on Wednesday 9 November 2016 at 7pm at The Joiners Arms. **Action TG**

- **Resources Committee** – The Chairman of the Resources Committee, Councillor Andrew Taplin, reported to the Parish Council, the minutes and recommendations of the Resources Committee held on 2 November 2016.

The Parish Council had a discussion about the grant applications and how the Committee had reached its decisions.

Councillor Stephen Phipps proposed an amendment that the grant for the Jubilee Park Management Committee be increased to £3000. This amendment did not find a seconder.

The Parish Council voted on the proposal by Councillor Andy Taplin as follows:

Six (6) votes in favour
One (1) vote against
Two (2) abstentions

Therefore, the motion was carried.

Resolved that:

- 6) the minutes be noted; and
- 7) the recommendations be approved.

Proposed by Councillor Andy Taplin
Seconded by Councillor Nick Rayner

- **Planning & Strategy Committee** – Chairman of the Planning and Strategy Committee, Councillor Sue Slater, reported to the Parish Council, the minutes of the Planning and Strategy Committee held on 11 October 2016.

Resolved that the minutes be noted.

Proposed by Councillor Sue Slater
Seconded by Councillor Jenny Yates

- **Staffing Committee** – The Chairman of the Committee, Sue Slater, reported that there had not been a meeting of the Committee since the last meeting of the Parish Council.

BLOXHAM PARISH COUNCIL

Resolved that the report be noted.

- ix) Parish Council Wish-List and Section 106 Projects – Prior to the meeting, the Parish Council's wish list had been circulated to the Councillors, along with proposed projects at the Ex-Serviceman's Hall, Ellen Hinde Hall and Jubilee Hall which could be funded from Section 106 funds.

Resolved that:

- 1) written confirmation be requested from Philip Rolls at Cherwell District Council with regard to the eligibility of the projects at the Jubilee Hall, Ex-Serviceman's Hall and Ellen Hinde Hall being funded from Section 106 monies which are currently available, should the Parish Council wish to progress them; **Action TG**
- 2) it be highlighted to the Ex-Serviceman's Hall that the Ellen Hinde Hall project includes disabled access and therefore, would they consider this aspect being included within their project; **Action TG**
- 3) an informal meeting of the Parish Councillors be held on Tuesday 22 November 2016 at 7.30pm to discuss Section 106 monies and the Parish Council's Strategy; and **Action TG**
- 4) the wish-list be deferred to the next meeting of the Parish Council. **Action TG**

Proposed by Councillor Nick Rayner
Seconded by Councillor Mary Groves

- x) Community Governance Review – The Chairman reported that Cherwell District Council had invited all Parish Councils to be part of the Review and this could be to either increase or decrease the number of seats on the Parish Council.

Resolved that the Parish Council does not participate in the review. **Action TG**

97/16 FINANCE

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

Resolved that the following accounts be approved for payment:

Payments	Amount	Cheque No.
Theresa Goss – Salary for November 2016	£830.77	1088
Theresa Goss – Expenses for November 2016	£40.25	1088
HMRC Payment for November 2016	£369.52	1089
OCC Pension Fund – Clerks Pension November 2016	£256.68	1090
Mrs B Myson – Christmas lunch	£200.00	1091
Mrs J Yates – Key cutting for container keys	£20.00	1092
Mrs J Yates – Expenses for BNDP	£301.26	1092
Viking – Stationery	£41.98	1093
St John Ambulance – First Aid Course in September 2016	£192.00	1094
OALC - R&R training on 10 September 2016	£150.00	1095
Bloxham Mill Ltd – Room Hire	£27.00	1096
Mr N Prickett – Grass Cutting September 2016	£774.00	1097
Cherwell District Council – Emptying Dog Bins for summer period	£1921.92	1098
Prysebros Ltd – Weed control in the village	£558.00	1099

BLOXHAM PARISH COUNCIL

Mr P Bennett (Homelands) – Works in the village	£785.00	1100
Jubilee Park Management Cttee – Room Hire	£70.00	1101
Mr T Eden - Materials and construction of 50m raised boardwalk at The Slade and Materials and construction of 15m boardwalk at The Slade	£3160.00	1102
St Mary's Thursday Clubs – New Homes Bonus	£5468	1103

Proposed by Councillor Jenny Yates
Seconded by Councillor Sue Slater

- ii) Budget/Precept 2017/2018 – The Chairman reported that the Budget and Precept for 2017/2018 had been discussed by the Resources Committee at its meeting on 2 November 2016. However, there were some items of clarification, therefore the budget and precept would be submitted to the next meeting of the Parish Council on 6 December 2016.

Resolved that the Budget and Precept for 2017/2018 be discussed at the next meeting of the Parish Council. **Action TG**

- iii) Section 106 Funds for Play Area Projects – The Parish Council discussed the Section 106 funds which were available for the projects at the Recreation Ground and Jubilee Park play areas. There had been progress with the Deed of Variation at Cherwell District Council and it should be completed within the next two weeks.

Resolved that the report be noted.

- xi) Youth Club – The Chairman reported that the Youth Club had closed and all its assets had been given back to the County Council. There was around £3900 left in their bank account and this would be forwarded to the Parish Council.

The Chairman also reported that because Bloxham School had agreed to take the snooker table which had belonged to the Youth Club, it had offered to make a donation to the Parish Council.

Resolved that:

- 1) the report be noted;
- 2) Bloxham School be contacted about their donation for the snooker table; and **Action TG**
- 3) the Resources Committee to discuss how the Youth Club funds can be used. **Action TG**

98/16 VILLAGE MATTERS

- i) Feasibility Study for the Proposed Barford Road Footpath – The Chairman reported that although the County Council had advised that the feasibility study would be ready by the end of October 2016, it had not as yet, been completed.

It was noted that the Section 106 Agreement for the Barford Road development showed 'Transport Contribution' meant the sum of £75,258 as a contribution towards the costs of investigation of, and improvements to, the existing roundabout at the A361/Barford Road junction or any other identified infrastructure improvements on Barford Road"

Resolved the proposed Barford Road footpath, be deferred to the next meeting of the Parish Council.
Action TG

BLOXHAM PARISH COUNCIL

- ii) Daytime Support Consultation – The Chairman reported on the County Council’s consultation process with regard to daytime support.

Resolved that no response be submitted to the consultation.

99/16 CORRESPONDENCE – There were no further items of correspondence.

100/16 MEETING DATES

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

They would all commence at 7.30pm (unless stated otherwise) in St Mary’s Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- 5 December 2016
- 9 January 2017
- 6 February 2017
- 6 March 2017

101/16 ITEMS FOR THE NEXT AGENDA

1. Bloxham Festival
2. Warriner School Consultation
3. Parish Council Wish-List and Section 106 Projects
4. Proposed Barford Road footpath
5. Budget/Precept 2017/2018

(The meeting ended at 9.35pm)

MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY’S PARISH ROOMS BLOXHAM ON MONDAY 5 DECEMBER 2016 AT 7.45PM

PRESENT: Chairman, Councillor Jenny Yates; Councillors Steve Craggs, Mike Hawtin, Gillian Roberts and Sue Slater.

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

APOLOGIES: Councillors Mary Groves and Gloria Lester-Stevens submitted their apologies because they were ill and these were accepted. Councillors Tom Smith and Stephen Phipps submitted their apologies because a family member was unwell and these were accepted. Councillors Nick Rayner and Andrew Taplin submitted their apologies because they were at work and these were accepted.

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.

102/16 DECLARATIONS OF INTEREST – Councillor Steve Craggs declared an interest in minute number 108/16 (ii) with regard to the proposed Barford Road footpath because he lived very close to the site.

BLOXHAM PARISH COUNCIL

Members were reminded that advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice could not be given to Councillors at Parish Council meetings.

Resolved that the interests be noted.

103/16 MINUTES - The minutes of the meetings held on 7 November 2016 were taken as read and duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 7 November 2016 be approved.

Proposed by Councillor Steve Craggs
Seconded by Councillor Mike Hawtin

104/16 MATTERS ARISING

The Chairman reported that she had been contacted by Glyn Williams, Chairman of the Jubilee Park Management Committee (JPMC) with regard to the closure of the play area at Jubilee Park because he felt that the report from the last meeting, appeared to reflect adversely on the JPMC. The Parish Council noted that subsequent conversations had now resolved the matter and it was appreciated that the JPMC had been acting in the best interest of users. The relevant parts had now been ordered so that the equipment could be repaired and this was being paid for by the Parish Council and they were due for delivery around 7 December 2016.

