

# BLOXHAM PARISH COUNCIL

## MINUTES OF THE VIRTUAL ANNUAL PARISH COUNCIL MEETING HELD USING ZOOM ON MONDAY 4 MAY 2020 AT 7.30PM

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

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk & Responsible Financial Officer) and District Councillors Christine Heath and Andrew McHugh.

**APOLOGIES:** Councillor Amanda Baxter submitted her apologies because she had no internet connection, the apologies were accepted and the absence was authorised.

Councillor Mike Morris submitted his apologies because he had a family issue, the apologies were accepted and the absence was authorised.

District Councillor Mike Bishop also submitted his apologies.

The Chairman welcomed everyone to the meeting and advised Councillors that for security reasons, the facility to record the meeting on Zoom had been switched off.

**1/20 Appointment of Chairman 2020/2021** – The Chairman asked for nominations for Chairman for 2020/2021. Councillor Steve Craggs was nominated and seconded.

**Resolved** that Councillor Steve Craggs be appointed as Chairman for 2020/2021. **Action TG**

**2/20 Appointment of Vice-Chairman 2020/2021** – The Chairman asked for nominations for Vice-Chairman for 2020/2021. Councillor Nick Rayner was nominated and seconded.

**Resolved** that Councillor Nick Rayner be appointed as Vice-Chairman for 2020/2021.

**3/20 Declarations of Interest**

Minute Number 9/20 (i) Planning Application 20/00958/ADV, Exham House Bloxham School, High Street, Bloxham – Councillor Sophie Floate declared an interest because her husband was an employee at Bloxham School.

**4/20 Minutes** – Prior to the meeting, the minutes of the meetings held on 9 April 2020 had been circulated to the Parish Council and were taken as read.

The Chairman proposed the following amendments.

Minute Number 294/19/(ii) Bloxham Conservation Area Re-Appraisal

1) the following first sentence and subsequent paragraph of 'Settlement and Views' be removed: 'The settlement of Bloxham has largely lost its rural, agricultural setting' and it be replaced with...

The inclusion of an additional resolution;

The proposed boundary changes were approved.

**Resolved** that the minutes of the meeting held on 9 April 2020 be approved and signed by the Chairman, with the above amendments. **Action TG**

**5/20 Matters Arising**

Minute Number 295/19 Annual Parish Meeting – The Chairman advised that he would be writing the Chairman's report this week and Councillor Nick Rayner would be completing the presentation. All this information, along with

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the accounts would be made available to Councillors prior to publishing on the Parish Council web site. The Clerk would contact County Councillor Kieron Mallon for his report. District Councillor Christine Heath would email her report to the Clerk in the next couple of weeks. **Action TG/CH**

Minute Number 294/19 (i) - 20/00691/F, Bloxham Service Station, South Newington Road, Bloxham – Councillor Stephen Phipps highlighted that the following was also relevant to the Parish Council's objection to this application:

The application is contrary to Bloxham Neighbourhood Development Plan Policy BL9 (c), "ensure that the impact of any additional traffic likely to be generated has been satisfactorily mitigated and will not adversely effect the highway network"

The loading and pick up from the lockers will create more traffic and being so close the mini roundabout at A361 and Barford Road, which is well known and documented to be at over capacity, will aggravate this known situation.

Application detail which needed to be corrected, as follows:

No.9 - Vehicle Parking - Is vehicle parking relevant to this proposal the applicant said no but it is, as cars other than for the petrol station will be coming and having to park on site.

No.10 - Trees and hedges - there are trees adjacent to the site which could influence the development. The applicant said no there is not.

No.17 - Non Residential Floor space. The applicant said no but there is a change with this non related petrol station facility, Amazon Lockers.

No.19 Hours of Opening – The applicant said no to relevant hours of opening but the answer is yes as these lockers will have access 24 hours with their own illumination.

The Chairman advised that he had contacted Cherwell District Council and had already forwarded these additional points to the planning officer.

**Resoled** that the report be noted.

### **6/20 Chairman's Announcements**

- Covid-19 Support – Councillor Andrew McHugh had approved a £500 grant to the Bloxham Community Support Group. The funds would be paid to the Parish Council for disbursement to the Group as required. Councillor McHugh had also approved another grant for a family in Bloxham. The Chairman thanked him for his support.

