

BLOXHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING (ADVISORY) HELD ON ZOOM ON WEDNESDAY 23 JUNE 2021 AT 7.30PM

PRESENT: Chairman, Councillor Leonard Leigh: Councillors David Bunn, Steve Craggs, Mike Fenner, Daniel Goodwin, Stephen Phipps.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), County Councillor Kieron Mallon, District Councillor Adam Nell and one resident.

APOLOGIES: Councillor Joanna Barton submitted her apologies because she had another appointment, the apologies were accepted and the absence authorised.

Councillor Sophie Floate, submitted her apologies because she had another appointment, the apologies were accepted and the absence authorised.

Councillor Nick Rayner submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

District Councillor Mike Bishop.

The Vice-Chairman welcomed everyone to the meeting and requested Councillors to advise the Parish Council if they were recording the meeting, to enable this to be facilitated. The Vice-Chairman chaired the start of the meeting whilst the Chairman resolved technical issues with Zoom.

47/21 Declarations of Interest – There were no declarations on interest.

48/21 Minutes – Prior to the meeting, the minutes of the meeting held on 7 June 2021 had been circulated to the Parish Council and were taken as read.

Recommended that the minutes of the meeting held on 7 June 2021 be approved and signed by the Chairman.
Action LL/TG

49/21 Matters Arising

Minute Number 46/21 – Signage for Bovis Estate - Councillor Stephen Phipps reported that warning signs asking drivers to slow down, had been erected on Golby Road and he enquired as to how the decision had been made, bearing in mind from previous minutes, he believed this would be considered at Parish Council meeting.

The Clerk advised that due process had been followed and she had acted in accordance with the Parish Council's decision. There was a discussion about road signage in the village and it was felt that this should be part of the remit of the Traffic Calming Working Group.

Minute Number 36/21, Matters Arising, Letter to Edgar's – The Clerk confirmed that the letter from the Chairman had been sent to Edgar's Architects. Councillors requested that this matter be discussed again at the next meeting.
Action TG

50/21 Chairman's Announcements

- Queen Street Land - There was concern from residents in Greenhills Park that there were rats on the Queen Street Land and they were climbing over the fence into gardens in Greenhills Park. A pest control company had inspected the area and Nigel Prickett had also agreed to clear the land. However it had subsequently been identified that hedgehogs were also on the land, therefore the undergrowth would be cleared at a higher level so they would not be disturbed and bait boxes could still then be used to catch the rats. The Parish Council noted these actions and it was agreed that it should continue to be progressed by Councillor David Bunn and the Clerk given it was a health and safety concern. **Action DB/TG**
- Christmas Tree Festival – It was agreed that the Parish Council would participate again this year.

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- Bloxham Service Station – Motor Fuel Group had sent an apology for the early morning deliveries which were not in accordance with the agreed timings.
- Dewey Hall Lights – An apology had been received from Bloxham School with regard to lights which had been left on during the night at Dewey Hall. This matter had now been rectified by the School.
- Planning Training – A training session for Councillors would be arranged for the autumn.
- Parish Council Meeting on 5 July 2021 – As Covid-19 restrictions had been extended, this meeting would be held on Zoom.

(The Chairman chaired the meeting from this point onwards)

51/21 Open Forum – The resident did not wish to address the Parish Council.

Councillor David Bun reported that he had received a number of complaints from residents with regard to the last meeting of the Parish Council when the planning applications relating to Bloxham School were considered. The Parish Council noted the concerns which had been raised, however it felt that it had acted impartially when considering all of the applications.

Councillor Stephen Phipps reported that although the Barford Road bridge was now open, it was very narrow and cars had been damaged whilst trying to go over the bridge. County Councillor Kieron Mallon would raise this with the appropriate officer at Oxfordshire County Council. **Action KM**

(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)

52/21 Reports from County and District Councillors – County Councillor Kieron Mallon reported that there would be substantial road works along the A361 relating to new developments just outside Bloxham, which would have an impact on the village.

There was a discussion about the road closure on Milton Road, Adderbury which also coincided with the weight limit restrictions and narrowing of the Barford Road bridge. The Clerk agreed to re-circulate, to the Parish Councillors, including Councillor Kieron Mallon, the communications she had received from the County Council officers on this matter. **Action TG**

District Councillor Adam Nell reported that he had received a number of complaints from residents with regard to the Parish Council's consideration of the Bloxham School planning applications at the last Parish Council meeting.

