

# BLOXHAM PARISH COUNCIL

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

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

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

**APOLOGIES:** District Councillor Christine Heath.

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

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

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

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

### 178/20 Matters Arising

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

### 179/20 Chairman's Announcements

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

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

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

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

## BLOXHAM PARISH COUNCIL

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

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

*(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents within its minutes, unless they were speaking in an official capacity)*

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

### 182/20 Planning

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

**Resolved** that:

- 1) the report be noted;
  - 2) to ensure consistency and shared understanding between Councillors, the approach in the guidance be adopted; and
  - 3) confirmation be sought from Cherwell District Council, to clarify whether neighbours to sites for proposed developments are still consulted directly on planning applications. **Action TG**
- ii) 21/00102/F, 11 Courtington Lane Bloxham – The Parish Council considered an application for a two storey rear extension with internal remodeling.

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

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

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

**Resolved** that the report be noted.

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

**Resolved** that the report be noted.

### 183/20 Environment/Village Matters

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

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

## BLOXHAM PARISH COUNCIL

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

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

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

**Resolved** that the report be noted.

### 184/20 Finance

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

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

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

### 185/20 Parish Council Matters

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

**Resolved** that:

- Snow Warden – No appointment to this role.
  - Monitoring of Trees - Councillor Mike Morris.
  - Financial Monitoring – Deferred to the next meeting.
- iii) Storage of Council Assets – The Chairman reported that some Parish Council property was currently stored at Bloxham Recreation Ground and the Parish Council had been requested to relocate these items.

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

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

### 187/20 Exclusion of the Public and Press

**Resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 188/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

## BLOXHAM PARISH COUNCIL

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

**Resolved** that:

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

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

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

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

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

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

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

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

(The meeting ended at 9.30pm)

---

Chairman – 16 February 2021