### **7/20 Open Forum** – A resident addressed the Parish Council with regard to the footpaths in the village and asked for the Parish Council to support making the track along The Ridgeway to the old water tower, a Public Right of Way which then goes onto Milton.

A resident addressed the Parish Council in objection to planning application 20/00958/ADV at Exham House Bloxham School, High Street, Bloxham.

The Chairman thanked the residents for their comments.

*(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)*

### **8/20 Reports from County and District Councillors** – Prior to the meeting, District Councillor Christine Heath had submitted her comments to the Parish Council in objection to application 20/00958/ADV, Exham House, Bloxham School, High Street, Bloxham.

Councillor Heath also advised that she would do her best to support the St Mary's Thursday Club.

There was no report from County Councillor Kieron Mallon.

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**Resolved** that the reports be noted.

### 9/20 Planning

#### i) Planning Applications:

- 20/00958/ADV, Exham House Bloxham School, High Street, Bloxham – The Parish Council considered an application for hanging a non-illuminated cafe sign.

**Resolved** that the Parish Council objects to application 20/00958/ADV because the proposed signage looks like a Public House sign which will cause confusion and generate an unwanted increase in through vehicular traffic, parking and foot traffic.

This application also appears to be contrary to the stipulation in the original planning application for the premises, which stated that there was no intention to try to attract through traffic, instead being focused on Bloxham residents. Specifically:

- 1) the potential increase in through-traffic access and trade would be contrary to Bloxham Neighbourhood Development Plan Policies BL9 and BL14; and
  - 2) the signage on what is currently the residential side of the High Street, would be contrary to NPPF 16 and Cherwell Local Plan 1996 C30. **Action TG**
- 20/00990/F, Clinton House, Humber Street, Bloxham – The Parish Council considered an application for the demolition of an existing single storey outbuilding, replaced with a single storey rear extension, Part garage conversion, alterations to upper floor, replacement windows and doors, part re-render of rear elevation and installation of solar panels.
- Resolved** that the Parish Council has no objection to 20/00990/F, subject to comments from the Conservation Officer. **Action TG**
- 20/01010/F, Land Adjacent To Warriner Game Court, The Warriner School, Banbury Road, Bloxham – The Parish Council considered an application for the variation of condition 2 (plans) and 19 (waste water network) of 19/00617/F to allow for an on-site treatment plant for wastewater and associated connections rather than connections to mains drainage.

**Resolved** that the Parish Council objects to application 20/01010/F because the original application stated that the sewage from the site would be piped into the main waste water network system and this is the only viable solution.

It is not acceptable to now request a variation of condition 19 to enable an on-site treatment plant for the wastewater as this will feed into Sor Brook which runs through the village and an on-site treatment plant has the potential for accidents and contamination of the water course, as well as possible flooding.

In addition, our understanding is that connection to the waste water network was an express condition demanded by Thames Water when the original application was approved. **Action TG**

- 20/01025/F, 24 Gascoigne Way, Bloxham – The Parish Council considered an application to infill an extension to connect the garage to the main house at ground floor level. The double garage was to be partially converted to create habitable accommodation at ground floor level and within the roof space.

**Resolved** that the Parish Council has no objection to application 20/01025/F. **Action TG**

- 20/01042/LB, 1 Unicorn Street, Bloxham – The Parish Council considered an application for two provisional roof lights in rear slope of roof.

**Resolved** that the Parish Council has no objection to the application, subject to comments from the Conservation Officer. **Action TG**

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- ii) Millers Homes Site, Tadmarton Road, Bloxham – The Clerk reported that she was awaiting an update from Cherwell District Council and this would be discussed at the next meeting.

The Chairman reported that Cherwell District Council had rejected the proposed hoggin surface for the carpark by the Primary School and Miller Home would be submitting a revised proposal by Mid-May, so it was hoped that issue would be resolved fairly soon.

Councillor Stephen Phipps highlighted the issue of the fencing and information that he had received that day and volunteered to follow-up on this on behalf of the Parish Council.

