

# BLOXHAM PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD AT JUBILEE HALL, BARLEY CLOSE, BLOXHAM ON MONDAY 13 APRIL 2026 AT 7.00PM

**PRESENT:** Chairman, Councillor Alex Harrison; Councillors Joanna Barton, Amanda Baxter, Mike Fenner, Neil Hegarty, Stuart Hodge, Richard Morley, David Morris, Laura Noakes and Nick Rayner.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk & Responsible Financial Officer), District Councillor Rob Pattenden and four members of the public.

**188/25 Apologies** – County/District Councillor David Hingley submitted his apologies.

**Resolved** that the apologies be noted.

**189/25 Declarations of Interest** – There were no declarations of interest.

**190/25 Minutes** – Prior to the meeting, the minutes of the meeting held on 2 March 2026 had been circulated to the Parish Council and were taken as read.

Minute Number 180/25 (iii) - Councillor Richard Morley proposed an amendment:

*Given the advanced status of the Draft Bloxham Neighbourhood Development Plan, the Parish Council expects Cherwell District Council to reflect its status and take it into consideration when determining any planning applications in respect of Bloxham.*

**Resolved** that the minutes of the meeting held on 2 March 2026 be approved, with the amendment and signed by the Chairman as a correct record.

**191/25 Matters Arising**

174/25, Matter Arising, Sewage Discharge into Bloxham Brook – Councillor Stuart Hodge reported that there would be an update from District Councillor Rob Pattenden later in the meeting.

**192/25 Chairman's Announcements**

- Meeting with Bloxham School – A meeting had been held with Tim Seton, Estates Manager at Bloxham School and he was aware that parking was a continuing issue at Jubilee Hall Park and the School had now employed a member of staff to be a car park warden on a Saturday. The School would also use the Smith's field as overspill parking to alleviate problems at Jubilee Park.

With regard to the flood lights at Dewey Hall, the project had slipped to spring 2027 because of the necessity of discharging the planning conditions before construction could commence.

The School had purchased Yew Tree Industrial Estate and the recycling of materials would be undertaken off site, therefore issues of debris on the land should come to an end. The School would clean the site and it would be used to store 12 storage containers.

- Meeting with Cherwell District Council – The Chairman, Clerk and Councillor Mike Fenner had attended a meeting with the Planning Officers to discuss the Ells Lane reserved matters application. The Parish Council reiterated its objections and the Parish Council would be more involved in the process moving forward. The next steps would be for the Planning Officers to approach the applicant for improved plans for their reserved matters application.
- CPR Courses – The first CPR course funded by the Parish Council grant funding was taking place on Saturday 18 April 2026 at Jubilee Hall.
- Public Right of Way Painters Close – On the 'Good Sam' app, which advised Community First Responders if a person was having a cardiac arrest within 500 meters of them, was showing the unofficial cut through from

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Winters Way to Painters Close as being open. However this route was still closed. This would be followed up with the County Council because any First Responder attending a patient who was unfamiliar with the area, would be delayed attending to the patient. **Action AH**

- Litter Pick - Thanks were passed to Councillor Laura Noakes for organising the litter pick. All of the volunteers were thanked too, and so too were the regular litter pickers in the village.
- Grant Funding at The Slade – Councillor Neil Hegarty was thanked for the funding he had obtained for flood mitigation measures at The Slade.
- Jubilee Park Management Committee – The minutes of the previous meeting had been received by the Chairman and he would circulate to all Parish Councillors. **Action AH.**

**193/25 Health and Wellbeing Working Group** - Tom Gubbins, Wellbeing Manager at Cherwell District Council had been due to attend the meeting to present information on a proposal for a Bloxham Ward Profile, however he was not present.

Councillor Stuart Hodge reported there had been slow progress with the project, which had started in January 2026. Councillor Hodge had reached out to stakeholders in the village and an Bloxham Insight Profile would be published in due course. He hoped an inaugural meeting of the Group would be held shortly, but he had not yet received any replies from those stakeholders, to his invitation.

District Councillor Rob Pattenden would contact Tom Gubbins for a progress report on the Bloxham Insight Profile.

Councillor Stuart Hodge was thanked for his report and his work on the project.

**Resolved** that the report be noted.

**194/25 Open Forum** – A resident raised her concerns regarding the proposed planning application at Hogg End, Bloxham. The resident thanked the Parish Council for their objection to the application and she had submitted a request to Cherwell District Council for the application to be considered by the Planning Committee, if the planning officer was minded to approve the application. The resident was also in communication with District Councillor Rob Pattenden with regard to the matter.