Resolved that the report be noted.

105/16 RESIDENTS' ISSUES – The Chairman reported that the Bloxham Village sign on the approach to Bloxham from Milton on Milton Road, needed to be replaced and a request would be made to Cherwell District Council. **Action TG**

Councillor Gillian Roberts reported that at the recent Drop-in and Chat session, a resident had raised his concerns regarding the possibility of the water table having been affected by work carried out on adjacent land. The Chairman advised that on behalf of the resident, the Parish Council had raised this concern with Cherwell District Council.

Resolved that the report be noted.

106/16 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There was no report from the County and District Councillors.

Andrew McHugh reported that he was now a member of the Health Overview and Scrutiny Committee for Oxfordshire and he was doing all he could to hold the Trust to account to retain acute services at the Horton Hospital. There would be a two phase consultation, one starting in January 2017 and then another element in May 2017.

107/16 PLANNING

- x) Planning Items - Councillor Sue Slater reported that there had not been a meeting of the Planning Committee during November.

However, Councillor Slater reported that Councillor Gloria Lester-Stevens had been pursuing Cherwell District Council (CDC) about the mud on the road on Tadmarton Road and CDC should be looking into it. Councillor Gloria Lester-Stevens also advised that it had been reported to her that the electricity company had been erecting poles for the new site on Tadmarton Road and

BLOXHAM PARISH COUNCIL

they had removed some trees and these had been thrown into the ditch. Thames Water had also installed a pipe and they too had thrown debris into the ditch. The Chairman felt that Geoff Winter at Miller Homes should be advised of these issues.

The Chairman advised that as part of the Site Management Plan, there should be a wheel washer on-site and there clearly wasn't and this needed to be addressed.

Councillor Sue Slater agreed to go and investigate and then the Chairman would contact Geoff Winter by email and copy in Nat Stock, Planning Officer at CDC and also Paul Ihringer at CDC. The issue of wheel washing would also be raised with Mr Winter.

Resolved that Geoff Winter at Miller Homes be advised of the issues and also that wheel washing should be completed on-site. **Action JY**

- xi) Flooding/Water & Drainage Issues – Courtington Lane: Councillor Sue Slater reported that there would be a meeting in January 2017 with Bloxham School and the results of the survey were still awaited.

Resolved that the report be noted.

- xii) Bloxham Neighbourhood Development Plan (BNDP) – The Chairman reported that the BNDP had been approved by Cherwell District Council's Executive and would now be ratified by the Council at its' next meeting on 19 December 2016.

Resolved that the report be noted.

- xiii) Warriner School Expansion – Prior to the meeting, Councillor Sue Slater had circulated a draft submission with regard to the proposed expansion of Warriner School. Councillor Chris Heath asked if there would be any additional parking as part of the expansion plans because around the Chipperfield Park Road area it was a problem because students parked all around that area, in front of peoples' properties. Councillor Slater reported that additional parking would be requested as part of the Parish Council's comments on the expansion.

Resolved that the report be noted and the comments be approved for submission to the County Council.
Action TG

Proposed by Councillor Steve Craggs
Seconded by Councillor Mike Hawtin

108/16 PARISH COUNCIL MATTERS

- xii) Committee Minutes and Recommendations.
 - **Environment Committee** – Prior to the meeting, the minutes of the meeting held on 30 November 2016 had been circulated to the Committee.

The Chairman reported that she had contacted the County Council and for clarification, the material used in the new flood defense bags was safe.

Resolved that:

- 3) the minutes be noted; and

BLOXHAM PARISH COUNCIL

- 4) the process with regard to reporting issues within the areas of responsibility be highlighted to Councillors, via email; and **Action TG**
- 5) the recommendations be approved. **Action TG**

Proposed by Councillor Sue Slater

Seconded by Councillor Gillian Roberts

- **Resources Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. A meeting would be scheduled for January 2017.

Resolved that the report be noted.

- **Planning & Strategy Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting of the Committee was being held on Tuesday 13 December 2016 at 730pm at Bloxham Primary School.

Resolved that the report be noted.

- **Staffing Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. A meeting would be scheduled for January 2017.

Resolved that the report be noted.

- xiii) Parish Council Wish-List – Prior to the meeting, the Parish Council's wish list had been circulated and so too had the feasibility study for a proposed new footpath towards Bloxham Mill from Gascoigne Way.

The Councillors were happy to include the items agreed at the meeting on 22 November 2016 as well as the items in the Sustrans report. In addition, the reference to class sizes at Bloxham Primary School should be removed because this was beyond the control of the Parish Council.

With regard to the footpath on Barford Road, the Parish Council felt that it should be extended to run from the corner of Gascoigne Way up to the alley way on Barford Road.

Resolved that:

- 1) the items agreed at the meeting on 22 November 2016 be included in the Parish Council's wish-list; and
- 2) the County Council be contacted for a further quote to extend the proposed footpath on Barford Road from Gascoigne Way to the alley way. **Action TG**

Proposed by Councillor Sue Slater

Seconded by Councillor Jenny Yates

- xiv) Parish Council Actions – Prior to the meeting, a list of the Parish Council's actions from previous meetings had been circulated to Councillors. The Parish Council felt that the list was useful but it did not need to be discussed at each meeting because it was a live document and was continually updated as actions were addressed.

Resolved that the report be noted.

BLOXHAM PARISH COUNCIL

- xv) Outstanding Issues – Prior to the meeting, a list of outstanding actions had been circulated to the Councillors. The list suggested how these issues could be divided between the Committees so that they could be moved forward.

Resolved that the outstanding issues list be submitted to each Committee so that items can be actioned.
Action TG

109/16 FINANCE

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

Resolved that the following accounts be approved for payment:

Payments	Amount	Cheque No.
Theresa Goss – Salary for December 2016	£831.24	1104
Theresa Goss – Expenses for December 2016	£39.10	1104
HMRC Payment for December 2016	£369.12	1105
OCC Pension Fund – Clerks Pension December 2016	£256.68	1106
Mr N Prickett – Grass Cutting October 2016	£774.00	1108
St Mary's Parish Rooms – Room Hire	£20.00	1109
Clement Wyatt (Gardens) Limited – Trees on Tadmarton Road	£277.00	1110
Mr T Eden – Works at The Slade	£2505.00	1111

Proposed by Councillor Steve Craggs
 Seconded by Councillor Sue Slater

- ii) Budget/Precept 2017/2018 – Prior to the meeting, the budget for 2017/2018 had been circulated to the Parish Council.

Following a discussion, the Councillors felt that the precept for 2017/2018 should be increased because of the uncertainty over services which might be cut by the County Council and which the Parish Council would then have to take responsibility for. In addition, Central Government was currently carrying out a consultation with regard to capping the precepts for larger Parish and Town Councils and if this was approved, then the next stage could be capping of all Parish Councils.

Resolved that:

- 1) the Budget for 2017/2018 be approved; and
- 2) a Precept of £87,342 for 2017/2018 be approved. **Action TG**

Proposed by Councillor Steve Craggs
 Seconded by Councillor Jenny Yates

- iii) Section 106 Funds
- a) The Chairman reported that there was no progress with the Deed of Variation to release funds for the play equipment projects. The Parish Council was very frustrated with Cherwell District Council and Councillor Chris Heath offered to continue to follow up on the matter.

Resolved that:

BLOXHAM PARISH COUNCIL

- 1) the report be noted; and
 - 2) if there was no progress with this matter by the end of the week, a meeting be arranged with senior officers at Cherwell District Council. **Action TG**
- b) Prior to the meeting, the recommendations from the informal Parish Council meeting on 22 November 2016 had been circulated to the Councillors, with regard to the use of Section 106 monies for projects in the village.

Resolved that:

- 1) the report be noted;
- 2) the projects at the Ellen Hinde Hall and Ex-Serviceman's Hall be approved; and
- 3) the project at Jubilee Hall be approved in principle, subject to:
 - detailed drawings being obtained from an architect, giving different options to improve the Hall;
 - detailed costings for each option suggested by the architect, be obtained;
 - the architects' fees be funded by Section 106 money; and
 - investigations being made into other sources of funding by Bloxham Football Club, such as the FA, Football Foundation and Sport England.

Proposed by Councillor Gillian Roberts
Seconded by Councillor Sue Slater

The Chairman report that Phil Rolls had now left Cherwell District Council (CDC) and she had spoken to his replacement, Sharon Bolton, who had advised that CDC was undertaking a strategic review of play areas and sports and pitch provision in the Cherwell area. Therefore, there was now some uncertainty about the projects at the Ellen Hinde Hall, Ex-Serviceman's Hall and Jubilee Hall going forward until the use of Section 106 monies had been resolved.

