

BLOXHAM PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT JUBILEE HALL, BARLEY CLOSE, BLOXHAM ON MONDAY 11 MAY 2026 AT 7.00PM

PRESENT: Chairman, Councillor Alex Harrison; Councillors Joanna Barton, David Bunn, Neil Hegarty, David Moris, Laura Noakes and Nick Rayner.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer), County/District Councillor David Hingley and four members of the public.

1/26 Apologies – Parish Councillor Amanda Baxter submitted her apologies because she was unwell.

Councillor Mike Fenner submitted his apologies because he was on holiday.

Councillor Richard Morley submitted his apologies because he was on holiday.

District Councillor Rob Pattenden also submitted his apologies.

Resolved that the apologies from Councillors Amanda Baxter, Mike Fenner and Richard Morley be accepted and the absences authorised.

2/26 Signing of Acceptance of Office - All Councillors completed and handed to the Clerk, their Acceptance of Office forms, following the uncontested election on 7 May 2026.

3/26 Appointment of Chairman 2026/2027 – The Chairman asked for nominations for position of Chairman for 2026/2027. Councillor Alex Harrison was proposed and seconded.

Resolved that Councillor Alex Harrison be appointed as Chairman for 2026/2027.

The Chairman then signed the Chairman's Declaration of Acceptance of Office form.

4/26 Appointment of Vice-Chairman 2026/2027 – The Chairman asked for nominations for the position of Vice-Chairman for 2026/2027. Councillor Joanna Barton was proposed and seconded

Resolved that Councillor Joanna Barton be appointed as Vice-Chairman for 2026/2027.

5/26 Declarations of Interest – There were no declarations of interest.

6/26 Minutes – Prior to the meeting, the minutes of the meeting held on 13 April 2026 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 13 April 2026 be approved and signed by the Chairman as a correct record.

7/26 Matters Arising

Minute Number 192/25, Chairman's Announcements, Unofficial Public Right of Way Painters Close to Winters Way – The Chairman reported that he would be emailing District Councillor Rob Pattenden regarding this matter, however County Councillor David Hingley agreed to follow it up because it was a highways responsibility. **Action AH/DH**

Minute Number 192/25, Chairman's Announcements, Jubilee Park Management Committee – The Chairman reported that the minutes of the last meeting of the Committee had been circulated to Councillors.

8/26 General Power of Competence – The Parish Council discussed passing a resolution granting itself the General Power of Competence.

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Resolved that Bloxham Parish Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk and has the General Power of Competence.

9/26 Chairman's Announcements

- Thames Water - Diana Goodwin, Performance Manager from Bloxham Sewage Treatments Works had contacted the Parish Council and offered a guided visit of the site. Adderbury Parish Council was also interested in this matter, therefore it was felt appropriate to have two representatives from each village and District Councillor Rob Pattenden in attendance. **Action TG**
- Biodiversity Bloxham – The Chairman had recently attended a meeting with Biodiversity Bloxham and had advised that the grass in the village would not be cut in support of 'No Mow May'. With regard to the Great Big Green Week, information had been circulated to the Parish Council and the Clerk would publish it on the Facebook page and website. **Action AH/TG**
The planters at the entrances to the village had been refreshed and looked very nice and Biodiversity Bloxham was thanked for their work on these.
- Adult Gym Equipment – The next step with this project was to obtain quotes for a footpath to the proposed site of the equipment at Jubilee Park. The Parish Council would be updated in due course. **Action AH**

10/26 Open Forum – A resident reported that the gate on farmers field on Milton Road was broken and so too was the latch on the church gate. Councillor Nick Rayner agreed to report these matters to Fix My Street. **Action NR**

A resident reported that the litter bin at the top of Station Road and Cumberford was no longer attached to a post. Councillor Joanna Barton agreed to send a photo to the Clerk and Paul Lester would be asked to complete the repairs. **Action JB/TG**

A resident asked whether future social projects in the village would form part of the 'capstone' villages projects. The Chairman advised that these projects would be included within the remit of the Health and Wellbeing Group.