*(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)*

**195/25 Reports from County and District Councillors** – District Councillor Rob Pattenden reported that Cherwell District Council (CDC) elections were being held on Thursday 7 May 2026. The pre-election period started on 30 March 2026 and he reminded the meeting that ID was required to be able to vote. The campaign for Banbury to be selected as a 'Town of Culture' was also underway.

Councillor Pattenden felt that there were a number of reasons to object to the planning application in Hogg End and confirmed he was in communication with local residents.

Councillor Pattenden advised that regarding the discharge of sewage into Bloxham Brook, he had emailed Anna Burns, Area Director for the Environment Agency (EA) which covered the Thames Valley area. He was undertaking research on the matter and was concerned that consistently over a five year period, sewage had been discharged into Bloxham Brook and that the discharge was measured only in time, not in volume of waste. He had also asked for the status of Environmental Permit issued to Thames Water, the level it was set at, whether the EA was happy that Thames Water were compliant, whether any enforcement action had been taken and were there any measures in place to reduce the frequency of the discharge.

It was suggested that the EA be invited to a meeting of CDC or the Parish Council. However, it was agreed to wait until a response from Anna Burns had been received.

It was also noted that the Bloxham sewage works had expanded around two years ago and it was now expanding again.

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Councillor Pattenden was thanked for his report.

**Resolved** that the reports be noted.

### 196/25 Environment/Village Matters

- i) Flooding – Prior to the meeting, Councillor Neil Hegarty had circulated his report to the Parish Council, which was available on the Parish Council’s website.

Councillor Hegarty highlighted that he had applied for grant funding from the County Council for Nature Flood Management measures in The Slade, which would help to delay the flow of water through the site and into the Brook.

The Working Group members were thanked for all their hard work.

**Resolved** that the report be noted.

- ii) Traffic Calming Working Group – Prior to the meeting, Councillor Richard Morley had circulated the minutes of the Working Group meeting held on 9 March 2026.

The Clerk reported that she had contacted Jacqui Cox at the County Council on four occasions but was still awaiting a response regarding the proposal for a weight limit on Strawberry Terrace.

There were reports of HS2 lorries breaking the speed limit through Bloxham and this had been reported to EKFB. A response was awaited.

**Resolved** that the report be noted.

- iii) Bloxham Annual Parish Meeting (APM) – The Parish Council discussed the Bloxham APM being held on 22 April 2026 at 7pm at Jubilee Hall.

It was agreed that Councillor Richard Morley would present information on the work of the Traffic Calming Working Group and Councillor Neil Hegarty would present information on the work of the Flooding Working Group.

**Resolved** that the report be noted.

- iv) ‘No Mow May’ – The Parish Council discussed whether the Parish Council should support ‘No Mow May.’

**Resolved** that the Parish Council will not cut the grass verges during ‘No Mow May’ and any exceptions, must be forwarded to the Clerk, as soon as possible to enable a discussion with the grass cutting contractor.

**Action ALL**

### 197/25 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:

26/00437/TCA

Mungret, Queen Street, Bloxham

T1 Columnar Yew - Crown reduction by 4.5 metres approx.

26/00432/TCA

The Croft, Little Bridge Road, Bloxham

T1 Winter Flowering Cherry - remove tree, not to be replaced

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26/00365/TCA

Humber House, Humber Street, Bloxham  
T1 - Elder - Remove to ground level.

26/00264/F

Land Adj To Ridgeway House, Hogg End, Bloxham  
Erection of 4 x 1.5 storey dwellings and 1 x detached dwelling with associated works

26/00598/TCA

Micklegate, Little Bridge Road, Bloxham  
Tree works

26/00054/F &  
26/00055/LB

St Marys Lodge, Church Street, Bloxham  
Install solar panels on the south elevation of the garage/outbuilding and replace 2 x sash windows at the first floor at the rear of the property with slim double glazing and solid glazing bars

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

25/01009/OUT

Land East of, Barford Road, Bloxham  
Outline application for the demolition of existing building and development of up to 100 dwellings (Use Class C3) alongside open space, sustainable drainage and ancillary infrastructure. All Matters Reserved except for primary means of vehicular access from Barford Road.

**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:

26/00306/F

OS Parcel 6426 North of Disused Quarry and Adjoining West Side of, Tadmarton Road, Bloxham  
Creation of culverted agricultural access from Tadmarton Road

26/00558/TCA

Barnstone, Hogg End, Bloxham  
Tree works

**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 Parish Council discussed the review of the Bloxham Neighbourhood Plan. The Plan was currently at the examination stage and the examiner had recently sent a number of questions to the Parish Council for clarification. These had been addressed and submitted to the examiner on 8 April 2026.