Councillor Kieron Mallon offered to help with this matter and on behalf of the Parish Council, he would contact Ian Davies, a Director at Cherwell District Council, to try and progress the matter.

Resolved that Councillor Kieron Mallon to contact Ian Davies at Cherwell District Council about the process for releasing Section 106 funds for these projects and also ask for a progress report with regard to the Deed of Variation for the play area projects. **Action KM**

- iv) TOE2 Funding – Prior to the meeting, The Slade submission to TOE2 had been circulated to the Parish Council. This would release the remaining funds and the money should be with the Parish Council shortly. The Parish Council thanked Marie Jones and her volunteers for all their work at The Slade.

Resolved that the report be noted.

- xvi) Butterfly Meadow Children's Centre – The Chairman reported that the County Council had agreed the funding for three years at the Centre. However, a judicial review was now taking place so a further meeting with Matthew Ingall and Cheryl Huntbach had been postponed until this had been resolved.

BLOXHAM PARISH COUNCIL

Councillor Kieron Mallon advised the Parish Council on why the Judicial Review was being progressed by a pressure group. The Parish Council was thanked for its contribution to the Centre and representatives of the Centre would like to attend the Parish Council meeting in January 2017 to discuss the matter further.

Resolved that the report be noted.

110/16 VILLAGE MATTERS

- i) Bloxham Festival 2017 – Prior to the meeting, Councillor Mary Groves had circulated a report to the Parish Council on the progress with Bloxham Festival.

Resolved that the report be noted.

111/16 CORRESPONDENCE – A copy of Countryside Voice was circulated to the Parish Council.

An email had been received from a resident about parking in Humber Street and this was being followed up by the village PCSO, Jayne Langford.

A further meeting would be arranged with Aplins for some time in the New Year to discuss the registration of Parish Council land.

A note would be included in the Broadsheet about the availability of Crisis Bags and also green bottles, for storing details of medication.

112/16 MEETING DATES

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

They would all commence at 7.30pm (unless stated otherwise) in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- 9 January 2017
- 6 February 2017
- 6 March 2017
- 3 April 2017
- 27 April 2017 (Annual Parish Meeting at Jubilee Hall)
- 8 May 2017

113/16 ITEMS FOR THE NEXT AGENDA

- 1) Butterfly Meadow Children's Centre

(The meeting ended at 9.15pm)

MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS BLOXHAM ON MONDAY 9 JANUARY 2017 AT 7.30PM

PRESENT: Chairman, Councillor Jenny Yates; Councillors Mary Groves, Mike Hawtin, Gloria Lester-Stevens, Stephen Phipps, Nick Rayner and Sue Slater.

BLOXHAM PARISH COUNCIL

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer), County Councillor Kieron Mallon, District Councillors Christine Heath and Andrew McHugh, Matthew Ingall (Head Teacher at Bloxham Primary School) and Cheryl Huntbach (Manager at Butterfly Meadow Children's Centre).

APOLOGIES: Councillor Tom Smith submitted his apologies because there had been a family bereavement and these were accepted. Councillor Steve Craggs submitted his apologies because he was on holiday and these were accepted. Councillor Gillian Roberts submitted her apologies because she had work commitments and these were accepted. Councillor Andrew Taplin submitted his apologies because he had work commitments and these were accepted. District Councillor Mike Bishop also 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.

The Parish Council felt that it would be appropriate to send a wreath to the funeral of Mrs K Smith who had recently passed away.

114/16 DECLARATIONS OF INTEREST – Councillors Mike Hawtin declared an interest in minute number 115/16 because his partner worked at Butterfly Meadow Children's Centre.

Resolved that the interest be noted.

115/16 BUTTERFLY MEADOW CHILDREN'S CENTRE – The Chairman welcomed Cheryl Huntbach and Matthew Ingall to the meeting.

Matthew Ingall thanked the Parish Council and Kieron Mallon for their continued support of the Centre. Matthew also thanked Cheryl Huntbach for all her work during a difficult few months and it would now be closing on 28 February 2017. It would then be opening again, on a much smaller scale, on 1 April 2017.

The current annual budget was £140,000 and the money which was now be available, was £15,000 per year. Along with Bloxham Parish Council, Milcombe and Adderbury Parish Councils had also agreed to make financial contributions to the running costs and there would still be some services for young children from 1 April 2017, but as a Children's Centre, it would not be continuing. With only a budget of £15,000 per year, the services which were being provided from 1 April 2017, would not be services of the same nature.

Cheryl would be circulating a newsletter which would detail some of the continued provision. The transition fund from the County Council had been agreed, but some of those funds, might be needed for resources, but this was still unclear at the moment. There were also some staff redundancies being made.

Cheryl Huntbach advised that her new role would be a Community Co-ordinator for the north of the County, so she would be helping set up new sessions and working more within the community. She emphasised that there would be no service in March 2017, as there was no funding available.

There would be eight new Family Centres around the County and some resources might be taken from existing children's centres. Councillor Gloria Lester-Stevens suggested that the Parish Council should write to the County Council and support the request from Butterfly Meadow that their equipment stays at the Centre.

BLOXHAM PARISH COUNCIL

Resolved that:

- 1) the report be noted; and
- 2) a letter be sent to the County Council to support the request that the fixtures, fittings and equipment be left at the Centre for the new services. **Action TG**

The Chairman thanked Matthew and Cheryl for attending the meeting and they left at this point.

116/16 MINUTES - The minutes of the meetings held on 5 December 2016 were taken as read and duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 5 December 2016 be approved.

Proposed by Councillor Sue Slater
Seconded by Councillor Mike Hawtin

117/16 MATTERS ARISING – There were no matters arising.

118/16 RESIDENTS' ISSUES - John Wyatt addressed the Parish Council with regard to the Christmas tree which he had donated and suggested that perhaps this year, liaison between himself and the Parish Council could start earlier. Councillor Nick Rayner also suggested that a Christmas tree could be obtained from Cherwell District Council at a cost.

Concern was expressed regarding the hedge overhanging the pavement on the A361 adjacent to Humber House. The resident had reported repeated throwing of rubbish over the wall and felt that if the hedge was lowered, this would increase the problem. The Chairman advised that along with the Vice-Chairman, she would visit the resident to discuss the matter in person.

The Chairman reminded members that some time ago, the Parish Council had agreed to address the issue of trees overhanging the footpaths in the village and where this was dangerous, the Parish Council would undertake the works itself and an invoice would then be sent to the home owner.

Mr Wyatt also reported that he would be happy to assist the Parish Council, if it wished to send flowers for the funeral of Mrs Smith, who had passed away on 2 January 2017.

Councillor Mary Groves reported that the footpath next to Dovecote House on the A361 was so narrow, it was dangerous for pedestrians and she had reported this to the County Council on a number of occasions.

Resolved that:

- 1) the report be noted;
- 2) the Clerk to liaise with Mr Wyatt about a flower arrangement for the funeral of Mrs K Smith; **Action TG**
- 3) the Chairman and Vice-Chairman to discuss with resident, the issues with the trees and hedges at Humber House which are overhanging the footpath; and **Action JY/SS**
- 4) the issue of the footpath, next to Dovecote House, which runs along the A361, be added to the outstanding issues list for the Planning Committee. **Action TG/SS**
- 5) the Parish Council expressed concern regarding the hazard of HGV vehicles travelling on the A361 through the narrow pinch point where their wing mirrors overlap the pavement. This raised safety concerns for pedestrians walking on the reduced width footpath next to Dovecote House. This matter to be raised with the County Council. **Action TG/KM**

BLOXHAM PARISH COUNCIL

119/16 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Prior to the meeting, County Councillor Kieron Mallon had circulated a report to the Parish Council.

District Councillor Chris Heath reported that she had chased up the Legal Department at Cherwell District Council with regard to the Deed of Variation for the Section 106 funds for the play equipment project, but there had not been any progress.

District Councillor Andrew McHugh reported that he had been working towards obtaining a unified consultation with regard to the reduction of services at the Horton Hospital. The current proposal was that one half of the consultation would start in January and another half would start in May. However he felt that it should be one consultation exercise, starting at the same time. He was not yet aware of what the consultation questions would be.

It was also highlighted that Victoria Prentis MP had circulated a request that everyone who had made a journey to the John Radcliffe Hospital, recorded how long it had taken them and then submitted this information to her by email.