53/21 Planning

i) Planning Applications

- 21/00725/F, Garden Lee Cottage, Chapel Street, Bloxham – The Parish Council considered an application for the erection of timber framed building in garden

Recommended that Bloxham Parish Council has no objections to application 21/00725/F.
Action TG

- 21/01824/LB, Little Bennetts, Rose Bank, Bloxham – The Parish Council considered an application for the installation of secondary double glazing to nine windows to improve thermal performance and reduce noise from an adjacent road.

Recommended that Bloxham Parish Council has no objections to application 21/01824/LB. **Action TG**

54/21 Environment/Village Matters

- i) Bloxham School Masterplan – The Parish Council discussed the Bloxham School Masterplan and whether it would be beneficial for Bloxham School to hold a community forum meeting with residents.

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Recommended that:

- 1) the report be noted;
- 2) Bloxham School be encouraged to hold a community forum meeting to advise residents on the content of the Masterplan and answer any questions or concerns they may have; **Action LL**
- 3) the community forum meeting be held in person, when Covid-19 restrictions allow; and
- 4) Tony Baldry be contacted to request that he chairs such a meeting. **Action LL**

- ii) Community Payback Scheme – The Parish Council discussed whether Bloxham should submit a project to the Government's 'Community Payback' Scheme.

Recommended that this item be considered again at a later date when a suitable project can be identified.

- iii) Community Speedwatch Scheme – The Parish Council discussed establishing a Community Speedwatch Scheme in Bloxham, however progress could not be made until more information had been received from Thames Valley Police.

Recommended that the report be noted and this matter be discussed at a future meeting. **Action DB/TG**

- iv) Refuse and Recycling Bins – The Parish Council discussed the issue of refuse and recycling bins being left on the highway after emptying by residents.

Recommended that:

- 1) the report be noted;
- 2) where properties are rentals and the managing agent is known, contact be made with the agent/owner with a request that bins be removed from the footpaths, as soon as possible after emptying; **Action TG/DB**
- 3) a note be included in the Bloxham Broadsheet to remind and encourage residents to keep bins within their property curtilage; **Action TG**
- 4) if possible, a note be left under the bin handle to remind residents; and **Action DB**
- 5) a 'Good Neighbour' leaflet be investigated. **Action DG**

- v) Public Right of Way – The Parish Council discussed the Public Right of Way which ran behind the Dewey Sports Field. There was currently a gap in the hedge at the back of the sports field which provided an informal access to the field. Bloxham School's proposal was to close this gap as the field was being used by dog walkers and the dog mess on the field was a health and safety concern for the children using the field.

Recommended that Bloxham School be encouraged to engage with the Bloxham Dog Walkers Group to find a suitable compromise to the issue. **Action TG/DB**

- vi) Grass Cutting – The Parish Council discussed a request from Bloxham Biodiversity Group to include further areas of the village to remain unmown, in addition to the three areas previously agreed by the Parish Council.

Recommended that:

- 1) the report be noted; and
- 2) the request for additional areas of biodiversity be considered again at a later date, when a review of the success of the three original sites has been completed and evaluated. **Action TG**

- vii) Hedgehog Signs – The Parish Council discussed erecting hedgehog warning signs in the village, following a request from a pupil at Bloxham Primary School. It was suggested that before the signs are progressed, that further information on appropriate locations for the signs be obtained. It was also suggested that Bloxham Biodiversity Group might be able to assist.

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Recommended that:

- 1) the report be noted;
- 2) it be agreed in principle to purchase warning signs which indicate that hedgehogs might be on the road, however this be subject to appropriate locations being identified; and **Action TG**
- 3) this matter be discussed again at a future meeting. **Action TG**

55/21 Parish Council Matters

- i) Vacancies – The Chairman reported that there were no applications for co-option onto the Parish Council.

Recommended that the report be noted and the vacancies continue to be advertised. **Action TG**

- ii) Drop-In and Chat – The Chairman reported that the Drop-in and Chat sessions would recommence on Saturday 10 July 2021, 1030am to 1130am at the Ex-Servicemen's Hall. The session would be held in accordance with the current Covid-19 restrictions.

