

BLOXHAM PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT JUBILEE HALL, BARLEY CLOSE, BLOXHAM ON TUESDAY 9 MAY 2023 AT 7.00PM

PRESENT: Chairman, Councillor David Bunn; Councillors Stuart Begg, Steve Craggs, Richard Boyce and Mike Fenner.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), District Councillor Rob Pattenden and two members of the public. Rowena Rowse and Hanna Jones

1/23 Apologies – Councillor Joanna Barton submitted her apologies because she was on holiday.

Councillor Russell Avens submitted his apologies because he was at work.

Apologies were also received from County Councillor Kieron Mallon and District Councillors David Hingley and Adam Nell.

Resolved that the apologies from Parish Councillors Joanna Barton and Russell Avens be authorised and the absences approved.

2/23 Appointment of Chairman for 2023/2024 – The Chairman asked for nominations for the position of Chairman of the Parish Council for 2023/2024.

Resolved that Councillor David Bunn be appointed as Chairman for 2023/2024.

3/23 Appointment of Vice-Chairman for 2023/2024 – The Chairman asked for nominations for the position of Vice-Chairman of the Parish Council for 2023/2024.

Resolved that Councillor Joanna Barton be appointed as Vice-Chairman for 2023/2024.

4/23 Declarations of Interest – There were no declarations of interest.

5/23 Minutes – Prior to the meeting, the minutes of the meeting held on 3 April 2023 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 3 April 2023 be approved and signed by the Chairman.

6/23 Matters Arising – There were no matters arising.

7/23 Chairman's Announcements

- Swings at Bloxham Recreation Ground – An updated quote had been received from Wicksteed for the new swings and it had only increased by £400 since the previous quote was approved by the Parish Council in June 2022. It was agreed to accept the amended quote. Investigations would also be made into a disabled access into the Recreation Ground from Orchard Close.
- Defibrillator Training – The training was being held on Saturday 10 June 2023 at Jubilee Hall, from 10am to 12 noon. The Clerk would continue to advertise the training to the community. **Action TG**
- Survey Monkey – As the Parish Council would be undertaking a number of surveys in the near future, such as the 20mph speed restrictions, proposed new burial ground and traffic calming, it was agreed that a Survey Monkey Account should be opened. The cost was approximately £300 per year and the Parish Council approved this expenditure. **Action TG**
- Damage at The Gogs - Amazon had paid compensation for the damage their vehicles had caused at The Gogs.
- Community Speed Watch – The signs had been erected at every entrance to the village and the Speed Watch would be starting on Tuesday 16 May 2023.
- Potholes/blocked drains – Potholes in the village were gradually being repaired. But the pipes between the drains on Tadmarton Toad, High Street and Courtington Lane also needed to be cleared. There had been a 4.5m road repair on Ells Lane around Wyatts Nursery and following a meeting last week with the County

BLOXHAM PARISH COUNCIL

Council, their Dragon Patcher would be completing road repairs from Wyatts Nursery down to Crab Tree Close.

- Proposed Development – A local landowner had contacted the Parish Council because he would like a meeting with Councillors to discuss a possible development in the village. It was agreed that a meeting would be arranged, through the Chairman. **Action DB**

8/23 Open Forum – The Chairman reported that a resident had reported to him that she was unable to park outside of her house on the A361, which was near to The Loft. The resident had requested a residents' parking permit, however the Clerk advised that residents' parking permits were the responsibility of the County Council. The Chairman would advise the resident to contact the County Council. **Action DB**

A resident advised that the footpath at The Gogs, from Rose Cottage was partly tarmac and partly rubble. It was agreed that the County Council would be requested to tarmac the whole of the footpath. **Action DB/TG**

A resident had also reported that the steps from Greenhills Park up to the footpath across the land in Queen Street were unsafe. It was agreed that the County Council would be advised of this health and safety issue. **Action DB/TG**

A request had been received from a resident for 'No Parking' signs to be erected in The Avenue. The one which had been placed there recently was already having an effect. It was agreed to obtain four more signs at a total cost of £80 plus VAT. **Action DB**

(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)

9/23 Reports from County and District Councillors – District Councillor Rob Pattenden attended the meeting and introduced himself to the Parish Council. He had been elected to the Adderbury, Bloxham and Bodicote Ward at Cherwell District Council at the local elections on 4 May 2023.

10/23 Biodiversity Bloxham – The Parish Council received a presentation from Rowena Rouse on the work of Biodiversity Bloxham. The Group wanted to make Bloxham a more sustainable village and over the last year they had been involved in several initiatives, such as showing films, a community market, plant swap and sale, 'No Mow May' and The Great Big Green Week, which was in its third year. It had been a year of consolidation, collaborate working and communicating with the community. There were 300 people on their mailing list and 60 members of Biodiversity Bloxham Group.

