

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 the accounts would be made available to Councillors prior to publishing on the Parish Council web site. The Clerk

BLOXHAM PARISH COUNCIL

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.

Resolved 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.

Resolved that the reports be noted.

BLOXHAM PARISH COUNCIL

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**

BLOXHAM PARISH COUNCIL

- 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

BLOXHAM PARISH COUNCIL

- (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.

BLOXHAM PARISH COUNCIL

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

BLOXHAM PARISH COUNCIL

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)

Chairman – 20 May 2020

BLOXHAM PARISH COUNCIL
MINUTES OF THE VIRTUAL EXTRAORDINARY PARISH COUNCIL MEETING
HELD USING ZOOM ON WEDNESDAY 6 MAY 2020 AT 7.00PM

PRESENT: Chairman, Councillor Steve Craggs; Councillors, Amanda Baxter, 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 Mike Bishop and Andrew McHugh.

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

District Councillor Christine Heath submitted her apologies.

Councillor Mike Morris was not present.

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.

18/20 Declarations of Interest – There were no declarations of interest.

19/20 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 20/20 & 21/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

20/20 Section 106 Project, Jubilee Hall – The Chairman and Councillor Stephen Phipps updated the Parish Council on the project at Jubilee Hall.

Resolved that:

- 1) the Council agreed that the four elements of the proposal from Councillor Phipps should be addressed;
- 2) Ian Harban be requested to submit a quote for a structural assessment of the roof at Jubilee Hall with a view to further advising the Council cover the other elements of the proposal; **Action SP**
- 3) the Chairman, Vice-Chairman, Councillor Stephen Phipps and the Clerk be given delegated authority to accept a quote from Ian Harban for the structural assessment;
- 4) an update be provided to Tom Darlington at Cherwell District Council; and **Action TG/SC**
- 5) the Parish Council's Solicitor be requested to write to SCM to advise that the Parish Council will be obtaining a Structural Assessment and further details will be provided once the assessment is complete. **Action TG/SC**

21/20 Staffing Committee – Prior to the meeting, the minutes of the meeting held on 12 March 2020 had been circulated to the Committee.

Resolved that the minutes be noted and the recommendations approved.

(The meeting ended at 8.15pm)

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD USING ZOOM ON
WEDNESDAY 20 MAY 2020 AT 7.30PM

PRESENT: Chairman, Councillor Steve Craggs; Councillors Amanda Baxter, David Bunn, Gloria Lester-Stevens, Leonard Leigh, Mike Morris, Stephen Phipps, Nick Rayner, Kirsty Rose and Heather Westbury.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer) and five members of the public.

APOLOGIES: Councillor Joanna Barton submitted her apologies because she was at work, the apologies were accepted and the absence was authorised.

Councillor Sophie Floate submitted her apologies because she was unwell, the apologies were accepted and the absence was authorised.

District Councillors Mike Bishop, Christine Heath and Andrew McHugh 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.

22/20 Declarations of Interest

Minute Number 28/20 (i) - 20/01133/LB, Bursars Office, Bloxham School, Banbury Road, Bloxham – Councillors Mike Morris and Kirsty Rose both declared an interest because they were employees at Bloxham School.

23/20 Minutes – Prior to the meeting, the minutes of the meetings held on 4 & 6 May 2020 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 4 & 6 May 2020 be approved and signed by the Chairman.

24/20 Matters Arising – There were no matters arising.

25/20 Chairman's Announcements

- Heather Westbury was welcomed to her first meeting of the Parish Council.

26/20 Open Forum – A resident addressed the Parish Council with regard to a request to keep open the access between Miller Homes Country Park and The Slade and highlighted a number of reasons for doing so.

The Chairman thanked the resident for their comments and advised that this item would be discussed later in the meeting.

(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)

27/20 Reports from County and District Councillors – There were no reports from the County and District Councillors.

28/20 Planning

iii) Planning Applications:

- 20/01133/LB, Bursars Office, Bloxham School, Banbury Road, Bloxham – The Parish Council considered an application for alterations to existing school building.

Resolved that the Parish Council has no objection to 20/01133/LB, subject to comments from the Conservation Officer. **Action TG**

BLOXHAM PARISH COUNCIL

- 20/01128/F, White Cottage, Banbury Road, Bloxham – The Parish Council considered an application for a front lean to single storey extension to the side of the property and conservatory extension to the rear with enclosure of the gap between the outbuildings.

Resolved that the Parish Council has no objection to application 20/01128/F, subject to comments from the Conservation Officer. **Action TG**

- 20/01154/LB, Ashwell Cottage, Stone Hill, Bloxham – The Parish Council considered an application for replacement windows and window repairs.

Resolved that the Parish Council has no objection to application to 20/01154/LB, subject to comments from the Conservation Officer, however the Parish Council feels that the design of the windows should be more in-keeping of the design of the windows in Ashwell House. **Action TG**

- 20/01037/F, Chequer Tree Farm, Ells Lane, Bloxham - Erection of an extension to existing polytunnel - (273sq m) to create a twin span structure.

Resolved that the Parish Council has no objection to application 20/01037/F. **Action TG**

- iv) 20/01073/F, OS Parcel 0080 West of Berryhill Road adjoining and South of Milton Road, Adderbury – This application was withdrawn before the meeting.
- v) Millers Homes Site, Tadmarton Road, Bloxham – The Chairman reported that Councillor Stephen Phipps and District Councillor Christine Heath had been investigating this matter since the last meeting.

The Chairman also reported that Miller Homes had now given permission for the Parish Council to install a dog waste bin.

Councillor Phipps gave a verbal update on the issues which were now underway with Cherwell District Council and Miller Homes.

Resolved that:

- 6) the report be noted;
- 7) the Parish Council defers any actions on fencing and gates in the Country Park until the next meeting to give Miller Homes the opportunity to address the issues directly ;
- 8) the Parish Council notes the concerns raised by residents about the closure of the access between the Miller Homes Country Park and The Slade, but for the protection of the flora, fauna and wildlife in The Slade, the Parish Council re-affirms its decision made on 2 March 2020, not have an access point to The Slade from the Country Park; and
- 9) the issue of the second access point where the disused railway enters The Slade from the Bridle Way be discussed at the next meeting of the Parish Council. **Action TG**

29/20 Environment/Village Matters

- i) Oxfordshire County Council's Fix My Street Super Users – The Parish Council discussed the County Council's Fix My Street Super User initiative.

Resolved that:

- 3) the report be noted; and
 - 4) a notice be published in the village asking for volunteers to move this project forward. **Action TG**
- ii) Signage in The Slade – Prior to the meeting, the Parish Council considered a report regarding additional signage at The Slade.

Resolved that:

- 1) the report be noted;

BLOXHAM PARISH COUNCIL

- 2) the sign at the main entry point at Bloxham Recreation Ground be replicated at the entry point where the disused rail line enters The Slade from the Bridle Way; and
- 3) in addition, a sign to be mounted below each of the main signs detailing the following:
 - “Dog walkers are welcome to use the Slade, dogs are to be kept on short leads to protect the habitat for ground nesting birds and the flora and fauna”.
 - “Motion activated cameras are in constant use for wildlife monitoring and education purposes within the Slade”.