**Resolved** that:

- 1) the report be noted;
- 2) a letter be sent to Miller Homes, via the Parish Council's Solicitor, advising on their duty of care in relation to the continued pedestrian access to the Balancing Pond and the impact on the village should be culvert collapse and houses further downstream are flooded; **Action TG/SC**
- 3) Miller Homes also be reminded of their responsibility to erect fencing between The Slade and the Country Park which has not been completed; **Action TG/SC**
- 4) Councillor Stephen Phipps to liaise with Cherwell District Council on all matters relating to this site; and **Action SP**
- 5) a discussion about the erection of a sign in The Slade advising that there should be no access from the Miller Homes Country Park, be discussed at the next meeting. **Action TG**

### 10/20 Environment/Village Matters

- (i) Footpaths in Bloxham – The Parish Council considered the following:

- a request for a new dog waste bin and signage on the footpath on land next to Bloxham Mill;
- the issues relating to the closure of the permissive footpath on the short Circular Walk near to The Ridgeway and the closure of the footpath from The Ridgeway to the water tower; and
- the footpath which runs up Hobb Hill and the possible need for additional signage on the electric fence.

**Resolved** that:

- 1) a letter be sent to those residents who contacted the Parish Council about the matter of the footpaths in the village; **Action SC/TG**
  - 2) the Parish Council confirms its support for the land owner who closed the permissive footpath on the short Circular Walk, near to The Ridgeway, due to the actions of a minority of users;
  - 3) if an application is to be submitted to Oxfordshire County Council requesting that the track along The Ridgeway to the old water tower, which runs onto Milton, be made a Public Right of Way, residents need to produce the evidence to support the application and submit this to the Parish Council;
  - 4) Jim Smithson be thanked for volunteering to co-ordinate the gathering of this information;
  - 5) a warning sign, regarding the electric fence, be erected at the end of the Hobb Hill footpath where it is currently missing; and **Action DB/TG**
  - 6) the purchase and installation of a dog waste bin on Milton Road at the entrance to the footpath which runs from Milton Road to Barford Road, alongside Bloxham Mill, be approved. **Action DB/TG**
- (ii) Barford Road Street Lighting – The Parish Council discussed the street lighting on Barford Road and the installation of a new street light.

**Resolved** that:

- 1) the report be noted; and
- 2) the proposal for an additional street light on Barford Road be progressed with the County Council, including possible funding from Section 106 funds. **Action NR/TG**

### 11/20 Parish Council Matters

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- (i) Parish Council Vacancy – The Parish Council considered an application for the vacancy on the Parish Council.

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

- (ii) Parish Council Documents – The Parish Council reviewed a number of Council documents, which were available to view on the Parish Council web site.

**Resolved** that the following documents be approved for 2020/2021:

- Asset Register
- Risk Management Log and Risk Schedule
- Financial Regulations
- Standing Orders
- Code of Conduct
- Complaints Policy
- Vexatious Complaints Procedure
- Freedom of Information Policy
- Dispute Resolution Process
- Dignity at Work Policy
- Grievance Procedure
- Data Breach Policy
- Data Protection Policy
- Records Retention Policy
- Subject Access Request Procedure
- Press and Media Policy
- Safeguarding Policy

- (iii) Staffing Committee – Prior to the meeting, the minutes of the meeting held on 12 March 2020 had been circulated to the Committee.

The Parish Council also reviewed the membership of the Committee for 2020/2021.

**Resolved** that:

- i) the minutes of the meeting held on 12 March 2020 be deferred to the extraordinary meeting of the Parish Council on 6 May 2020; and
- (iv) the membership of the Committee for 2020/2021 be approved as the Chairman, Vice-Chairman, Joanna Barton and Mike Morris.
- iv) Drop-In and Chat – Due to the lateness of the hour, the Chairman suggested that this item be considered at the next ordinary meeting of the Parish Council on 20 May 2020.

**Resolved** that this item be deferred to the next ordinary meeting of the Parish Council on 20 May 2020.  
**Action TG**

- (v) Parish Council Representatives – Due to the lateness of the hour, the Chairman suggested that this item be considered at the next ordinary meeting of the Parish Council on 20 May 2020.

**Resolved** that this item be deferred to the next ordinary meeting of the Parish Council on 20 May 2020.  
**Action TG**

### **12/20 Finance**

- i) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment and the bank reconciliation as at 4 May 2020.