Resolved that the reports be noted.

120/16 PLANNING

xiv) Planning Items (not covered within the minutes of the Planning Committee meeting held on 13 December 2016) – Councillor Sue Slater reported there was nothing further to add to the minutes.

Resolved that the report be noted.

xv) Flooding/Water & Drainage Issues – Courtington Lane: The Chairman reported that the information from Bloxham School was that Gordon Kelman had been on site and he was happy with the work to widen the ditch by the side of rugby pitches and it was now working well.

There had been a review of the CCTV survey and it had shown that the drain was partially collapsed at both ends, so they could not do a complete survey. Quotes were being obtained to fix the problem and after this work had been completed, Gordon Kelman felt that the School had done all it could to address the issues.

There was a meeting between the Parish Council and Bloxham School on 17 January 2017.

The Parish Council was still waiting for a Thames Water report about the contamination coming from the Bovis site on Barford Road.

Councillor Gloria Lester-Stevens reported that the culvert had been installed along Tadmarton Road, but no grills were there, as yet. Also, the two drains opposite the Primary School were full with mud and debris, which had possibly come from the Miller Homes site.

Resolved that:

- 1) the report be noted; and
- 2) an email be sent to Geoff Winter at Miller Homes asking him to arrange for the two drains opposite the entrance and exit to the Primary School on Tadmarton Road, be unblocked, and Chris Heath and Tom Plant be copied into the email. **Action TG**

121/16 PARISH COUNCIL MATTERS

BLOXHAM PARISH COUNCIL

xvii) Committee Minutes and Recommendations.

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

The Chairman asked for clarification with regard to the trigger point at which the footpaths were gritted and what areas of the village were gritted. Councillor Nick Rayner advised that his understanding was that the trigger point was when a MET report was received saying there would be snow and then gritting would take place outside of the shops.

Resolved that:

- 1) the Environment Committee to review the areas in the village to be gritted and what the trigger point is; and **Action TG**
- 2) two wheelbarrows be purchased and Bloxham School be asked whether they can be stored at their depot on Courtington Lane, alongside the Parish Council's manual grit spreaders. **Action JY**

- **Resources Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for Thursday 19 January 2017.

Resolved that the report be noted.

- **Planning & Strategy Committee** – Chairman of the Planning and Strategy Committee, Councillor Sue Slater, reported to the Parish Council, the minutes of the Planning and Strategy Committee held on 13 December 2016. The next meetings were being held on Tuesday 10 January 2017 and Tuesday 14 February 2017.

Resolved that the minutes be noted.

- **Staffing Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for Wednesday 1 February 2017.

Resolved that the report be noted.

xviii) Local Government Re-Organisation – Prior to the meeting, information on the re-organisation had been circulated to the Parish Council. There would be a consultation exercise in January 2017 and further information would be circulated in due course.

Resolved that the report be noted.

122/16 FINANCE

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

Resolved that the following accounts be approved for payment:

Payments	Amount	Cheque No.
Theresa Goss – Salary for January 2017	£831.04	1114
Theresa Goss – Expenses for January 2017	£55.75	1114

BLOXHAM PARISH COUNCIL

HMRC Payment for January 2017	£369.52	1115
OCC Pension Fund – Clerks Pension January 2017	£256.68	1116
Kompan –Play equipment repairs at Jubilee Park	£792.54	1117
N Rayner – Batteries for Christmas lights	£18.20	1118

Resolved that the following accounts which had been paid since the last meeting, be approved:

Payment	Amount	Cheque no.
Treetops Ltd – Tree works in the village	£120.00	1112
T Goss – Web site domain name renewal	£33.55	1113

Proposed by Councillor Jenny Yates
Seconded by Councillor Sue Slater

- ii) Bank Reconciliation – Prior to the meeting, the bank reconciliation as at 9 January 2017, had been circulated to the Parish Council.

Resolved that the bank reconciliation, as at 9 January 2017, be noted.

xix) Section 106 Funds

- c) The Parish Council received an update on the progress with the Deed of Variation to release funds for the play equipment projects. Preet Barard, Solicitor at Cherwell District Council, was chasing up Bovis and Bromford Housing Association. Ian Davies had also been asked by the Clerk to chase up this matter, as there had been no progress for some time.

Resolved that the report be noted.

- d) The Parish Council received a report on the meeting at Cherwell District Council with Ian Davies, held on 22 December 2016, which had been attended by the Clerk, Chairman and Vice-Chairman. It had been a very productive meeting and a number of decisions had been made and funds would be released by the District Council for projects at Ellen Hinde Hall, the Ex-Serviceman's Hall, Jubilee Hall and the Recreation Ground. Meetings would now be held with the project leaders on Thursday 19 January 2017.

Resolved that the report be noted.

123/16 VILLAGE MATTERS

- i) Annual Parish Meeting (APM) 2017 – The Chairman reported that the APM was being held on Thursday 27 April 2017. It was suggested that the agenda for the meeting could include the budget/precept 2017/2018, proposals for powers to be devolved to Parish Council, the work of the three Committees and The Slade.

Resolved that Councillors Andy Taplin and Nick Rayner, the Chairman and the Vice-Chairman and the Clerk hold a meeting to discuss the format of the Annual Parish Meeting. **Action NR**

124/16 CORRESPONDENCE – There were no further items of correspondence.

The Chairman highlighted that the rota for the drop-in and chat sessions had been circulated to the Parish Council.

125/16 MEETING DATES

Bloxham Parish Council Minutes May 2016 to April 2017

Page 59

BLOXHAM PARISH COUNCIL

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

They would all commence at 7.30pm (unless stated otherwise) in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- 6 February 2017
- 6 March 2017
- 3 April 2017
- 27 April 2017 (Annual Parish Meeting at Jubilee Hall)
- 8 May 2017

(The meeting ended at 8.55pm)

MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS BLOXHAM ON MONDAY 6 FEBRUARY 2017 AT 7.30PM

PRESENT: Chairman, Councillor Jenny Yates; Councillors Steve Craggs, Mary Groves, Gloria Lester-Stevens, Stephen Phipps, Nick Rayner, Sue Slater and Andrew Taplin.

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

APOLOGIES: Parish Councillor Gillian Roberts submitted her apologies because she was at work and these were accepted. Parish Councillor Mike Hawtin submitted his apologies because he was held up in traffic and these were accepted. Parish Councillor Tom Smith submitted his apologies because he had a prior engagement and these were accepted.

District Councillor Mike Bishop also 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.

126/16 DECLARATIONS OF INTEREST – There were no declarations of interest.

Resolved that the interest be noted.

127/16 CHAIRMAN'S ANNOUNCEMENTS – The Chairman reported that there were currently two consultations available for the Parish Council and residents to comment on. They were:

- Launch of the Oxfordshire's Health and Care Services - The Big Consultation - Phase 1. The closing date was 8 April 2017 and there was a consultation event on 2 March 2017 at St Mary's Church Banbury. The County Council's Health Overview and Scrutiny Committee had unanimously referred the decision about the removal of the consultant-led maternity service at the Horton Hospital to the Secretary of State. District Councillor Andrew McHugh also gave a brief update on this matter.
- Proposals for Government - A Fresh Start for Oxfordshire – The closing date was on 28 February 2017 and a decision was due at Oxfordshire County Council on 14 March 2017.

BLOXHAM PARISH COUNCIL

There were currently conflicting opinions on this matter between the County Council and Cherwell District Council, however, the Vale of White Horse and South Oxfordshire District Councils agreed with County Council's proposal for a Unitary Authority in Oxfordshire. District Councillor Chris Heath encouraged the Parish Council to respond to the consultation and there was a consultation meeting on Wednesday 15 February 2017 to which the Chairman would be attending. It was noted that if there was a change to a Unitary Authority it might impact on the validity of the Bloxham Neighbourhood Development Plan.

Resolved that the report be noted.

128/16 ST MARY'S CHURCH, BLOXHAM – The Parish Council received a presentation from Jon Carlton and John Clegg both from the Parochial Church Council (PCC) and Reverend Dale Gingrich with regard to the St Mary's Church Reordering Project.

John Clegg presented to the Parish Council, information on the background to the project, the original Reordering proposal and the funding and costs. Jon Carlton presented information on the broader scope of the project, the next steps including setting up a project group and fundraising for the project. He advised that grant funding was also available for the works, which it was hoped could encompass Bloxham Museum and St Mary's Parish Rooms, as well as the Church. There had been a quinquennial report on the fabric of the Church in 2014 and a lot of work had been carried out by the Friends of St Mary's Church over a number of years.