The Group thanked the Parish Council for supporting 'No Mow May' and they also thanked the grass cutting contractor, Nigel Prickett, for all his support with the initiative. There were now lots of grass verges which had increased biodiversity along with new flowers, plants and wildlife.

The Great Big Green Week was running from 10 to 18 June 2023 and a number of events had been arranged over the week.

Prior to the meeting, Hanna Rees-Jones had circulated the updated Management Plan for the wildflower areas in the village. Also, three saplings would be planted in October half term, along the fencing on the Tadmerton Road/Winters Way wildflower area, to form a hedgerow. A species had not yet decided but it would be something like a Crab Apple or a Hawthorne, which had blossom and would be used for nesting birds. The Clerk would check with the County Council to find out whether they had any objections to this, because they were the landowner.

Action TG

Hanna also asked whether Cotefield Treecare Limited would be able to supply any chippings which could be used by Biodiversity Bloxham and she was willing to take delivery of them. The Clerk would contact Cotefield Treecare to discuss this further. **Action TG**

Hanna also advised that she would like to use the steep verge on Cumberford as another wildflower area. Nigel Prickett had also recommended that it would be a good area for biodiversity. The Clerk advised that she would contact the County Council for their permission. **Action TG**

BLOXHAM PARISH COUNCIL

Biodiversity Bloxham would also like to plant some spring bulbs in Winters Way and at The Goggs and the PC agreed to fund the purchase.

Rowena and Hanna were both thanked for attending the meeting and for all their work in the village.

Resolved that the reports be noted

11/23 Environment/Village Matters

- i) Air Quality Review – The Chairman reported that the Parish Council required more information on the air quality review to understand what the next steps were in the process.

Resolved that the report be noted and Richard Webb from Cherwell District Council be invited to the next meeting of the Parish Council. **Action TG**

- ii) Queen Street – The Parish Council considered suggestions made at the Annual Parish Meeting regarding the land in Queen Street and the Public Right of Way (PRoW). The issues which had been highlighted were cars parking on Queen Street, cars not being able to turn around and cars blocking the PRoW.

Two residents advised that no residents from Queen Street felt there were any issues with parking and turning. The residents had several ideas for the land and would update the Parish Council in due course.

Resolved that no further action be taken in response to the suggestions made at the Annual Parish Meeting.

- iii) Public Right of Way on Hobb Hill – The Parish Council discussed the proposed rerouting of the Public Right of Way on Hobb Hill.

Resolved that the rerouting of the PRoW be supported in principle and the Parish Council will await the formal consultation process which will be conducted by Oxfordshire County Council. **Action DB**

- iv) Proposed 20mph Speed Restrictions – The Parish Council received an update on the plans and the County Council's consultation for the proposed 20mph speed restrictions in Bloxham.

The Chairman had drafted a short survey for residents to complete, asking their opinions of the proposed 20mph speed restrictions. Following a discussion, it was agreed that further work was required on the survey prior to its distribution to residents.

Resolved that Councillors to forward questions to the Chairman for inclusion in a questionnaire and then it be distributed in the village via Survey Monkey and in the Broadsheet. **Action TG**

12/23 Planning

- i) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees which had been considered by the Parish Council, since the last meeting, had been circulated.

Resolved that, it be noted and approved that, no objections had been made by the Parish Council in respect of the following planning applications/works to trees:

23/00309/F Pitts Orchard, Cumberford, Bloxham

Extension and conversion of existing detached garage into annexe accommodation, convert shed into home office and single storey dining room extension to rear of property

23/00663/F Side Acre, Queen Street, Bloxham,

New 3 bay oak framed garage (amendments to previously approved scheme 22/00168/F)

23/00698/LB Hill Cottage, Workhouse Lane, Bloxham

Erection of detached carport/garage

BLOXHAM PARISH COUNCIL

- 23/00697/TCA Walnut Tree House Goose Walk Bloxham
1. Walnut tree by house - to be crown reduced by 1m to allow more light into the property and reduce it away from the house
2. Indian Horse Chestnut - with bleeding canker disease. To fell
- 23/00820/LB & 23/00819/F Grey Roofs, Kings Road, Bloxham,
Creation of new openings and alterations to existing openings; removal of modern elements and insertion of stud walls; conversion of rear range to create of boots / utility rooms; removal of porch (Resubmission of 22/03725/LB)