**Resolved** that the report be noted.

### 198/25 Parish Council Matters

- i) Parish Council Elections – The Chairman reported that Parish Council elections were being held on Thursday 7 May 2026.

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Councillor Stuart Hodge reported that he would not be standing as a candidate at the election because he had moved away from Bloxham and therefore, no longer qualified.

**Resolved** that the date of the Parish Council elections be noted.

- ii) Drop-In and Chat – Councillors Nick Rayner and Dave Morris had attended the last Drop-In and Chat session and updated on the issues which had been raised.

**Resolved** that the report be noted.

- iii) Social Media Platforms & Communications – The Parish Council discussed its communications and social media platforms and Councillor Mike Fenner provided an update on the progress which had been made.

Further information was required and this would be discussed again at the next meeting. The Clerk agreed to obtain information on the analytics for the Parish Council web site.

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

### 199/25 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 13 April 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 31 March 2026 and the Unity Trust bank statements for March 2026.

- ii) Budget Monitoring 2026/2027 – Prior to the meeting, the Parish Council received budget monitoring report for 2025/2026.

**Resolved** that the report be noted.

- iii) General, Ring-Fenced and Ear-Marked Reserves – Prior to the meeting, the general, ring-fenced, and ear-marked reserves as at 31 March 2026 had been circulated to the Parish Council.

**Resolved** that the report be noted and the reserves be approved.

- iv) Internal Audit Report 2025/2026 – The Parish Council considered the Internal Auditor's report for 2025/2026 and the Annual Governance and Accountability Return Annual Internal Audit Report 2025/2026.

**Resolved** that the Internal Audit Report 2025/2026 and Annual Governance and Accountability Return Annual Internal Audit Report 2025/2026 be noted and the progress with the Internal Auditor's recommendations be noted and approved.

- v) Statement of Accounts 2025/2026 – The Parish Council considered the Receipts & Payments Account as at 31 March 2026.

**Resolved** that the Statement of Accounts for year ended 31 March 2026 be approved and signed by the Chairman.

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- vi) Bank Reconciliation 31 March 2026 – The Parish Council considered the bank reconciliation as at 31 March 2026.

**Resolved** that the bank reconciliation as at 31 March 2026 be approved.

- vii) Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2026 – The Parish Council considered Section 1 of the AGAR, the Annual Governance Statement 2025/2026.

**Resolved** that Section 1 of the AGAR, the Annual Governance Statement 2025/2026 be approved and submitted to the External Auditor, Moore. **Action TG**

- viii) Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2026 – The Parish Council considered Section 2 of the AGAR, the Accounting Statements 2024/2025.

**Resolved** that Section 2 of the AGAR, the Accounting Statements 2025/2026 be approved and submitted to the External Auditor, Moore. **Action TG**

- ix) Explanation of Variances 2025/2026 – The Parish Council considered the explanation of the variances over 15% compared to 2024/2025.

**Resolved** that Explanation of Variances for 2025/2026, over 15% compared to 2024/2025 be noted and approved. **Action TG**

- x) Notice of Public Rights – The Parish Council considered the public rights to inspect the Parish Council's accounting records for 2024/2025 for 30 days starting from 3 June 2026 until 14 July 2026.

**Resolved** that the public has the right to inspect the Parish Council's accounting records from 3 June 2026 to 14 July 2026 and the External Auditor, Moore, be advised of these dates. **Action TG**

- xi) Appointment of Internal Auditor for 2026/2027 – The Parish Council considered appointing Auditing Solutions Ltd as the Internal Auditor for 2026/2027.

**Resolved** that Accounting Solutions Ltd be appointed as the Parish Council's Internal Auditor for 2026/2027. **Action TG**

**200/25 Correspondence** – There was no further correspondence.

### **201/25 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 minutes numbered 202/25 & 203/25 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**202/25 Quote for Lights at St Mary's Church** – Councillor Nick Rayner reported that Simon Angel was ready to start work, once he had received written confirmation from the Parish Council.

**Resolved** that the report be noted and written confirmation be sent to Simon Angel. **Action TG**

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

**203/25 Quotes for Adult Gym Equipment** – The Parish Council considered a quote for adult gym equipment in Jubilee Park.

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**Resolved** that the quote be noted and considered again in due course, when further information on the project is available. **Action AH**

**204/25 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.

- Wednesday 22 April 2026 (Annual Parish Meeting)
- Monday 11 May 2026
- 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

### **205/25 Items for Future Agendas/Items of Information**

- Purchase of devices to monitor pollution levels
- Community Events
- Parish Council Future Projects
- Effectiveness of the Internal Audit 2025/2026

(The meeting ended at 9.30pm)

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Chairman – 11 May 2026