The Chairman thanked Jon Clegg, Jon Carlton and Reverend Dale Gingrich for their attendance and informative presentation and they left the meeting at this point.

Resolved that the report be noted.

129/16 MINUTES - The minutes of the meetings held on 9 January 2017 were taken as read and duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 9 January 2017 be approved.

Proposed by Councillor Nick Rayner
Seconded by Councillor Sue Slater

130/16 MATTERS ARISING

Minute Number 120/16 – Councillor Gloria Lester-Stevens reported that the culvert on Tadmarton Road was struggling to cope with the amount of water coming from Hobb Hill, which was much more than the developer had believed it was going to be.

It appeared that the school had not cleared out its ditch and County Councillor Kieron Mallon was asked to contact the school about this matter. The ditch was adjacent to the school and as riparian owners, it was their responsibility to ensure it was clear of debris. The Clerk would contact the school and Gordon Kelman at the County Council to request that the ditch was cleared. It was located in front of the car park, by the Pre School unit. **Action TG**

Councillor Gloria Lester-Stevens also reported that the drain opposite the entry to school on Tadmarton Road had still not been cleared, but it had been reported to the County Council's 'Fix my Street' a number of times. County Councillor Kieron Mallon suggested that Bev Hindle at the County Council be contacted and advised of the issue. The Clerk was also asked to advise Geoff Winter at Miller Homes, so he was aware of the matter. **Action TG**

BLOXHAM PARISH COUNCIL

131/16 RESIDENTS' ISSUES – Councillor Mary Groves reported that an email had been received from a resident about the disabled parking bay outside the shops. The resident had found it difficult to park her car safely and would like a lay-by outside of the shops.

County Councillor Kieron Mallon advised that some of the land outside of the shops was owned by the County Council and the rest was owned by the owners of the shops. The Parish Council discussed this matter and acknowledged that it had been an on-going issue for a number of years. Councillor Mallon also reported that he had discussed the matter with the Co-op and the shop owners, but agreement from all the land owners for a lay-by was not forthcoming. It was agreed that this matter would be referred to the Planning Committee, however, it appeared that unless the shop owners agreed to sell their land, there was very little that the Parish Council could do to move this forward.

The Chairman reported that there had been a fourth serious accident in the last 12 months on the A361 by the Recreation Ground and this needed to be addressed by the County Council.

Resolved that:

- 6) the report be noted;
- 7) the issue of the disabled parking bay be included in the Planning Committee's Outstanding issues list; and **Action TG/SS**
- 8) the accidents on the A361 by the Recreation Ground be reported to the County Council and Thames Valley Police. **Action JY/KMALLON**

132/16 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – District Councillor Andrew McHugh advised that information on the Horton Hospital and the removal of the consultant-led maternity services had been covered earlier in the meeting. Councillor Kieron Mallon reported that Cherwell District Council would be willing to support this campaign.

District Councillor Chris Heath had nothing further to report.

County Councillor Kieron Mallon reported that the works to the bridge in Old Bridge Road would be completed in the next financial year and there would be a meeting about a proposed library at the former Butterfly Meadow Children's Centre on Monday 13 February 2017 at 1pm.

Councillor Mallon also advised that there were on-going discussions between the District and County Councils about future governance arrangements in the County.

Councillor Mallon would also be the representative for the Conservative Party at the County Council elections in May and he would again be standing to represent Bloxham.

Resolved that the reports be noted.

133/16 PLANNING

- xvi) Planning Items (not covered within the minutes of the Planning Committee meeting held on 10 January 2017) – Councillor Sue Slater reported there was nothing further to add to the minutes.

Resolved that the report be noted.

- xvii) Flooding/Water & Drainage Issues – Courtington Lane: The Chairman reported that the update on drainage had been covered within the report of the Bloxham School meeting.

Resolved that the report and update be noted.

BLOXHAM PARISH COUNCIL

- xviii) 16/02592/F, Former Tennis Courts, Little Bridge Road, Bloxham – The Parish Council considered the application for four new dwellings and associated access, parking and garages for each dwelling.

Resolved that the Parish Council objects to application 16/02592/F. **Action SS/TG**

134/16 PARISH COUNCIL MATTERS

- xx) Committee Minutes and Recommendations.

- **Environment Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for Wednesday 8 February 2017. The agendas and minutes for the Committee were available on the Parish Council web site.

Resolved that the report be noted.

- **Resources Committee** – Chairman of the Resources Committee, Councillor Andrew Taplin, reported to the Parish Council, the minutes of the Committee held on 19 January 2017. The agendas and minutes for the Committee were available on the Parish Council web site.

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

Proposed by Councillor Nick Rayner
Seconded by Councillor Mary Groves

- **Planning & Strategy Committee** – Chairman of the Planning and Strategy Committee, Councillor Sue Slater, reported to the Parish Council, the minutes of the Planning and Strategy Committee held on 10 January 2017. The next meeting was being held on Monday 13 February 2017. The agendas and minutes for the Committee were available on the Parish Council web site.

Resolved that the minutes be noted.

- **Staffing Committee** – Chairman of the Staffing Committee, Councillor Sue Slater, reported to the Parish Council, the minutes of the Committee held on 1 February 2017. The agendas and minutes for the Committee were available on the Parish Council web site.

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

Proposer Councillor Andy Taplin
Seconder Councillor Nick Rayner

- xxi) Reports for the Parish Council – The following reports had been circulated to the Parish Council prior to the meeting.

- Drop-In and Chat – Session held on 14 January 2017
- Bloxham School – Meeting held with the Bursar, Charlie Little, on 17 January 2017

BLOXHAM PARISH COUNCIL

- Section 106 Project Groups – Meetings held with representatives from Ellen Hinde Hall, Ex-Serviceman’s Hall, Jubilee Park Management Committee and Bloxham Recreation Ground Trustees on 19 January 2017
- Registration of Parish Council Land – Meeting held with Aplins Solicitors on 26 January 2017.
- Jubilee Park Management Committee Update
- Outstanding Issues
- Parish Council Actions

Resolved that the report be noted.

135/16 FINANCE

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

Resolved that the following accounts be approved for payment:

Payments	Amount	Cheque No.
Theresa Goss – Salary for February 2017	£831.24	1119
Theresa Goss – Expenses for February 2017	£56.10	1119
HMRC Payment for February 2017	£369.12	1120
OCC Pension Fund – Clerks Pension February 2017	£256.68	1121
Theresa Goss – Key Cutting	£12.80	1122
Bloxham Mill Ltd – Room Hire	£63.00	1123
Jenny Yates – Planning Magazine Subscription	£180.00	1124
Jenny Yates – Wheelbarrow for grit spreading	£29.99	1125
Treetops.com – Tree work in village	£250.00	1125
Ellen Hinde Hall – Architects Fees (Section 106 funds)	£2022.00	1126

Proposed by Councillor Mary Groves
 Seconded by Councillor Nick Rayner

- ii) Bank Reconciliation – Prior to the meeting, the bank reconciliation as at 6 February 2017, had been circulated to the Parish Council.

Resolved that the bank reconciliation, as at 6 February 2017, be noted.

136/16 VILLAGE MATTERS

- i) Horton Hospital, Bloxham Village Meeting – The Chairman asked whether the Parish Council should consider hosting a village meeting with regard to the reduction of services at the Horton Hospital, advising residents of the potential impact if they went ahead.

Resolved that a village meeting be held in conjunction with Milcombe Parish Council, in liaison with the ‘Keep the Horton General’ campaign team. **Action TG**

- ii) Barford Road Footpath – The Chairman reported that the Clerk had not yet received the updated Feasibility Study on the proposed footpath. Once the study had been received, it would be submitted to the Planning Committee and added to their outstanding issues list.

Resolved that the report be noted.

BLOXHAM PARISH COUNCIL

- iii) Land in Queen Street – The Chairman reported that at a meeting with Aplins, it had been discussed that the Parish Council could make an application for adverse possession for the land it had fenced off in Queen Street in 2001.

Resolved that the application for adverse possession for the land in Queen Street, be approved. **Action TG**

Proposer Councillor Steve Craggs
Seconder Councillor Nick Rayner

- iv) Old Bridge Road – The Chairman reported that the notes of the meeting which had been held on Monday 30 January 2017 to discuss the progress with the works at Old Bridge Road, had been circulated prior to the meeting.