Action SP

30/20 Parish Council Matters

- i) Drop-In and Chat – Due to the lateness of the hour, this item was deferred to the next meeting of the Parish Council.

Resolved that this item be deferred to the next ordinary meeting of the Parish Council on 1 June 2020.
Action TG

- ii) Appointments of Parish Council Representatives on other bodies for 2020/2021 - Prior to the meeting, the Parish Council had received the list of Parish Council representatives on other bodies to review for 2020/2021.

Resolved that the Parish Council Representatives on other bodies for 2020/2021 be approved, as detailed in appendix 1 to the minutes.

31/20 Finance

- iv) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment:

Resolved that the following accounts for payment be approved:

Payments	Amount	Cheque No.
Adderbury Parish Council – Use of Laptop and Printer for 2020/2021	£30.00	1730
Theresa Goss – Viking stationery invoice	£21.92	1729
Green Scythe Ltd – Grass cutting at Jubilee Park for April 2020	£332.40	1728
Stuart Morgan – Work at Jubilee Hall	£310.74	1727
S Phipps – Jubilee Park Repairs	£20.76	1731

- v) Bus Stop Infrastructure Improvements – Due to the lateness of the hour, this item was deferred to the next meeting of the Parish Council.

Resolved that this item be deferred to the next ordinary meeting of the Parish Council on 1 June 2020.
Action TG

32/20 Correspondence – The Chairman reported that he had responded to the email from Mr Colin Challenger with regard to closure of footpaths in the village and this had been circulated to the Parish Council for information.

The Clerk advised that a resident had contacted her with regard to her concerns about the barrier which had been erected by Mr Tom Smith where the permissive footpath had been closed. Councillor David Bunn advised that the barrier had been erected because Mr Smith had put other measures in place when the permissive footpath was closed, but these had been damaged by vandals.

33/20 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 15/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

BLOXHAM PARISH COUNCIL

34/20 Section 106 Project, Jubilee Hall – The Chairman reported that there was no update on the project, however an email had been sent to SCM advising that the Parish Council would be undertaking a structural survey. The purpose was to establish the remedial works which were required to the roof.

Resolved that the report be noted.

35/20 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.

- 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)

36/20 Items for Future Agendas

- Dog Friendly Stiles
- Play equipment at Bloxham Recreation Ground
- Millers Homes Site, Tadmarton Road, Bloxham
- Dog Waste – Spraying dog waste
- Review of PC documents
- Drop-in and Chat 14 March 2020
- Bus Stop Infrastructure Improvements

(The meeting ended at 9.20pm)

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD USING ZOOM ON
MONDAY 1 JUNE AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer), District Councillors Mike Bishop, Christine Heath and Andrew McHugh and four members of the public.

APOLOGIES: None

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.

37/20 Declarations of Interest – There were no declarations of interest.

38/20 Minutes – Prior to the meeting, the minutes of the meeting held on 20 May 2020 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 20 May 2020 be approved and signed by the Chairman.

39/20 Matters Arising – There were no matters arising.

40/20 Chairman's Announcements

- Cherwell District Council's Local Plan was due to change later in the year and this may impact on the policies in the Bloxham Neighbourhood Development Plan (BNDP). The Parish Council had requested a meeting with Planning Policy Officers at Cherwell District Council. Councillors Stephen Phipps and Mike Morris would attend the meeting, along with the Chairman and Vice-Chairman. John Groves would also be invited.

The Parish Council had also been approached by a consultant, Neil Homer to assist with updating the BNDP if it was necessary.

41/20 Open Forum – None of the residents wished to address the Parish 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)

42/20 Reports from County and District Councillors – There was no report from County Councillor Kieron Mallon.

District Councillor Christine Heath would report later in the meeting on her items.

District Councillor Andrew McHugh reported that additional help in the form of grants, was being provided for those businesses who did not qualify for the original Covid-19 grants. It was agreed that this information would be included in the Broadsheet, on the Parish Council Facebook page and also forwarded to Bloxham Mill. **Action TG**

43/20 Planning

vi) Planning Applications:

- 20/01232/DISC, Land to the Rear and North of 29 to 33, Quarry Close, Bloxham – The Parish Council considered an application for the discharge of condition 22 (Car Park Management Plan) of 13/00496/OUT.

Resolved that the Parish Council objects to application 20/01232/DISC on the following grounds:

BLOXHAM PARISH COUNCIL

- the current surface will cause traffic problems and congestion at the primary school drop-off and collection times in wet weather. Parents will not use it in the wet weather because the surface turns into a white paste which is impossible to get off car mats and shoes, so they will continue to park in the roads around the school;
- the thick, sticky white, paste the surface produces in the wet weather causes serious issues for neighbours such as the primary school specifically and also residents and visitors to the estate, in contravention of BNDP BL9(a);
- the potential parking behaviour of parents in the wet weather means that the requirement for a car park is defeated in practice because people will be extremely reluctant to use it; and
- the short life of hoggin surfaces places an unfair financial burden on the residents of the estate who will have to make up the cost through Management Company charges once it takes over responsibility for the car park.

Action TG

- vii) Millers Homes Site, Tadmarton Road, Bloxham – District Councillor Christine Heath reported that she had been investigating this matter with Councillor Stephen Phipps and gave a detailed update on the outstanding issues, following meetings and correspondence with Tim Screen at Cherwell District Council.

Resolved that the report be noted.

- iii) The Slade – The Parish Council discussed the access and boundary fence issues at The Slade and how the facts of the situation should be communicated to the village. If necessary, it was suggested that a Zoom meeting for residents could be arranged.

Resolved that:

- 1) the report be noted;
- 2) a statement from the Parish Council be published in the village to fully explain the situation with The Slade;
- 3) Councillors Amanda Baxter, Mike Morris, Stephen Phipps and Nick Rayner, Marie Jones (Slade Warden) and Jenny Yates be appointed to a Working Group to formalise the statement and the Group be given delegated authority to publish the statement on behalf of the Parish Council; and **Action AB/SP**
- 4) the quote from Cotefield Treecare be accepted for the removal of the trees from the Miller Homes/Slade boundary. **Action MJ**

44/20 Parish Council Matters

- i) Drop-In and Chat – Prior to the meeting, a report had been circulated to the Parish Council with regard to the session on 14 March 2020.

Resolved that:

- 1) the report and issues raised at the Drop-In and Chat on 14 March 2020 be noted;
- 2) the Traffic Calming Working Group to progress all of the traffic issues which have been raised, including speeding on Little Bridge Road; **Action NR**
- 3) Bloxham School be advised that parental parking on Stone Hill had been raised as an issue again; **Action TG** and
- 4) Brian Smith be thanked for his suggestions relating to car parking and a Community Venue Management Group for the use of the Halls in the village, however the Parish Council did not believe the proposals would be workable and could not support them. **Action TG**

45/20 Environment/Village Matters

- i) Directional Signs for Bloxham Bowls Club – The Parish Council considered a request for funding for three directional signs to Bloxham Bowls Club.

BLOXHAM PARISH COUNCIL

Resolved that:

- 1) the report and the request for funding not be approved; and
 - 2) Bloxham Bowls Club be encouraged to apply for a Parish Council grant for 2021/2022 which could be used to cover the cost of the signs. **Action TG**
- ii) Dog Fouling Initiatives – The Parish Council discussed a new initiative for tackling the issue of dog fouling in the village. This proposal would involve volunteers removing dog mess from the ground and then spraying the area with fluorescent paint to highlight the extent of the issue with residents.