Recommended that the report be noted.

56/21 Finance

- i) Income and Accounts for Payment - The Clerk submitted to the Parish Council, the income which had been received since the last meeting and the accounts for payment.

Recommended that the income received since the last meeting be noted and following accounts for payment be approved:

Cotefield Treecare – Works to a tree in Winters Way, Bloxham	£295.80
Green Scythe Ltd – Grass Cutting in Jubilee Park	£338.18
Adderbury Parish Council – Use of Laptop and Printer, Annual Fee	£30.00

57/21 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 58/21 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

58/21 Tree Works in Greens Garth – The Parish Council considered a report and a quote for completing pruning works to a tree in Garths Green.

Recommended that no work be carried out on the tree at the present time and it will continue to be monitored.
Action DB

59/21 Toddler Slide at Jubilee Park – Councillor Stephen Phipps reported that more clarification was required with regard to the quote for the repairs to the toddler slide.

Recommended that this item be deferred to a future meeting. **Action TG**

60/21 Swings at Bloxham Recreation Ground – Councillor David Bunn reported that he had undertaken a site visit to the Recreation Ground and felt that consideration should be given to replacing the swings rather than refurbishing them. He requested another Councillor to visit the site and report back on their findings.

Recommended that:

- 1) the report be noted;
- 2) the quote of £650 plus VAT from David Green for refurbishing the swings be noted;

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- 3) a further inspection of the swings be undertaken to assess whether the swings should be replaced rather than refurbished; **Action ALL** and
- 4) this matter be discussed again at a future meeting. **Action TG**

61/21 Jubilee Hall Project – The Parish Council considered a report with regard to funding of the Jubilee Hall Project, in respect of the roof and plumbing.

Recommended that:

- 1) the report be noted;
- 2) it be noted that an email has been sent by the Clerk thanking the Jubilee Park Management Committee for their offer of a £10,000 contribution to the Jubilee Hall project;
- 3) in the light of current developments concerning the financing of the Jubilee Hall project, the Parish Council agrees the following actions:
 - a) that following the meeting of the Jubilee Park Management Committee (JPMC) on 28 June 2021, the Trustees be requested to provide the Parish Council with a formal written Letter of Comfort by 4 July 2021, specifying that the JPMC, in the event that no further Section 106 funding is obtained from Cherwell District Council (CDC) within 90 days from 28 June 2021, will advance the sum of £10,000.00 to the Parish Council to assist in financing the works on the Jubilee Hall project;
 - b) that in the event that further Section 106 funding is obtained from CDC, at any time during or at the end of the project, in at least the sum of £10,000.00, the Parish Council undertakes to refund to the JPMC the sum of £10,000;
 - c) should further Section 106 funds in a sum less than £10,000 be received from CDC, the Parish Council undertakes to refund to JPMC the difference between the sum of £10,000.00 and the sum actually received by CDC;
 - d) in the event that no Letter of Comfort be received from JPMC by 4 July 2021, the additional funding requirement of £10,000 be met from Parish Council reserves; and
 - e) in that event, the Parish Council will continue to press the JPMC for a contribution of £10,000.
- 4) a letter be sent to the JPMC advising of the Parish Council's decisions. **Action TG/LL**

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

62/21 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.

- Monday 5 July 2021
- Tuesday 20 July 2021
- Monday 2 August 2021
- Monday 6 September 201
- Tuesday 21 September 2021

63/21 Items for Future Agendas

- Goggs Tree works for Monday 6/9/2021
- Co-option Procedure (Sept 2021)
- Vehicle Activated Sign (VAS) A361
- Parish Council Responsibilities/Appointments to Other Bodies
- Bench in Gascoigne Way
- Condition of the footpath next to Warriner School
- Toddler Slide at Jubilee Park
- Hedgehog Signs
- Community Speedwatch Scheme
- 'Good Neighbour' Leaflet

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(Note: In accordance with Parish Council minute number 262/20 (ii), '*the Parish Council agrees to grant the Clerk and Responsible Financial Officer, delegated authority to make decisions on behalf of the Parish Council, where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline*' the Clerk and Responsible Financial Officer, confirms all of the decisions made during the advisory Parish Council meeting held on 23 June 2021).

(The meeting ended at 9.30pm)

Chairman – 22 June 2021