The Parish Council was now seeking clarification as to whether the highways works would be completed at the same time as the works to the bridge. A planning application would also be submitted as part of the process.

Resolved that the report be noted.

- v) Bloxham Fun Day/Festival – Councillor Mary Groves reported that she was now the Co-ordinator for the event, which was being held on 10 June 2017 and asked if the Parish Council would like to have its own stall.

Resolved that the report be noted and the Parish Council to have a stall at the event. **Action MG/JY**

137/16 CORRESPONDENCE – There were no further items of correspondence.

138/16 MEETING DATES

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

They would all commence at 7.30pm (unless stated otherwise) in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- 6 March 2017
- 3 April 2017
- 27 April 2017 (Annual Parish Meeting at Jubilee Hall)
- 8 May 2017
- 5 June 2017
- 3 July 2017
- 7 August 2017
- 4 September 2017

139/16 ST MARY'S CHURCH REORDERING PROJECT - The Parish Council discussed the project and the Chairman asked whether any Councillors wished to be on the Re-Ordering Project Steering Group.

Resolved that:

- 1) the Parish Council supports the re-ordering project; and
- 2) Councillor Steve Craggs be appointed as the Parish Council's representative on the Steering Group. **Action TG**

BLOXHAM PARISH COUNCIL

(The meeting ended at 9.30pm)

MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS BLOXHAM ON MONDAY 6 MARCH 2017 AT 7.30PM

PRESENT: Chairman, Councillor Jenny Yates; Councillors Steve Craggs, Mary Groves, Mike Hawtin, Gloria Lester-Stevens, Gillian Roberts, Sue Slater and Andrew Taplin.

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

APOLOGIES: Parish Councillor Tom Smith submitted his apologies because of family issues and these were accepted. Parish Councillor Nick Rayner submitted his apologies because he was at work and these were accepted. Parish Councillor Stephen Phipps submitted his apologies because he had another engagement and these were accepted.

District Councillor Andrew McHugh also 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.

140/16 DECLARATIONS OF INTEREST – There were no declarations of interest.

Resolved that the interest be noted.

141/16 CHAIRMAN'S ANNOUNCEMENTS – The Chairman reported that there were currently three consultations available for the Parish Council and residents to comment on. They were:

- The Residential Design Guide which had been produced by Cherwell District Council.
- The 'One Oxfordshire' discussion document had been circulated by Oxfordshire County Council and the Parish Council's response had been submitted. However the County Council had now introduced the 'Better Oxfordshire' discussion document for comment.

Councillor Kieron Mallon reported that he had attended a briefing session that day at the County Council on 'Better Oxfordshire', but he did not support the proposals. The proposals would now be considered by the Cabinet on Tuesday 14 March 2017 and would then be submitted to the Secretary of State for a decision. A decision would hopefully be made by the Secretary of State by June 2017.

- There was a consultation paper available for comment with regard to changes to business rates, in which local district councils would be able to retain 100% of the funds raised. Councillor Andrew Taplin agreed to draft a response on behalf of the Parish Council.

Resolved that:

- 1) the report be noted;
- 2) a response be made to the consultation on the proposed changes to business rates; and
Action AT
- 3) the Planning Committee to respond to the Residential Design Guide. **Action SS**

BLOXHAM PARISH COUNCIL

142/16 MINUTES - The minutes of the meetings held on 6 February 2017 were taken as read and duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 6 February 2017 be approved.

Proposed by Councillor Steve Craggs
Seconded by Councillor Andrew Taplin

143/16 MATTERS ARISING – The Chairman reminded Parish Councillors to respond to the Big Consultation Phase 1, relating to the proposals to downgrade some services at the Horton Hospital. There was also the joint public meeting, which had been arranged with Milcombe Parish Council, on Thursday 23 March 2017 at 7.30pm at Jubilee Hall to discuss the downgrading of services at the Horton Hospital. All Councillors and residents were encouraged to attend.

Minute Number 130/16 – Councillor Gloria Lester-Stevens reported that there had been a lot of packaging waste appeared to have been dumped in the ditch next to the Miller Homes development on Tadmarton Road. This had blocked the grills. Councillor Lester-Stevens had taken some photographs and would forward these to the Chairman.

Also, the drain opposite the school entrance had been cleared slightly, but still needed to be flushed out properly.

The Chairman advised that she had already emailed Geoff Winter at Miller Homes about the packaging waste in the ditch and was waiting for a reply.

144/16 RESIDENTS' ISSUES – Mr David Gibbard addressed the Parish Council and asked if a new sign could be erected at the top of Water Lane which showed that it was a bridleway. The Clerk would email Sarah Aldous at the County Council with this request. **Action TG**

Mr Gibbard also advised that outside Bloxham School's Great Hall on Water Lane, there was an iron gate which opened out over the public footpath. He felt that this could be dangerous for pedestrians, especially in the evenings. The Parish Council would look into this matter and raise it with Bloxham School, if it was felt appropriate. **Action SS**

Mr John Wyatt addressed the Parish Council with regard to his recent planning application which had been withdrawn, following advice from Cherwell District Council.

Mr John Groves addressed the Parish Council with regard to the proposed footpath on Barford Road and asked that if it covered the stretch of verge outside two properties, Benfields and Keremma. It would also need to be mobility friendly.

The Chairman reported that now the Red Lion had re-opened with new owners, it had been removed from the Assets of Community Value at Cherwell District Council.

The Chairman thanked the residents for addressing the Parish Council.

145/16 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There were no further reports from the District and County Councillors.

Resolved that the reports be noted.

146/16 PLANNING

BLOXHAM PARISH COUNCIL

- xix) Planning Items (not covered within the minutes of the Planning Committee meeting held on 13 February 2017) – Councillor Sue Slater reported there was nothing further to add to the minutes.

Resolved that the report be noted.

- xx) Flooding/Water & Drainage Issues – Courtington Lane: The Chairman reported that Bloxham School would be completing the works to the drainage. There would be a new drain through the bursary car park and work would be completed during the Easter holidays.

With regard to the packaging waste from the Miller Homes site on Tadmerton Road being left in the ditch, the Chairman advised that this had already been brought to the attention of Geoff Winter at Miller Homes.

Resolved that the report be noted.

- xxi) National Flood Resilience Review – The Chairman reported that the Government was undertaking a national flood review and an event was being held on 27 April 2017.

The Chairman asked that as the Parish Council did not have a Flood Management Plan, whether it was useful to send a representative to this event. This event was also being held on the same day as the Bloxham Annual Parish Meeting.

Resolved that;

- 1) the report be noted; and
- 2) as the Parish Council did not have a Flood Management Plan, no representative would attend the event on 27 April 2017.

147/16 PARISH COUNCIL MATTERS

- xxii) Committee Minutes and Recommendations.

- **Environment Committee** – Vice-Chairman of the Environment Committee, Councillor Steve Craggs, reported to the Parish Council, the minutes of the Committee held on 8 February 2017. The agendas and minutes for the Committee were available on the Parish Council web site.

Resolved that:

- 1) the report be noted and the recommendations be approved; and
- 2) Marie Jones, Warden at The Slade, be invited to the Annual Parish Meeting.

Action TG

Proposed by Councillor Steve Craggs
Seconded by Councillor Jenny Yates

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

Resolved that the report be noted.

BLOXHAM PARISH COUNCIL

- **Planning & Strategy Committee** – Chairman of the Planning and Strategy Committee, Councillor Sue Slater, reported to the Parish Council, the minutes of the Planning and Strategy Committee held on 13 February 2017. The next meeting was being held on Tuesday 14 March 2017. The agendas and minutes for the Committee were available on the Parish Council web site.

Resolved that the minutes be noted.

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

Resolved that the report be noted.

xxiii) Reports for the Parish Council – The following reports had been circulated to the Parish Council prior to the meeting.

- Drop-In and Chat – Session held on 11 February 2017
- Library – Meeting held with the County Council with regard to a proposed library in Bloxham. There was a further meeting on Tuesday 7 March 2017.
- Outstanding Issues – Bev Hindle at the County Council would be contacted again about the meeting with regard to highway issues in the village.
- Parish Council Actions

Resolved that the reports be noted.