Resolved that:

- 1) the report be noted;
- 2) the initiative be progressed, if enough volunteers can be recruited;
- 3) the initiative be led by Councillor Kirsty Rose and Heather Westbury; and
- 4) the necessary paint and dog waste bags be purchased for the volunteers; **Action TG**

46/20 Finance

- vi) Accounts for Payment and Bank Reconciliation - The Clerk submitted to the Parish Council, the accounts for payment and the bank reconciliation:

Resolved that the following accounts for payment be approved:

Payments	Amount	Cheque No.
Theresa Goss – Salary for June 2020	£1030.93	1735
Theresa Goss – Expenses for June 2020	£28.06	1735
Theresa Goss – Zoom Monthly payment	£14.39	1735
OCC Pension Fund – Clerk’s Pension for June 2020	£389.01	1736
Stuart Morgan – Canopy for Jubilee Hall	£646.20	1737
Geosphere - Parish On-line Annual Subscription	£240.00	1738
Kalkwik – Printing forms for evidence gathering for the proposed footpath at The Ridgeway	£37.92	1739
NR Prickett – Grass cutting and installing tow dog waste bins	£1362.00	1740
Mr S Phipps – Stationery expenses	£48.98	1741

- vii) Bus Stop Infrastructure Improvements – Prior to the meeting, the Section 106 funding which was available to the village for bus stop infrastructure had been circulated to the Parish Council.

Resolved that;

- 1) the report be noted; and
- 2) further investigations be carried out into where the funding could be used in the village and this be reported back to the Parish Council in due course. **Action DB**

47/20 Correspondence – The Chairman reported that an email had been received from a resident with regard to the grass cutting in the village, suggesting improvements to encourage biodiversity in the village. It was agreed that Councillor Gloria Lester-Stevens would liaise with the resident and bring forward a proposal to the Parish Council. **Action GLS**

48/20 Exclusion of the Public and Press

BLOXHAM PARISH COUNCIL

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 49/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

49/20 Section 106 Project, Jubilee Hall – Councillor Stephen Phipps reported that the structural engineer had visited the Hall and assessed the roof and his report was now awaited.

Resolved that the report be noted.

50/20 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.

- 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)

51/20 Items for Future Agendas

- Dog Friendly Stiles
- Play equipment at Bloxham Recreation Ground
- Millers Homes Site, Tadmarton Road, Bloxham
- Biodiversity in the Village
- Bus Stop Infrastructure

(The meeting ended at 9.10pm)

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD USING ZOOM ON
TUESDAY 16 JUNE AT 7.30PM

PRESENT: Chairman, Councillor Steve Craggs; Councillors David Bunn, Sophie Floate, Leonard Leigh, Gloria Lester-Stevens, Mike Morris, Stephen Phipps, Nick Rayner, Kirsty Rose and Heather Westbury.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer), County Councillor Kieron Mallon, District Councillor Christine Heath, the Village Footpath Officer, Rodney Kane and one member of the public.

APOLOGIES: Councillor Joanna Barton submitted her apologies because she was at work, the apologies were accepted and the absence authorised.

District Councillor Mike Bishop also submitted his apologies.

Councillor Amanda Baxter was not present.

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.

52/20 Declarations of Interest – There were no declarations of interest.

53/20 Minutes – Prior to the meeting, the minutes of the meeting held on 1 June 2020 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 1 June 2020 be approved and signed by the Chairman.

54/20 Matters Arising

Minute Number 45/20 – Environment/Village Matters – Councillor David Bunn advised that free dog waste bags were available in Post office and also from Cherwell District Council.

55/20 Chairman's Announcements – There were no Chairman's Announcements.

56/20 Open Forum – No members of the public wished to address the Parish 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)

57/20 Circular Walk – The Parish Council discussed the necessary amendments to the Circular Walk leaflet, following the closure of part of the permissive footpath, near to The Ridgeway.

Rodney Kane, the Bloxham Footpath Warden, gave an update on the permissive footpaths and advised that information on the short Circular Walk needed to be amended. This part of the Circular Walk near to The Ridgeway was integral as it led to other walks, including the longer Circular Walk and the village walks. Rodney also suggested that the leaflet could include updated information relating to The Slade.

Resolved that:

- 1) the report be noted;
- 2) updates be made to the on-line Circular Walk leaflet advising of the closure of part of the permissive footpath on the short Circular Walk;
- 3) it be noted that Rodney Kane has been correcting the Circular Walk signage along various routes;
- 4) Councillors David Bunn and Heather Westbury be appointed to work with the Footpath Warden to make appropriate amendments to the leaflet; and
- 5) volunteers will be sought to assist with the leaflet amendments. **Action TG**

BLOXHAM PARISH COUNCIL

58/20 Reports from County and District Councillors – There was no report from County Councillor Kieron Mallon.

District Councillor Christine Heath would report during the next item relating to Miller Homes.

59/20 Planning

viii) Planning Applications: None

ix) Millers Homes Site, Tadmarton Road, Bloxham – District Councillor Christine Heath reported on the progress with the issues on the Miller Homes site and the meeting which had been held on Wednesday 10 June 2020. At that meeting, there were a number of issues which Miller Homes had agreed to complete quickly, but there had not yet been any progress. District Councillor Christine Heath and Councillor Stephen Phipps would continue to work with Miller Homes and Cherwell District Council officers to ensure the necessary works were completed.

Resolved that the report be noted.

x) Oxfordshire Open Thought/Oxfordshire Plan 2050 – The Parish Council considered a report on the Oxfordshire Open Thought consultation document.

Resolved that:

- 1) the report be noted;
- 2) Councillors Mike Morris & Stephen Phipps be appointed to draft the Parish Council's response; and **Action MM/SP**
- 3) Councillors pass any comments on the document to Councillors Mike Morris and Stephen Phipps. **Action ALL**

xi) CPRE Consultation – The Parish Council consider a report on the Rural Transport Strategy, produced by the CPRE, which formed part of the Oxfordshire Open Thought consultation process.

Resolved that:

- 1) the report be noted;
- 2) Councillors Mike Morris & Stephen Phipps be appointed to draft the Parish Council's response; and **Action MM/SP**
- 3) Councillors pass any comments on the document to Councillors Mike Morris and Stephen Phipps. **Action ALL**

60/20 Village/Environment Matters

i) New Litter Bin – The Parish Council considered a request for a new litter bin, to be located in the Miller Homes Country Park.

Resolved that this item be deferred until the other issues on the Miller Homes site have been resolved.

ii) Encouraging Biodiversity in the Village – The Parish Council considered a report which suggested ideas for encouraging biodiversity in the village.

Resolved that:

- 1) the report be noted;
- 2) trials in the areas opposite the primary school (under the trees) and opposite Warriner School to the hedge of Crabtree Close, be undertaken and seeds be purchased; and **Action GLS**
- 3) the ownership of these two areas of land be confirmed. **Action TG**

61/20 Parish Council Matters

BLOXHAM PARISH COUNCIL

- ii) Parish Council Representatives – There were no reports.

62/20 Finance

- viii) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment.