A resident expressed her disappointment that Tony Brunnell from Cherwell District Council had advised that the work to the drain line underneath Bloxham School car park at Workhouse Lane and Courtington Lane, which had been scheduled for completion at Easter and then subsequently the school summer holidays, had now been delayed further. The tenders which had been submitted for the work had come in over budget and Tony Brummell was now investigating further funding. Cherwell District Council had agreed to cover the costs because this work had been recommended in the Section 19 report, therefore it was disappointing for all residents affected by flooding that the project was now delayed.

There was a discussion about riparian rights and whether this applied in these circumstances and whether Bloxham School should be funding some of the project.

Councillors David Bunn and Nick Rayner agreed to discuss this matter with Tim Seton at Bloxham School and County Councillor David Hingley would also liaise with the Parish Council and residents. **Action DH**

The residents were thanked for addressing the Council.

(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)

11/26 Reports from County and District Councillors – County/District Councillor David Hingley reported that he had been involved in a site meeting with County Council highways officers and Parish Councillor Richard Morley, to access Section 106 funds to address highways issues around the Primary School.

Elections had been held at Cherwell District Council on 7 May 2026 and the Liberal Democrats had won the most seats, but an overall majority.

Councillor David Bunn raised a number of outstanding items which the County Council had agreed to progress at least two years ago in relation to highways matters in the village. Councillor Laura Noakes advised that these issues had been discussed by the Traffic Calming Working Group and Councillor David Hingley agreed to continue to liaise with the Parish Council over the funding.

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Resolved that the reports be noted.

12/26 Environment/Village Matters

- i) Flooding – Councillor Neil Hegarty reiterated that Tony Brummell from Cherwell District Council had confirmed that the available funding for the works to the drain line under the Bloxham School car park did not cover the tenders which had been received. Councillor Hegarty would be discussing with Mr Brummell value engineering the project, as well as other sources of funding. However, Councillor Hegarty felt that the scope of the project should not be reduced, but further funding should be made available.

The funding agreement for the project at The Slade had been reviewed and Councillors had raised some concerns. Following a discussion, it was agreed that the document would be signed and submitted to the County Council, with a covering letter detailing the concerns and the errors in the agreement.

It was felt that although it was a risk to sign a document which the Council was not completely happy with, the risk of the flood mitigation measures at The Slade not going ahead, far outweighed those risks. It was hoped the work would be completed in the autumn.

Resolved that:

- 1) the report be noted; and
 - 2) the Oxfordshire County Council agreement be approved and be submitted to the County Council with a covering letter stating the Parish Council concerns with the agreement. **Action NH**
- ii) Traffic Calming Working Group – Prior to the meeting, Councillor Richard Morley had circulated a report to the Parish Council.

Resolved that the report be noted.

- iii) Health and Wellbeing Working Group – The Chairman reported that since Stuart Hodge had resigned from the Parish Council, he would be leading on the Working Group. Organisations in the village which had expressed an interest in being part of the Group were Biodiversity Bloxham, St Mary's Church, Bloxham Holistic Collective and Bloxham Surgery.

There was no update on the Bloxham Insight Profile and Councillor Hingley would follow this up with District Councillor Rob Pattenden.

Resolved that the report be noted.

- iv) Bloxham Annual Parish Meeting (APM) – The Parish Council discussed the Bloxham APM being held on 22 April 2026 at 7pm at Jubilee Hall. The Councillors felt that the meeting went well, but the turnout had been disappointing.

Resolved that the report be noted.

- v) Community Events – In the absence of Councillor Amanda Baxter, the Parish Council agreed to discuss future community events in the village at the next meeting.

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

- vi) St Mary's Church Lights – Councillor Nick Rayner reported that the new lights had been installed and the Parish Council was pleased with the work.

Resolved that the report be noted and Councillor Nick Rayner is thanked for successfully managing the project.

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13/26 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 have been made by the Parish Council in respect of the following planning applications/works to trees:

26/00786/F Fir Tree, Yew Tree Farm, The Ridgeway, Bloxham
RETROSPECTIVE - Sub-division of Fir Trees dwelling and garage/studio to form four separate residential units (Use Class C3 (dwellinghouse))

Resolved that, it be noted and approved that objections have been made by the Parish Council in respect of the following planning application:

26/00836/F 19 Milton Road, Bloxham
Detached double garage and outbuilding for pool

Resolved that, it be noted and approved that observations have 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: None

- 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) Bloxham Neighbourhood Development Plan – The Chairman reported that the examination had been completed and the Clerk had contacted Cherwell District Council for advice on the next steps.