148/16 FINANCE

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

Resolved that the following accounts be approved for payment:

Payments	Amount	Cheque No.
Theresa Goss – Salary for March 2017	£831.04	1128
Theresa Goss – Expenses for March 2017	£19.55	1128
Theresa Goss – High Vis Jackets	£17.98	1128
HMRC Payment for March 2017	£369.52	1129
OCC Pension Fund – Clerks Pension March 2017	£256.68	1130
Oxfordshire Association of Local Councils – Annual Subscription	£649.08	1131
Clement Wyatt (Gardens) Ltd – Wreath for Mrs Smith	£43.14	1132
Bloxham Mill Ltd – Room Hire	£36.00	1133
Mr J Groves – Domain name renewal for BNDP web site	£26.48	1134
Oxfordshire Playing Fields Association – Annual Subscription	£50.00	1136

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

Aplins – Legal Fees for Land registration	£140.00	1127
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Proposed by Councillor Sue Slater
Seconded by Councillor Jenny Yates

BLOXHAM PARISH COUNCIL

- ii) Bank Reconciliation – Prior to the meeting, the bank reconciliation as at 6 March 2017, had been circulated to the Parish Council.

Resolved that the bank reconciliation, as at 6 March 2017, be noted.

Proposed by Councillor Sue Slater
Seconded by Councillor Jenny Yates

- xxiv) Section 106 Funds – The Chairman gave a report on the progress with the projects at Ellen Hinde Hall, the Ex-Serviceman's Hall, Jubilee Park and the Recreation Ground.

The deed of variation had been completed for the play area projects and the funds would be released once the quotes from Wicksteed had been confirmed.

Resolved that:

- 1) the report be noted; and
- 2) the project leaders from the Ellen Hinde Hall, the Ex-Serviceman's Hall, Jubilee Park and the Recreation Ground be invited to the Annual Parish Meeting on 27 April 2017 to display information about their projects. **Action TG**

149/16 VILLAGE MATTERS

- vi) Horton Hospital, Bloxham and Milcombe Village Meeting – The Chairman reported on the joint meeting with Milcombe Parish Council was being held on Thursday 23 March 2017 at 7.30pm at Jubilee Hall, Bloxham to discuss the downgrading of services at the Horton Hospital.

County Councillor Kieron Mallon reported on the meeting which had been held on 2 March 2017 in Banbury.

Resolved that the report be noted.

- vii) Annual Parish Meeting 2017 – The Chairman reported that the Bloxham Annual Parish Meeting was being held on Thursday 27 April 2017 at 7.30pm at Jubilee Hall.

The Chairman advised that the County and District Councillors would be asked to submit their reports in writing, prior to the meeting.

Resolved that the report be noted.

- viii) Land in Gascoigne Way – The Chairman reported that there was land in Gascoigne Way which could be transferred to the Parish Council's ownership from the developers, Kibswell, because the Parish Council had been maintaining it for a number of years.

Resolved that:

- 1) the report be noted; and
 - 2) the proposed transfer of the land in Gascoigne Way from Kibswell to the Parish Council, be progressed by Aplins, on behalf of the Parish Council. **Action TG**
- ix) Old Bridge Road – County Councillor Kieron Mallon gave an update on the progress with the works to the bridge and highways at Old Bridge Road. Councillor Mallon asked whether the

BLOXHAM PARISH COUNCIL

Parish Council wished the double yellow lines in Old Bridge Road to remain, as they had initially been laid as a temporary measure when the road was closed.

Resolved that;

- 1) the report be noted; and
 - 2) the temporary double yellow lines be removed as part of the highway works. **Action TG**
- x) Barford Road Footpath – The Chairman reported that the amended feasibility study had been received and the Planning Committee had suggested that it stopped at Bloxham Mill.

However, it was now felt that it should run from the Gascoigne Way alleyway along to Maule Close. The County Council would also be asked, for safety reasons, whether the footpath could be moved away from the road, so that the grass verge was next to the road and the footpath was further in. The issue of lighting also needed to be addressed.

Resolved that:

- 1) the report be noted; and
- 2) the proposed footpath be pursued with the County Council. **Action TG**

150/16 CORRESPONDENCE – There were no further items of correspondence.

151/16 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 152/16 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

152/16 STAFFING MATTERS – The Chairman reported on the current payroll arrangements with TaxAssist.

The Chairman also reported that a student from Warriner School was interested in the position of Administration Assistant and the Chairman and Vice-Chairman would be meeting with the student shortly.

Resolved that:

- 1) from 1 April 2017, the payroll arrangements be split and the Jubilee Park Management Committee will run its own payroll, separate from the Parish Council's; and **Action TG**
- 2) the Administration Assistant salary be started on Scale 5 at £7.017 per hour, for 70 hours per annum. **Action TG**

153/16 MEETING DATES

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

They would all commence at 7.30pm (unless stated otherwise) in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- 3 April 2017
- 27 April 2017 (Annual Parish Meeting at Jubilee Hall)
- 8 May 2017
- 5 June 2017
- 3 July 2017

BLOXHAM PARISH COUNCIL

- 7 August 2017
- 4 September 2017

152/16 ITEMS FOR THE NEXT AGENDA

1. Bloxham Annual Parish Meeting
2. Consideration of the Report on Registering The Slade as a Local Nature Reserve with Natural England
3. Bloxham Festival

(The meeting ended at 9.10pm)

MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 3 APRIL 2017 AT 7.30PM

PRESENT: Chairman, Councillor Jenny Yates; Councillors Steve Craggs, Mary Groves, Mike Hawtin, Gloria Lester-Stevens, Stephen Phipps, Gillian Roberts, Sue Slater and Andrew Taplin.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer) and District Councillor Christine Heath and no members of the public.

APOLOGIES: Parish Councillor Tom Smith submitted his apologies because of family issues and these were accepted and the absence authorised. Parish Councillor Nick Rayner submitted his apologies because he was on holiday and these were accepted and the absence authorised.

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

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

153/16 DECLARATIONS OF INTEREST – There were no declarations of interest.

15416 MINUTES - The minutes of the meetings held on 6 March 2017 were taken as read and duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 6 March 2017 be approved.

Proposed by Councillor Mary Groves
Seconded by Councillor Steve Craggs

155/16 MATTERS ARISING

Minute Number 144/16 – Councillor Sue Slater reported on her site visit to Water Lane to check the Bloxham School gate, which it had been reported, opened out over the footpath. Councillor Slater felt that although the gate did open across the footpath and it could possibly be difficult for a group to get past, there was still some space. When the gate was against the hedge, it was not impeding the footpath and it was suggested that this should be raised with Charlie Little, Bursar at Bloxham School at the next meeting with the Parish Council and a request be made for a catch to be fixed to stop the gate from opening over the footpath. **Action TG/SS/JY**

BLOXHAM PARISH COUNCIL

The Chairman reported that along with Councillor Sue Slater, she had met with John Wyatt to discuss his concerns regarding his recent planning application and his decision to withdraw it. He informed them that he would be continuing to canvass for support for an employee living on the site. They advised him to seek pre-application advice from the Planning Department at Cherwell District Council.

156/16 CHAIRMAN'S ANNOUNCEMENTS – The Chairman reported on two recent meetings.

- Extraordinary Parish Liaison Meeting held at Cherwell District Council (CDC) on 21 March 2017 – The Chairman reported that District Councillor Barry Wood, Leader of Cherwell District Council, had given a presentation of CDC's view of devolution and the 'Better Oxfordshire' proposal. This could be viewed on the CDC Web site.

A possible impact of a unitary authority, or devolution where a Mayor was appointed, was that there would be a requirement for a Strategic Plan to obtain infrastructure funding and the Local Plan might not fit into this Strategic Plan. The knock-on effect would be that the Bloxham Neighbourhood Development Plan (BNDP) might not fit into it either. A letter had been sent to the Rt Hon Sajid Javid, Secretary of State for Communities and Local Government from the Parish Council outlining the concerns about the impact on the BNDP. Some residents and John Groves, BNDP Co-ordinator had also written to the Secretary of State.

- Bloxham and Milcombe Parish Council's Joint 'Keep the Horton' General Public Meeting held at Jubilee Hall on 23 March 2017 – The Chairman reported that over 40 residents had attended the meeting and people were still not clear about the consultation, how it would affect them and how to respond to the consultation. A proposed draft response from the Parish Council had been circulated and the Chairman asked Councillors for it to be approved for submission.

Resolved that the draft response be submitted to the Oxfordshire Clinical Commissioning Group. **Action TG/JY**

Proposed Stephen Phipps
Seconded Gillian Roberts

157/16 RESIDENTS' ISSUES – Councillor Gloria Lester-Stevens reported that when BT had installed new wiring from Tadmarton Road to Cumberford, the reinstatement of the footpath did not appear to have been completed to a very high standard. Rebeck was the company who had completed these works and this area needed to be monitored in-case of any deterioration.