Resolved that the following accounts for payment be approved:

Payments	Amount	Cheque No.
Prysebros Ltd - Weed control	£576.00	1742
Cotefield Treecare - Tree works at The Slade	£594.00	1743
Green Scythe Ltd - Grass cutting at Jubilee for May 2020	£332.40	1745
Information Commissioner - Annual Data Protection renewal	£40.00	1746

- ix) Parish Council Bank Accounts – Prior to the meeting, the Clerk had circulated a report to the Parish Council with regard to changing the Parish Council bank accounts from the Bank of Ireland to Unity Bank, to allow for on-line banking.

Resolved that;

- 3) the report be noted;
- 4) two Parish Council bank accounts with Bank of Ireland be closed;
- 5) two Parish Council bank accounts be opened with Unity Bank; and
- 6) the account signatories on the two Unity Bank accounts be approved as Councillors Steve Craggs, Leonard Leigh, Mike Morris and Nick Rayner and Clerk, Theresa Goss. **Action TG**

63/20 Correspondence – The Chairman reported that he had received a letter from a resident about the land to the rear of Rose Cottage. Following a discussion, it was agreed that the Parish Council could not take responsibility for maintaining this area of land. It was noted that the County Council has agreed to clear the drains and as a one-off to complete maintenance work to the boarding. It was also agreed that the ownership of The Goggs would be established. These actions would be communicated to the resident. **Action SC/TG**

64/20 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 65/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

65/20 Section 106 Project, Jubilee Hall – Prior to the meeting, Councillor Stephen Phipps circulated a report to the Parish Council on the current situation with the contractors at Jubilee Hall, SCM.

Resolved that measures be taken to try and bring the project to a conclusion. **Action SC/SP**

66/20 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.

- Monday 6 July 2020
- Tuesday 14 July 2020
- Monday 3 August 2020 (Only one meeting in August 2020)
- Monday 7 September 2020

BLOXHAM PARISH COUNCIL

- 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)

67/20 Items for Future Agendas

- Dog Friendly Stiles
- Play equipment at Bloxham Recreation Ground
- Millers Homes Site, Tadmarton Road, Bloxham
- Bus Stop Infrastructure
- Oxfordshire Open Thought/Oxfordshire Plan 2050 & CPRE Consultation on Rural Transport
- Maintenance and ownership of The Goggs
- Traffic Calming Working Group Update

(The meeting ended at 9.25pm)

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD USING ZOOM ON
MONDAY 6 JULY AT 7.30PM

PRESENT: Chairman, Councillor Steve Craggs; Councillors Joanna Barton, Sophie Floate, Leonard Leigh, Gloria Lester-Stevens, Mike Morris, Stephen Phipps, Nick Rayner, Kirsty Rose and Heather Westbury.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer), District Councillors Christine Heath and Mike Bishop and one member of the public.

APOLOGIES: Councillor David Bunn submitted his apologies because he had another appointment, the apologies were accepted and the absence authorised.

District Councillor Andrew McHugh also submitted his apologies.

Councillors Amanda Baxter was not present.

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.

68/20 Declarations of Interest – Councillor Mike Morris declared an interest in minute number 74/20 (i), planning application 20/01527/LB at Stone Hill House & Stone Hill Cottage, Stone Hill, Bloxham because he was an employee at Bloxham School.

Councillor Sophie Floate declared an interest in minute number 74/20 (i), planning application 20/01527/LB at Stone Hill House & Stone Hill Cottage, Stone Hill, Bloxham because her husband was an employee at Bloxham School.

Resolved that the interests be noted.

69/20 Minutes – Prior to the meeting, the minutes of the meeting held on 16 June 2020 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 16 June 2020 be approved and signed by the Chairman.

70/20 Matters Arising

General Comment on Minutes - Councillor Stephen Phipps asked whether minutes could be made available within 48 hours of the meeting. The Chairman and the Clerk explained this target was not practical although efforts would continue to ensure minutes were available in as timely a manner as possible. **Action SC/TG**

Minute Number 59/20 (iii) - Oxfordshire Open Thought/Oxfordshire Plan 2050 & CPRE Consultation on Rural Transport – Councillor Mike Morris asked whether other Councillors could assist him with the response to the consultation to lighten the workload of Councillor Stephen Phipps. Councillors Joanne Barton, Sophie Floate and Nick Rayner agreed to help Councillor Mike Morris with the response. **Action JB/SF/NR/MM**

Councillor Nick Rayner also suggested that a note be included on Facebook to encourage the residents to respond to the consultation too. **Action TG**

Councillor Mike Morris also suggested that the Parish Council meeting date of 14 July 2020 be changed to 21 July 2020 to allow the Parish Council to approve the consultation response. This was agreed. **Action TG**

71/20 Chairman's Announcements

- Parish Council Meetings on Zoom – Current advice from the County Association was to continue to hold Parish Council meetings on Zoom. Government guidance had not yet been issued to confirm that physical meetings could be held again.

BLOXHAM PARISH COUNCIL

- Domestic Abuse Campaign - Posters had been received from Oxfordshire County Council to request support for a national campaign relating to domestic abuse and mental health. It was agreed that the posters would be displayed on the noticeboards and also on the Parish Council Facebook page. **Action TG**

72/20 Open Forum – None of the members of the public wished to address the Parish Council.

District Councillor Christine Heath reported that there was a problem around the Ayres Drive/Collins Drive area of the village because people were lighting a fire pit in the car park at the end of Bridges Close and a number of people were congregating there. It was agreed that this information would be passed to the village PCSO. **Action TG**

(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)

73/20 Reports from County and District Councillors – There was no report from County Councillor Kieron Mallon.

District Councillor Christine Heath reported that there had been further meetings about the numerous issues at the Miller Homes site, attended by County Council and District Council Officers. Councillor Heath would continue to follow up on this matter with Parish Councillor Stephen Phipps. **Action SP/CH**

74/20 Planning

xii) Planning Applications:

- 20/01527/LB, Stone Hill House & Stone Hill Cottage, Stone Hill, Bloxham - Internal Alterations - The Parish Council considered an application for the formation of internal doorway, replacement of internal door for fire regulation reasons and associated works.

Resolved that the Parish Council has no objection to application 20/01527/LB, subject to comments from the Conservation Officer. **Action TG**

xiii) Millers Homes Site, Tadmarton Road, Bloxham – Following on from District Councillor Heath's report, Councillor Stephen Phipps reported on the progress with the issues at the site.

Resolved that the report be noted.

xiv) Oxfordshire Open Thought/Oxfordshire Plan 2050 & CPRE Consultation on Rural Transport – As discussed earlier in the meeting, this item would be considered at the meeting of the Parish Council on 21 July 2020.

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

xv) A361 Bloxham Road & Bloxham Grove Road (Banbury/Bloxham) Proposed 30mph Speed Limits & Motor Vehicle Prohibition – The Parish Council discussed the County Council's consultation document regarding speed limit changes on the A361 and Bloxham Grove Road.