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**Resolved** that:

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

Payments	Amount	Cheque No.
Theresa Goss – Salary for May 2020	£949.34	1698
Theresa Goss – Expenses for May 2020	£33.91	1698
HMRC – May 2020 payment	£336.58	1699
OCC Pension Fund – Clerk’s Pension for May 2020	£355.21	1700
Eon – Power for Christmas lights	£35.09	1710
Spratt Endicott – Legal advice relating to Jubilee Hall	£600.00	1722
Came and Company – Parish Council Insurance	£888.48	1723
N Prickett – Grass cutting for April 2020	£1218.00	1724

### Grants 2020/2021

Organisation	Amount	Cheque No.
Bloxham Senior Citizen's Club	£300.00	1711
Ex-Servicemen's Hall	£1000.00	1712
St Mary's Parish Rooms	£400.00	1713
St Mary's Church – Tree Works	£1000.00	1714
Ellen Hinde Hall	£2000.00	1715
Bloxham Pre-School	£1350.00	1716
First Bloxham Scout Group	£600.00	1717
Bloxham Flower Club	£200.00	1718

### Community Donations 2020/2021

Organisation	Amount	Cheque No.
St Mary's Thursday Club	£5000.00	1719
Alan Griffin – Maintenance of St Mary's Church Clock	£150.00	1720
Bloxham Recreation Ground	£2500.00	1721
Oxfordshire County Council – Cherry Tree Centre	£3000.00	

- ii) Bus Stop Infrastructure Improvements – The Parish Council was awaiting confirmation from the County Council with regard to Section 106 funds which could be spent in Bloxham on bus stop infrastructure.

**Resolved** that this item be deferred to the next ordinary meeting of the Parish Council on 20 May 2020.  
**Action TG**

- iii) Accounts 2019/2020 – The Parish Council considered the Annual Governance and Accountability Return for the year ended 31 March 2020 and the Receipts and Payments as at 31 March 2020.

**Resolved** that:

- i) the Receipts & Payments Account as at 31 March 2020 be approved; and  
ii) the Annual Governance Statement 2019/2020 (Section 1) and the Accounting Statement for 2019/2020 (Section 2) be approved. **Action TG**

**13/20 Correspondence** – There was no further correspondence.

**14/20 Exclusion of the Public and Press**

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**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 15/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**15/20 Section 106 Project, Jubilee Hall** – The Chairman suggested that due to the lateness of the hour, this item be deferred to the extraordinary meeting of the Parish Council on 6 May 2020.

**Resolved** that this item be deferred to the extraordinary meeting of the Parish Council on 6 May 2020. **Action SC/TG**

**16/20 Meeting Dates** – The Chairman reported that until further notice, Parish Council meetings would be virtual meetings held on Zoom. Residents are reminded that if they wish to attend, they should contact the Parish Clerk for the meeting details. The meetings would all commence at 7.30pm.

However due to the current situation with Covid-19, the Chairman also highlighted that these meeting dates are subject to change at short notice and details would be published on the Parish Council web site.

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

- Wednesday 6 May 2020
- Wednesday 20 May 2020
- Monday 1 June 2020
- Tuesday 16 June 2020
- Monday 6 July 2020
- Tuesday 14 July 2020
- Monday 3 August 2020 (Only one meeting in August 2020)
- Monday 7 September 2020
- Wednesday 16 September 2020
- Monday 5 October 2020
- Tuesday 20 October 2020
- Monday 2 November 2020
- Tuesday 17 November 2020
- Monday 7 December 2020 (Only one meeting in December 2020)

### **17/20 Items for Future Agendas**

- Dog Friendly Stiles
- Play equipment at Bloxham Recreation Ground
- Oxfordshire County Council's Fix My Street Super Users – To discuss the County Council's Fix My Street Super User initiative.
- Millers Homes Site, Tadmarton Road, Bloxham
- Bus Stop Infrastructure Improvements
- Dog Waste – Spraying dog waste
- Review of PC documents
- Appointments of Parish Council Representatives on other bodies for 2020/2021
- Drop-In and Chat – 14 March 2020
- Signage in The Slade

(The meeting ended at 9.30pm)

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Chairman – 20 May 2020