Resolved that, it be noted and approved that, objections had been made by the Parish Council in respect of the following planning applications/works to trees: None

Resolved that, it be noted that the Parish Council is considering the following planning applications/works to trees:

- 23/00836/F Land South of West View Bloxham School, High Street, Bloxham
Erection of a timber classroom building and associated works (Retrospective)
- 23/01139/F Oak View, Bloxham Road, Milcombe
Single-storey rear extension
- 23/01144/OUT Land South of Bloxham Road, Bloxham Road, Milcombe
Outline planning application, together with associated access off Bloxham Road (all other matters reserved), for up to 90 homes (use class C3) together with associated infrastructure and open space, landscaping, including provision of land for new village hall (use class F2(b)) and retail space (use class E).

- ii) Results of Planning Applications – The Parish Council noted decisions made by Cherwell District Council since the last meeting of the Parish Council.

Resolved that the report be noted.

- iii) 23/01144/OUT, Land South of Bloxham Road, Bloxham Road, Milcombe – The Chairman reported that the Parish Council had been consulted on an outline planning application, together with associated access off Bloxham Road (all other matters reserved), for up to 90 homes (use class C3) together with associated infrastructure and open space, landscaping, including provision of land for new village hall (use class F2(b)) and retail space (use class E).

Resolved that the Parish Council objects to application 23/01144/OUT on the grounds that it is contrary to the Bloxham Neighbourhood Development Plan and contact be made with Milcombe Parish Council with regard to a possible joint objection. **Action TG**

13/23 Parish Council Matters

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

Resolved that the vacancies continue to be advertised.

- ii) Drop-In and Chat – The Chairman reported that Thames Valley Police had been invited to the Drop-In and Chat session on 10 June 2023 and it would be held at the slightly later time of 12.30pm to 1.30pm.

Resolved that the report be noted.

BLOXHAM PARISH COUNCIL

- iii) Membership of Staffing Committee, Working Groups and Outside Bodies for 2023/2024 – The Parish Council were due to discuss the memberships of the Staffing Committee, Working Group and outside bodies, however it was felt this should be deferred to the next meeting.

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

- iv) Parish Council Documents & Policies 2023/2024 – The Parish Council reviewed a number of documents which had been available to view on the Parish Council web site.

Resolved that the following documents and policies be approved for 2023/2024:

- Asset Register
- Risk Management Log and Risk Schedule
- Financial Regulations
- Standing Orders
- 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
- Training Policy

14/23 Finance

- i) Accounts for Payment/Uncashed Payments and Income - The Clerk submitted to the Parish Council, the accounts for payment, uncashed payments and the income since that last meeting.

Resolved that the income since the last meeting and the accounts for payment be approved, as detailed in appendix 1 to the minutes.

- ii) Bank Reconciliation – The Parish Council considered the bank reconciliation for the Unity Trust Bank accounts as at 9 May 2023.

Resolved that the bank reconciliation as at 9 May 2023 be noted.

- iii) Budget Monitoring – Prior to the meeting, the Parish Council received a budget monitoring report for 2023/2024.

Resolved that the report be noted.

- iv) Accounts 2022/2023 – The Parish Council considered the Annual Governance and Accountability Return for the year ended 31 March 2023 and the Receipts and Payments as at 31 March 2023.

Resolved that:

- i) the Receipts & Payments Account as at 31 March 2023 be approved; and
- ii) the Annual Governance Statement 2022/2023 (Section 1) and the Accounting Statement for 2022/2023 (Section 2) be approved. **Action TG**

BLOXHAM PARISH COUNCIL

- v) Internal Auditor's Report 2022/2023 – Prior to the meeting, the Parish Council had received the Internal Auditors final report for 2022/2023.

Resolved that the report and recommendations be noted.

15/23 Correspondence – There was no further correspondence.

16/23 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 17/23 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

17/23 Burial Ground – The Parish Council agreed to defer this item to the next meeting of the Parish Council.

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

18/23 Meeting Dates – The Chairman reported that the next Parish Council meetings would be held at Jubilee Hall, Barley Close, Bloxham, commencing at 7.00pm.

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

- Monday 5 June 2023
- Monday 3 July 2023
- Monday 7 August 2023
- Monday 4 September 2023
- Monday 2 October 2023
- Monday 6 November 2023
- Monday 4 December 2023

19/23 Items for Future Agendas/Items of Information

- Traffic Calming Working Group
- Air Quality Review
- Investing Parish Council Funds
- Burial Ground
- Membership of Staffing Committee, Working Groups and Outside Bodies for 2023/2024

(The meeting ended at 9.15pm)

Chairman – 5 June 2023