Resolved that:

- 1) the consultation be noted;
- 2) the speed limit on the A361 not be reduced from 50mph to 30mph but from 50mph to 40mph, until the limit reduces to 30mph anyway as the A361 enters Bloxham; and
- 3) the 30mph speed limit to Warriner School along Bloxham Grove Road be supported, but further traffic calming measures are required all the way along Bloxham Grove Road. Consideration could also be given to making the entrance to Bloxham Grove Road 'no entry & access only', especially given the increase in traffic which will arise from the new SEN School. **Action TG**

75/20 Village/Environment Matters

BLOXHAM PARISH COUNCIL

- i) Footpath from Queen Street to Greenhills Park – The Parish Council considered a report on the maintenance which was required to this footpath.

Resolved that Nigel Prickett be asked to cut back the vegetation along the footpath. **Action TG**

- ii) Maintenance to Trees – The Parish Council considered a report on the maintenance work required to trees in Gascoigne Way and Donkey Field.

Resolved that:

- 4) the report be noted;
5) the work to the tree in Donkey Field (rear of 20 Greenhills Park) be approved and the Chairman, Vice-Chairman and Clerk be authorised to accept a suitable quote; and **Action TG/SC/NR**
6) advice be sought from an Arboriculturalist with regard to the two silver birch trees in Gascoigne Way and how they should best be dealt with. **Action TG/SC/NR**

76/20 Parish Council Matters

- iii) Parish Council Representatives – There were no reports.

77/20 Finance

- x) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment and the bank reconciliation as at 6 July 2020.

Resolved that the following accounts for payment be approved and the bank reconciliation be noted:

Payments	Amount	Cheque No.
Theresa Goss – Salary for July 2020	£976.41	1747
Theresa Goss – Expenses for July 2020	£44.81	1747
Theresa Goss – Zoom Monthly payment	£14.39	1747
HMRC July 2020 Payment	£350.31	1748
OCC Pension Fund – Clerk's Pension for July 2020	£336.47	1749
NR Prickett – Grass cutting for June 2020	£774.00	1750

- xi) Play Equipment at Bloxham Recreation Ground – The Parish Council considered a report on the maintenance works which were required to the play equipment at Bloxham Recreation Ground.

Resolved that the quote from Wicksteed for £1862.72 be approved, unless any of the new items are within their warranty period. **Action TG**

78/20 Correspondence – There was no further correspondence.

79/20 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 80/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

80/20 Section 106 Project, Jubilee Hall – The Parish Council received an update on the current situation with the contractors at Jubilee Hall, SCM from the Chairman and Councillor Stephen Phipps.

Resolved that measures be taken to try and bring the project to a conclusion. **Action SC/SP/NR**

81/20 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.

BLOXHAM PARISH COUNCIL

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.

- Tuesday 21 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)

82/20 Items for Future Agendas

- Dog Friendly Stiles
- Millers Homes Site, Tadmarton Road, Bloxham
- Bus Stop Infrastructure
- Maintenance and ownership of The Goggs
- Traffic Calming Working Group Update
- Oxfordshire Open Thought/Oxfordshire Plan 2050 & CPRE Consultation on Rural Transport
- Barford Road Street Lighting

(The meeting ended at 9.25pm)

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON TUESDAY 21
JULY AT 7.30PM

PRESENT: Chairman, Councillor Steve Craggs; Councillors Amanda Baxter, David Bunn, Sophie Floate, Leonard Leigh, Gloria Lester-Stevens, Mike Morris, Stephen Phipps, Nick Rayner, Kirsty Rose and Heather Westbury.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer) and District Councillor Christine Heath.

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

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.

83/20 Declarations of Interest – There were no declarations of interest.

84/20 Minutes – Prior to the meeting, the minutes of the meeting held on 6 July 2020 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 6 July 2020 be approved and signed by the Chairman.

85/20 Matters Arising – There were no matters arising.

86/20 Chairman's Announcements

- There was only one meeting during August 2020. The Clerk would be on holiday for that meeting and Councillor Amanda Baxter was thanked for agreeing to take the minutes in her absence.

87/20 Open Forum – There were no residents in attendance.

Councillor Nick Rayner reported that a resident had contacted him with regard to an epidemic of Ragwort in the village. Ragwort was a plant which was poisonous to animals, cattle and humans and displayed as yellow flowers. It was agreed that Cherwell District Council and Complete Weed Control would be contacted for advice. The plant was prominent on the highways in the village and also on the land between Barford Road and Milton Road (next to Bloxham Mill), therefore it was agreed to contact the County Council and Miller Homes too. A brief statement would also be added to the Parish Council's Facebook page to advise residents of the issue. **Action TG**

Councillor Kirsty Rose also reported that there had been a case of Alabama Rot which had been caught by a dog in the village and sadly, it had to be put down. A brief statement would be added to the Parish Council's Facebook page warning dog owners about this matter. **Action TG**

(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)

88/20 Reports from County and District Councillors – There was no report from County Councillor Kieron Mallon.

Councillor Christine Heath reported on the situation at the Miller Homes site on Tadmarton Road, with regard to the outstanding issues.

89/20 Planning

xvi) Planning Applications:

BLOXHAM PARISH COUNCIL

- 20/01843/AGN, Land North of, Bloxham Road, Milcombe – The Parish Council considered an application for the erection of a new agricultural building for machinery and hay/silage storage.

Resolved that the Parish Council has no objections to application 20/01843/AGN. **Action TG**

- xvii) Millers Homes Site, Tadmarton Road, Bloxham – This item had been discussed earlier in the meeting. However there was a further discussion about the surfacing of the car park.

Resolved that:

- 1) the report be noted; and
- 2) the Chairman be authorised to pursue the outstanding issues with the car park on the Miller Homes site. **Action SC**

- xviii) Oxfordshire Open Thought/Oxfordshire Plan 2050 & CPRE Consultation on Rural Transport – Councillor Mike Morris gave a verbal update on the progress with the response to the consultation.

Resolved that delegated authority be given to Councillor Mike Morris to finalise and submit the Parish Council's response on the Oxfordshire Open Thought/Oxfordshire Plan 2050 & CPRE Consultation on Rural Transport. **Action MM/TG**

90/20 Village/Environment Matters

- i) Maintenance to Trees – The Parish Council discussed the maintenance work required to the trees in Gascoigne Way and Donkey Field.

Resolved that:

- 1) the report be noted;
- 2) further advice be sought from Cotefield Treecare on the proposed maintenance work which is required to the two silver birch trees in Gascoigne Way; **Action SC**
- 3) advice be sought on suitable replacements, should the two silver birch trees be removed; and **Action SC**
- 4) the quote for the removal of the hawthorn tree in Donkey Field be accepted and it be replaced with a suitable alternative(s). **Action SC**

- ii) Street Lighting – The Parish Council considered a report with regard to the request for an additional street light on Barford Road.

Resolved that the additional street light in Barford Road be approved and the cost be covered from Section 106 funds, subject to agreement by the County Council. **Action TG**

- iii) Parking – The Parish Council considered a report on the issue of parking on verges, for example on the junction of Little Bridge Road and Stone Hill.

Resolved that the parking issues in the village be incorporated into the Traffic Calming Working Group. **Action NR**

91/20 Parish Council Matters

- iv) Parish Council Representatives – Councillor Nick Rayner reported that the ONPA Executive meeting was being held on Monday 27 July 2020 and he would be attending.

Resolved that the report be noted.

BLOXHAM PARISH COUNCIL

92/20 Finance

xii) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment.