158/16 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There was no report from the County Councillor.

District Councillor Christine Heath asked for an update with regard to the progress of the legal agreements for Section 106 projects. The Chairman reported that the Parish Council were continuing to liaise with CDC about the wording of the legal agreements and support from Councillor Heath would be helpful as this had been on-going since January 2017.

Resolved that-Councillor Heath be asked for her support in the securing of the relevant legal agreements. **Action CH**

159/16 PLANNING

- xxii) Planning Items (not covered within the minutes of the Planning Committee meeting held on 14 March 2017) – Councillor Sue Slater reported there was nothing further to add to the minutes.

Resolved that the report be noted.

BLOXHAM PARISH COUNCIL

160/16 PARISH COUNCIL MATTERS

xxv) Committee Minutes and Recommendations.

- **Environment Committee** – There had not been a meeting of the Environment Committee since the last meeting of the Parish Council. The next meeting was scheduled to be held on Wednesday 17 May 2017.

Resolved that the report be noted.

- **Resources Committee** – There had not been a meeting of the Resources Committee since the last meeting of the Parish Council. The next meeting was scheduled to be held on Thursday 11 May 2017.

Resolved that the report be noted.

- **Planning & Strategy Committee** – Chairman of the Planning and Strategy Committee, Councillor Sue Slater, reported to the Parish Council, the draft minutes of the Planning and Strategy Committee held on 14 March 2017. The agendas and minutes for the Committee were available on the Parish Council web site. The next meeting was being held on Monday 10 April 2017.

Resolved that the draft minutes be noted.

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

xxvi) Reports for the Parish Council – The following reports had been circulated to the Parish Council prior to the meeting.

- Drop-In and Chat – Session held on 11 March 2017 – Issues raised included inappropriate parking, poor street lighting and potholes.

The Clerk was asked to contact Thames Valley Police to find out whether the Parish Council could fund visits to the village by a PCSO to monitor the parking problems and take any necessary action, which was within their remit. **Action TG**

Poor Street lighting would be raised with OCC at the joint meeting on Friday 7 April 2017.

Pot holes had been reported via “fix my street” and appeared to have been done, this would be checked by Councillor Craggs. **Action SC**

- Library – A meeting with the County Council and Bloxham Primary School Chair of Governors with regard to a proposed library in Bloxham had been held on 7 February 2017. During this meeting future plans for the Children’s Centre were raised. The Clerk was asked to write to Bloxham Primary School and ask for confirmation of its future plans for the Children’s Centre. **Action TG**
- Outstanding Issues – There was a meeting with the County Council on Friday 7 April 2017 with regard to the outstanding highways issues.
- Parish Council Actions - These had been updated in Drop Box for Councillors’ reference.

Resolved that the reports and actions be noted.

161/16 FINANCE

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

BLOXHAM PARISH COUNCIL

Resolved that the following accounts be approved for payment:

Payments	Amount	Cheque No.
Theresa Goss – Salary for April 2017	£829.09	1135
Theresa Goss – Expenses for April 2017	£60.04	1137
HMRC Payment for April 2017	£350.89	1138
OCC Pension Fund – Clerks Pension April 2017	£259.18	1139
CPRE – Annual Subscription	£36.00	1140
Community First Oxfordshire – Annual Subscription	£70.00	1141
Bloxham Royal British Legion – Donation for 2016/2017	£400.00	1142
TreeTops.com – Trees Works in the Village	£1590.00	1143

Proposed by Councillor Jenny Yates
Seconded by Councillor Sue Slater

- ii) Bank Reconciliation – Prior to the meeting, the bank reconciliation as at 3 April 2017, had been circulated to the Parish Council.

Resolved that the bank reconciliation, as at 3 April 2017, be noted.

- xxvii) Section 106 Funds – The Chairman gave a report on the progress with regard to the projects at Ellen Hinde Hall, the Ex-Serviceman's Hall, Jubilee Park and the Recreation Ground. As reported earlier in the meeting, the Parish Council was liaising with CDC about the legal agreements and this would also apply to the play equipment project at Bloxham Recreation Ground too.

Prior to the meeting, the quotes which had been supplied to the Parish Council for the works at the Ellen Hinde Hall had been circulated to the Councillors for consideration.

The Chairman also reported that Wicksteed had held their prices within their quote for the equipment at the play areas. The quote for the fencing had increased slightly, but it had already been agreed this would be financed from the New Homes Bonus.

Resolved that:

- 3) the report be noted;
- 4) the quote from ACS Building Contractors be approved for the works at Ellen Hinde Hall;
- 5) Cherwell District Council be advised that ACS Building Contractors is the preferred contractor; and **Action TG**
- 6) Cherwell District Council be advised that the Parish Council will be issuing the contract with Wicksteed for the works to the play area at Jubilee Park on confirmation from the Jubilee Park Management Committee regarding the accuracy of the quote and timetable for the works to be carried out. **Action TG**

Proposed by Councillor Steve Craggs
Seconded by Councillor Mary Groves

162/16 VILLAGE MATTERS

- xi) The Slade – Prior to the meeting, Councillor Stephen Phipps had circulated a report detailing the advantages, disadvantages and process for registering The Slade as a Local Nature Reserve (LNR).

BLOXHAM PARISH COUNCIL

The Chairman thanked Councillor Phipps for his report. After some debate, it was recommended that this report be referred to the Environment Committee for further discussion

Resolved that this be deferred to the Environment Committee for further discussion. **Action TG**

- xii) Annual Parish Meeting 2017 – The Chairman reminded the Parish Council about the arrangements for the Bloxham Annual Parish Meeting being held on Thursday 27 April 2017 at 7.30pm at Jubilee Hall.

Resolved that:

- 1) the report be noted; and
 - 2) a further slide be included in the presentation, providing details on the Section 106 funds which had been ear marked for specific projects. **Action TG/NR**
- xiii) Street Naming – The Parish Council considered a request from a resident with regard to naming a street on one of the new developments.

The Parish Council felt that although the resident had been very active in the village and contributed a lot to the community, it did not wish to deviate from its policy of using the names of those on the Bloxham War Memorial.

However, the Clerk was asked to start a list of names which could be used once the names on the War Memorial had been exhausted.

Resolved that:

- 1) the request be noted; and
 - 2) the correspondent be notified of the Parish Council Policy and the name be added to a list for future reference. **Action TG**
- xiv) Bloxham Fun Day – Councillor Mary Groves reported on the Bloxham Fun Day which was being held on Saturday 10 June 2017 and the Parish Council discussed the arrangements for its stall. There had been a very good response to the day and lots of village organisations had indicated that they wished to be involved.

Resolved that:

- 1) the Parish Council's insurance company be asked whether the Parish Council's insurance policy could be extended to stall holders and their customers at the event, in case of accident or injury during the event; **Action TG**
- 2) the village be advised that the Parish Council Drop-In and Chat on 10 June 2017 will be held at the Fun Day; and **Action TG**
- 3) the Parish Council to purchase a Gazebo, tables and chairs for use at the event, if permission is obtained from the Jubilee Park Management Committee for them to be stored in the Jubilee Hall container. **Action JY**

163/16 CORRESPONDENCE – There were no further items of correspondence.

164/16 EXCLUSION OF THE PUBLIC AND PRESS

BLOXHAM PARISH COUNCIL

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 165/16 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

165/16 CLERKS' SALARY – The Clerk advised that NALC had approved the new NJC Pay Scales for Clerks for 2017 -2018. It was proposed that the Parish Council increased the Clerk's Salary in accordance with this pay scale.

Councillor Sue Slater reported on the appointment of Olivia Williams as the Parish Council's Administration Assistant and the salary scales for the post would need to be amended in line with the new pay scales.

Resolved that:

- 1) the report be noted;
- 2) the appointment of Olivia Williams as the Administration Assistant be approved;
- 3) the Administration Assistants' hourly rate be approved as £7.804 (SCP 6); and **Action TG**
- 4) the Clerk's salary be increased in accordance with the approved NJC Pay Scales.

Proposed by Councillor Andy Taplin
Seconded by Councillor Gillian Roberts

166/16 MEETING DATES

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

They would all commence at 7.30pm (unless stated otherwise) in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- 27 April 2017 (Annual Parish Meeting at Jubilee Hall)
- 8 May 2017
- 5 June 2017
- 3 July 2017
- 7 August 2017
- 4 September 2017

(The meeting ended at 9.15pm)