Resolved that the report be noted.

14/26 Parish Council Matters

- i) Drop-In and Chat – The Chairman and Councillor Laura Noakes had attended the last Drop-In and Chat session held on 9 May 2026 and updated on the issues which had been raised. The issues included cleaning of drains, a tree in The Brook, work in the village being carried out by CSD Gas Ltd and parking around the Primary School.

There were also concerns about vehicles being parked on the new double yellow lines on Courtington Lane. The Clerk was asked to contact the village PCSO and request that the area be monitored, especially at school drop-off times **Action TG**

The next session was being held on 13 June 2026.

Resolved that the report be noted.

- vii) Social Media Platforms & Communications – In the absence of Councillor Mike Fenner, the Parish Council agreed to discuss social media platforms and communications at the next meeting.

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

- ii) Parish Council Insurance – The Parish Council reviewed its insurance policy and considered a quote for 2026/2027.

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Resolved that the review of the insurance policy be approved and the quote from Hiscox for the Parish Council insurance for 2025/2026 be accepted. **Action TG**

- iii) Membership of Staffing Committee, Working Groups and Outside Bodies for 2026/2027 – The Parish Council discussed the memberships of the Staffing Committee, Working Groups and outside bodies.

Resolved that the appointments be approved, as detailed in appendix 2 to the Minutes. **Action TG**

- v) Parish Council Documents & Policies 2026/2027 – 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 2026/2027:

- Asset Register
- Risk Management Log and Risk Schedule
- Financial Regulations
- Standing Orders
- Complaints Policy
- Vexatious Complaints Procedure
- Freedom of Information Policy
- Freedom of Information Publication Scheme
- 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
- Sexual and General Harassment Policy

- viii) Future 'Capstone' Projects – The Parish Council discussed possible future 'capstone' projects in the village which could be funded by the Parish Council.

It was suggested that a foot bridge over The Brook from Greenhills Park to Winters Way would be useful project to increase connectivity around the village.

Resolved that the report be noted.

15/26 Finance

- i) Financial Matters – Prior to the meeting, a number of financial documents had been circulated to the Parish Council.

Resolved that:

- 1) the accounts for payment be approved, as detailed in appendix 1 to the minutes;
- 2) the receipts since the last meeting, the uncashed payments & uncashed receipts and the bank reconciliation, as at 11 May 2026 for the bank accounts at Unity Trust Bank be noted; and
- 3) it be noted that Councillor Joanna Barton, as Councillor for monitoring the Parish Council's internal controls, will sign the uncashed payments list, the uncashed receipts list, the bank reconciliation as at 30 April 2026 and the Unity Trust bank statements for April 2026.

- ii) Budget Monitoring 2026/2027 – Prior to the meeting, the Parish Council received budget monitoring report for 2026/2027.

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Resolved that the report be noted.

- iii) General, Ring-Fenced and Ear-Marked Reserves 2026/2027 – The Parish Council considered its reserves for 2026/2027.

Resolved that the report be noted.

- iv) Effectiveness of the Internal Audit 2025/2026 – The Parish Council reviewed the Effectiveness of the Internal Audit 2025/2026.

Resolved that the Effectiveness of the Internal Audit 2025/2026 be noted and approved.

16/26 Correspondence – There was no further correspondence.

17/26 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 18/26 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

18/26 Quotes for Adult Gym Equipment – The Chairman reported that further quotes were required and he would report back in due course.

Resolved that this item be deferred to a future meeting. **Action AH/TG**

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

19/26 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 of Bloxham Parish Council are as stated below.

- Monday 1 June 2026
- Monday 6 July 2026
- Monday 3 August 2026
- Monday 7 September 2026
- Monday 5 October 2026
- Monday 2 November 2026
- Monday 7 December 2026

20/26 Items for Future Agendas/Items of Information

- Purchase of devices to monitor pollution levels
- Community events
- Social Media Platforms & Communications

(The meeting ended at 9.10pm)

Chairman – 1 June 2026