Resolved that the following accounts for payment be approved:

Payments	Amount	Cheque No.
Green Scythe Ltd – Grass Cutting for June 2020 at Jubilee Park	£332.40	1752

93/20 **Correspondence** – There was no further correspondence.

94/20 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 95/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

95/20 **Section 106 Project, Jubilee Hall** – The Parish Council received an update on the current situation with the contractors at Jubilee Hall, SCM from the Chairman and Councillor Stephen Phipps.

Resolved that measures be taken to try and bring the project to a conclusion. **Action SC/SP/NR**

96/20 **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.

- 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)

97/20 Items for Future Agendas

- Dog Friendly Stiles
- Bus Stop Infrastructure
- Maintenance and ownership of The Goggs
- Traffic Calming Working Group Update

(The meeting ended at 8.55pm)

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON MONDAY 3
AUGUST 2020 AT 7.30PM

PRESENT: Chairman, Councillor Steve Craggs; Councillors David Bunn, Gloria Lester-Stevens, Leonard Leigh, Mike Morris, Stephen Phipps, Nick Rayner and Heather Westbury.

ALSO IN ATTENDANCE: County Councillor Kieron Mallon, District Councillors Christine Heath and Andrew McHugh. No members of the public were present.

APOLOGIES: Councillor Joanna Barton submitted her apologies because she was at work, the apologies were accepted and the absence was authorised.

Councillor Amanda Baxter submitted her apologies because she had another appointment, the apologies were accepted and the absence was authorised.

Councillor Sophie Floate submitted her apologies because she was away, the apologies were accepted and the absence was authorised.

Councillor Kirsty Rose submitted her apologies because she had another appointment, 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.

98/20 Declarations of Interest – There were no declarations of interest.

99/20 Minutes – Prior to the meeting, the minutes of the meetings held on 21 July 2020 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 21 July 2020 be approved and signed by the Chairman.

100/20 Matters Arising

Minute Number 90/20 (i) Maintenance of Trees - The Chairman updated Councillors on the discussions with regard to replacement trees in Gascoigne Way.

101/20 Chairman's Announcements

- The Chairman briefed Councillors on the likely new legislation on zoning and also on the situation regarding a potential move in Oxfordshire to a Unitary Authority. The Parish Council agreed to take every opportunity to keep a focus on the work already done in the Bloxham Neighbourhood Development Plan and Cherwell District Council's Local Plan.
- The Parish Council discussed the possibility of restarting the Drop-in and Chat sessions. It was agreed that the Chairman and Vice-Chairman would conduct a Drop-in and Chat session on 12 September 2020 and they would then feedback to the Council. **Action SC/NR/TG**
- The Chairman reported that Cherwell District Council had given an official response to the Parish Council's request to investigate the music room, which had been approved for 4 Barford Road, Bloxham. Cherwell District Council had informed the Parish Council that although the building deviated from the approved planning application, the applicant would be invited to submit a retrospective planning application to match what had been built and this would almost certainly be approved. It was agreed that the Chairman should write to Cherwell District Council's Chief Executive to establish whether any stronger enforcement action was possible. **Action SC**

BLOXHAM PARISH COUNCIL

102/20 Open Forum - A number of Councillors referred to residents complaining about speeding through the village, by both cars and motorbikes. It was agreed that this should be reported to Thames Valley Police. **Action TG**

Councillor Gloria Lester-Stevens reported that she had received numerous complaints about the condition of the footpath along Tadmarton Road to the Primary School. County Councillor Kieron Mallon agreed to contact the County Council highway officers about the issue. **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)

27/20 Reports from County and District Councillors – District Councillor Andrew McHugh asked all Councillors to do what they could to remind publicans that social distancing needed to be observed on their premises.

District Councillor Christine Heath reported that she had not received a response to her email regarding the issues at the Country Park. Therefore, it was agreed the Chairman should write to the Health and Safety Executive and Cherwell District Council's Chief Executive about the issues on the site. **Action SC**

28/20 Planning

xix) Planning Applications:

- 20/01516/TPO – 15 Aldous Drive, Bloxham, T1 (Oak) – The Parish Council considered an application for the removal of a tree, which was suspected of causing subsidence (Subject to TPO 20/2011)

Resolved that the Parish Council objects to the removal of the tree because there is no conclusive justification within the report for doing so and no evidence of it causing subsidence. **Action TG**

- 20/01749/F - 13 Cherrys Close, Bloxham - The Parish Council considered an application for the removal of an existing front porch to be replaced with an extension to the front and rear.

Resolved that the Parish Council has no objection to application 20/01749/F. **Action TG**

xx) Millers Homes Site, Tadmarton Road, Bloxham – This had been discussed earlier in the meeting.

29/20 Environment/Village Matters - None

30/20 Parish Council Matters

- i) Oxfordshire Neighbourhood Planning Alliance (ONPA) – Councillor Nick Rayner reported that the ONPA would be offering a Neighbourhood Planning Seminar on 10 October 2020 via Zoom and advised that Councillors were welcome to attend.

Resolved that the report be noted.

31/20 Finance

- xiii) Accounts for Payment & Bank Reconciliation - The Clerk submitted to the Parish Council, the bank reconciliation and the accounts for payment.

Resolved that the bank reconciliation be noted and the following accounts for payment be approved:

Payments	Amount	Cheque No.
Theresa Goss – Salary for August 2020 (including adjustment for pension overpayment)	£1041.17	1754
Theresa Goss – Expenses for August 2020	£22.65	1754
Theresa Goss – Zoom Monthly payment	£14.39	1754

BLOXHAM PARISH COUNCIL

HMRC August 2020 Payment	£350.11	1755
OCC Pension Fund – Clerk’s Pension for August 2020	£301.91	1756
Stuart Morgan – Work at Jubilee Hall	£619.60	1757
NR Prickett – Grass cutting for July 2020	£774.00	1758

32/20 Correspondence – None

33/20 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 34/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

34/20 Section 106 Project, Jubilee Hall – The Chairman and Councillor Phipps gave an update on the project at Jubilee Hall.

Resolved that the report be noted and the actions be approved. **Action SC/SP/NR**

35/20 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.

- 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)

36/20 Items for Future Agendas

- Dog Friendly Stiles
- Bus Stop Infrastructure
- Maintenance and ownership of The Goggs
- Traffic Calming Working Group Update

(The meeting ended at 9.20pm)

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON MONDAY 7
SEPTEMBER 2020 AT 7.30PM

PRESENT: Chairman, Councillor Steve Craggs; Councillors Joanna Barton, Amanda Baxter, David Bunn, Sophie Floate, Gloria Lester-Stevens, Leonard Leigh, Stephen Phipps, Kirsty Rose and Heather Westbury.

ALSO IN ATTENDANCE: One member of the public was present.

APOLOGIES: Councillor Mike Morris submitted his apologies because he was at work, the apologies were accepted and the absence was authorised.

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

District Councillors Mike Bishop, Christine Heath and Andrew McHugh also submitted their 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.

37/20 Declarations of Interest

Councillor Heather Westbury declared an interested minute number 43/20 (i) because she was a member of the Ellen Hinde Hall Management Committee which was a neighbour to the site of planning application 20/02054/F, Hornton House, Chapel Street, Bloxham.

38/20 Minutes – Prior to the meeting, the minutes of the meetings held on 3 August 2020 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 3 August 2020 be approved and signed by the Chairman.

39/20 Matters Arising – There were no matters arising.

40/20 Chairman's Announcements

- The Chairman advised that he had written to the Chief Executive at Cherwell District Council regarding a number of matters and had received a reply from the Director of Communities. The reply would be circulated to all Councillors. **Action SC**
- Nigel Prickett would shortly be fitting the new dog waste bin on Milton Road, the new litter bin on Tadmarton Road and the replacement litter bin outside the Co-op.
- The discharge of conditions relating to the SEND School in Bloxham Grove Road had commenced, except for the condition relating to the drainage. This had not yet been completed.

41/20 Open Forum – The resident did not wish to address the Parish 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)

42/20 Reports from County and District Councillors – No reports from the County and District Councillors.

43/20 Planning

xxi) Planning Applications:

- 20/01994/F & 20/01995/LB, Clinton House, Humber Street, Bloxham – The Parish Council considered an application for the demolition of an existing single storey extension on shared boundary wall to be

BLOXHAM PARISH COUNCIL

replaced with a smaller extension to enlarge the existing kitchen/diner, along with associated improvements to the remainder of the boundary wall (resubmission of 20/00990/F)

Resolved that the Parish Council has no objections to applications 20/01994/F & 20/01995/LB, subject to comments from the Conservation Officer. **Action TG**

- 20/01953/F, Wayhouse Farm Barn, Bloxham Grove Road, Bloxham – The Parish Council considered an application for an extension to an existing garage and external first floor platform.

Resolved that the Parish Council has no objection to application 20/01953/F, but has the following comments:

1. It is important that the neighbours have been fully informed of the proposal;
 2. The proposal needs to be checked to ensure it is within the permitted levels of development for the site;
 3. The Bridleway must be protected whilst the work on the site is being completed; and
 4. The hours of work must be given careful consideration so as not to impact the neighbours.
- 20/02054/F, Hornton House, Chapel Street, Bloxham – The Parish Council considered an application for the demolition of the existing dwelling, carport and greenhouse and erection of a new build 4-bed, energy efficient dwelling, with new boundary wall to the south and west, remodeled driveway and a newly landscaped front, side and rear gardens.

Resolved that the Parish Council has no objection to application 20/02054/F, subject to comments from the Conservation Officer. The Parish Council is also pleased that the intent of the applicant is to ensure that the property will be energy efficient and will have longevity.

- xxii) Cherwell Local Plan Review 2040 - Planning for Cherwell to 2040: A Community Involvement Paper – The Parish Council considered the consultation document on the Cherwell Local Plan Review 2040.

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

- xxiii) Changes to the Current Planning System, Planning for the Future, White Paper and Transparency and Competition: Data and Land Control – The Parish Council considered the consultation documents on the Changes to the Current Planning System, Planning for the Future, White Paper and Transparency and Competition: Data and Land Control.

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

- xxiv) Millers Homes Site, Tadmarton Road, Bloxham – In the absence of District Councillor Christine Heath, this item was deferred.

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

44/20 Environment/Village Matters

- i) Hand Rails on Bridge – The Parish Council discussed a request from a resident for hand rails on the bridge over The Brook on Church Street/High Street A361. Advice had been sought from the Bridges Team at Oxfordshire County Council and they had contacted the Conservation Officer at Cherwell District Council for their opinion. They had commented that:
- The railings would affect the character of the bridge significantly
 - Installing railings would result in less than substantial harm to the significance of the Listed Bridge, and therefore is unlikely to be supported
 - As part of any planning application submitted, Cherwell District Council would need to weigh this harm against the public benefit(s).

BLOXHAM PARISH COUNCIL

- If an application was submitted then it would be necessary to have shown that all options had been considered, and these options have to be assessed and analysed as to which would cause the least harm and be reversible, taking setting and views into account.

Resolved that the Parish Council does not support the request for the railings based on the advice which has been received from the County Council and Cherwell District Council. **Action TG**

- ii) Dilapidated Housing – The Parish Council discussed the issue of a dilapidated house on Cumberford with particular reference to the boundary hedge with the footpath.

Resolved that Cherwell District Council be contacted and advised of the dilapidated property and overgrown hedge and they asked to take the appropriate action. **Action TG**

- iii) Works to Trees – The Parish Council discussed the replacement trees/shrubs for Donkey Field and also work to the two silver birches in Gascoigne Way.

Resolved that:

- 1) two or three smaller trees, or shrubs, be planted in Donkey Field to replace the hawthorn tree; and
- 2) the work on the height and width of the two silver birch trees in Gascoigne Way be completed and the quote from Cotefield Treecare be approved. **Action TG**

45/20 Finance

- xiv) Accounts for Payment & Bank Reconciliation - The Clerk submitted to the Parish Council, the bank reconciliation and the accounts for payment.

Resolved that the bank reconciliation be noted and the following accounts for payment be approved:

Payments	Amount
Theresa Goss – Salary for Sept 2020 (including adjustment for amended salary scales)	£1085.63
Theresa Goss – Expenses for Sept 2020	£21.50
Theresa Goss – Zoom Monthly payment	£14.39
HMRC Sept 2020 Payment	£405.16
OCC Pension Fund – Clerk’s Pension for September 2020	£411.79
GD Associates – Signage for The Slade	£234.00
Glasdon UK – Dog Waste Bin and Litter Bin	£831.76
PG Williams – Work to emergency lighting	£160.00
Mr G Williams – Batteries for emergency lighting	£83.98
OALC – Councillor training	£180.00
Green Scythe Ltd – Grass cutting Jubilee Park for July 2020	£498.60
Signs Engraving – Electric fence warning signs	£54.00
Broxap – Litter Bin	£230.40
NR Prickett - Grass cutting for August 2020	£774.00

46/20 Parish Council Matters

- i) Future Parish Council Meetings – The Parish Council had been due to discuss whether to continue with virtual Parish Council meetings or re-start physical meetings.

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

- ii) Parish Council Representatives – No reports had been circulated for consideration.

Resolved that the report be noted.

BLOXHAM PARISH COUNCIL

47/20 Correspondence – None

48/20 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 49/20 & 50/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

49/20 Section 106 Project, Jubilee Hall – The Chairman and Councillor Phipps gave an update on the project at Jubilee Hall.

Resolved that termination of the contract with SCM together with a settlement payment of £20,000 inclusive of VAT to the Contractor be agreed to enable the Parish Council to move the project forward. **Action SC/TG**

50/20 Clerk and Responsible Financial Officer – The Clerk had been due to advise the Parish Council that the salary scales had been amended to reflect the 2.75% pay award from 1 April 2020.

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

51/20 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.

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

- 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)

52/20 Items for Future Agendas

- Dog Friendly Stiles
- Bus Stop Infrastructure
- Maintenance and ownership of The Goggs
- Traffic Calming Working Group Update
- Bloxham Service Station
- Response from Cherwell District Council on various matters
- Cherwell Local Plan Review 2040 - Planning for Cherwell to 2040: A Community Involvement Paper
- Changes to the Current Planning System, Planning for the Future, White Paper and Transparency and Competition: Data and Land Control
- Future Parish Council Meetings

(The meeting ended at 9.20pm)

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON
WEDNESDAY 16 SEPTEMBER 2020 AT 7.30PM

PRESENT: Chairman, Councillor Steve Craggs; Councillors Joanna Barton, Amanda Baxter, David Bunn, Sophie Floate, Gloria Lester-Stevens, Leonard Leigh, Stephen Phipps and Heather Westbury.

ALSO IN ATTENDANCE: One member of the public was present.

APOLOGIES: Councillor Kirsty Rose submitted her apologies because she had another appointment, the apologies were accepted and the absence was authorised.

Councillor Mike Morris submitted his apologies because he was at work, the apologies were accepted and the absence was authorised.

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

District Councillors Mike Bishop, Christine Heath and Andrew McHugh also submitted their 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.

53/20 Declarations of Interest

Minute Number 60/20, Environment/Village Matters, Bloxham Service Station - Councillors Joanna Barton and Amanda Baxter declared an interest in this item because they were neighbours to the site.

54/20 Minutes – Prior to the meeting, the minutes of the meetings held on 7 September 2020 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 7 September 2020 be approved and signed by the Chairman.

55/20 Matters Arising – There were no matters arising.

56/20 Chairman's Announcements

- Keith Mitchell CBE, former County Councillor for Bloxham, had passed away on 26 August 2020. A letter of condolence would be sent to his wife and family. **Action TG**
- Councillors were asked to consider whether they would take over the responsibility of attending the ONPA meetings from Councillor Nick Rayner. This would be discussed at the next meeting. **Action SC/TG**
- Councillors were asked to consider whether they would take over the responsibility of managing the maintenance of the trees in the village. This would be discussed at the next meeting. **Action TG**
- Electric fence signage needed to be erected at either end of the Hobb Hill footpath. Councillor David Bunn would check whether or not the signs would fit on the kissing gates which were already in place. **Action DB**

57/20 Open Forum – The resident did not wish to address the Parish Council.

Councillor David Bunn asked whether any residents had volunteered to be an Oxfordshire County Council's 'Fix My Street Super User'. The Clerk advised that no one had come forward so far. It was agreed that the role would be advertised again, however, if no one was forthcoming Councillor David Bunn agreed to undertake the role. **Action TG/DB**

The Chairman reported that there was a parking issue around the area of Courtington Lane near to The Pound. The Clerk advised that this matter had been reported to the Parish Council by a resident and was in hand. The Councillors agreed to monitor this area to establish whether or not it had improved. **Action TG**

BLOXHAM PARISH 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)

58/20 Reports from County and District Councillors – No reports from the County and District Councillors.

59/20 Planning

xxv) Planning Applications:

- 20/02384/AGD, Land North of Bloxham Road, Milcombe – The Parish Council considered an application for the erection of a new agricultural building for machinery and hay/silage storage. For this type of application, the Parish Council can only provide comments.

Resolved that the Parish Council has no objection to application 20/02384/AGD but comments that the proposed building will be visible from the public footpath, despite the application form stating the contrary.

Also, Cherwell District Council will be asked to provide six figure grid references for this type of application in future, so it is clear exactly where the development is located. **Action TG**

xxvi) Cherwell Local Plan Review 2040 - Planning for Cherwell to 2040: A Community Involvement Paper – The Parish Council considered the consultation document on the Cherwell Local Plan Review 2040.

Resolved that:

- 1) Cherwell District Council be requested to extend the deadline for comments on the Cherwell Local Plan Review 2040; and **Action TG**
- 2) if the deadline for comments can be extended, the Chairman and Councillor Leonard Leigh will meet to formulate a response and any other Councillors are invited to join them. **Action SC/LL**

xxvii) Changes to the Current Planning System, Planning for the Future White Paper and Transparency and Competition: Data and Land Control – The Parish Council considered the consultation documents on the Changes to the Current Planning System, Planning for the Future, White Paper and Transparency and Competition: Data and Land Control.

Resolved that:

- 1) the response on Changes to the Current Planning System, drafted by Councillor Leonard Leigh be submitted to NALC as the Parish Council's response; **Action SC/TG**
- 2) the Chairman and Councillor Leonard Leigh will meet to formulate a response and any other Councillors are invited to join them, with regard to Planning for the Future White Paper and Transparency and Competition: Data and Land Control. **Action SC/LL**

xxviii) Miller Homes Site, Tadmarton Road, Bloxham – Councillor Stephen Phipps and the Chairman gave an update on the issues with the Miller Homes site. A response to the letter from Jason Russell, Corporate Director Communities at Cherwell District Council would be discussed later in the meeting.

Resolved that the report be noted.

60/20 Environment/Village Matters

- i) Bloxham Service Station – The Parish Council discussed the issues at Bloxham Service Station, South Newington Road, Bloxham and Councillors Joanna Barton and Amanda Baxter gave an update on the incidents of anti-social behaviour at the site.

BLOXHAM PARISH COUNCIL

Resolved that investigations be made into submitting a stage 1 complaint to Cherwell District Council over its handling of the issues at Bloxham Service Station. **Action TG**

- ii) Biodiversity Project – Prior to the meeting, the Parish Council considered a progress report on the Parish Council's Biodiversity project.

Resolved that the report be noted.

- iii) Trees in Gascoigne Way – The Chairman reported that a site meeting had been held that day between Councillor Stephen Phipps and Cotefield Treecare and a quote would be forwarded to the Clerk with regard to further tree works (in addition to the silver birches) in Gascoigne Way.

Resolved that the report be noted.

61/20 Finance

- xv) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment.

Resolved that the following accounts for payment be approved:

Payments	Amount
Wicksteed Leisure Ltd – Bloxham Recreation Ground Play Equipment Repairs	£2477.52

(Councillor David Bunn left the meeting at the conclusion of this item)

62/20 Parish Council Matters

- iii) Correspondence with Cherwell District Council – The Chairman reported on the response he had received from Jason Russell, Corporate Director Communities at Cherwell District Council relating to a number of village matters, including a planning application, Bloxham Service Station and the Miller Homes site in Tadmarton Road.

Resolved that the outstanding/unanswered matters highlighted by the Chairman, be included within a response to Jason Russell at Cherwell District Council. **Action SC/TG**

- iv) Parish Council Representatives – No reports had been circulated for consideration.

63/20 Correspondence – None

64/20 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 65/20 & 66/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

65/20 Section 106 Project, Jubilee Hall – The Chairman and Councillor Phipps gave an update on the project at Jubilee Hall.

Resolved that the quote for £1250, plus VAT, from Greenways Buildings Services Consultants for an assessment of the ventilation system in the changing rooms at Jubilee Hall to make it a more robust and compliant system for the building use, be approved. **Action SC/TG**

66/20 Clerk and Responsible Financial Officer – The Clerk advised the Parish Council that the salary scales had been amended to reflect the 2.75% pay award, from 1 April 2020.

Resolved that the report be noted.

BLOXHAM PARISH COUNCIL

67/20 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.

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

- 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)

68/20 Items for Future Agendas

- Dog Friendly Stiles
- Bus Stop Infrastructure
- Maintenance and ownership of The Goggs
- Traffic Calming Working Group Update
- Management of Trees
- OMPA Membership
- Planning for the Future White Paper and Transparency and Competition: Data and Land Control
- Cherwell Local Plan Review 2040 - Planning for Cherwell to 2040: A Community Involvement Paper

(The meeting ended at 9.05pm)