

BLOXHAM PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON ZOOM ON WEDNESDAY 5 MAY 2021 AT 7.30PM

PRESENT: Chairman Councillor Leonard Leigh: Councillors Joanna Barton, David Bunn, Steve Craggs, Sophie Floate and Stephen Phipps.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), District Councillor Christine Heath and two members of the public.

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

Councillor Nick Rayner submitted his apologies because he had another appointment, the apologies were accepted and the absence authorised.

Councillor Steve Craggs welcomed everyone to the meeting and requested Councillors to advise the Parish Council if they were recording the meeting, to enable this to be facilitated.

Councillor Steve Craggs reminded the Parish Council that this was District Councillor Christine Heath's last meeting as she was retiring and she was thanked for all her hard work as Bloxham's District Councillor over many years.

1/21 Appointment of Chairman 2021/2022 – Councillor Steve Craggs asked for nominations for the position of Chairman for 2021/2022.

Resolved that Councillor Leonard Leigh be appointed as Chairman for 2021/2022.

2/21 Appointment of Vice-Chairman 2021/2022 – The Chairman asked for nomination for the position of Vice-Chairman for 2021/2022.

Resolved that Councillor David Bunn be appointed as Vice-Chairman for 2021/2022.

3/21 Declarations of Interest – There were no declarations of interest.

4/21 Minutes – Prior to the meeting, the minutes of the meeting held on 12 April 2021 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 12 April 2021 be approved and signed by the Chairman. **Action LL/TG**

5/21 Matters Arising – There were no matters arising.

6/21 Chairman's Announcements

- Geoff Mollard, former Councillor and Parish Council Chairman passed away on 21 April 2021. His funeral was due to be held on 18 May 2021 at 2pm at Banbury Crematorium.
- District Councillor Christine Heath was again thanked for her work over many years as Bloxham's District Councillor.
- Councillor Gloria Lester-Stevens had resigned from the Parish Council. All Councillors sent their best wishes and Gloria was thanked for all her hard work as a Councillor, over many years.

7/21 Open Forum – A resident addressed the Parish Council with regard to his objections to the cricket nets which had been erected by Bloxham School. The Chairman advised that the Parish Council would comment on matter when the planning application had been submitted and it was consulted as a statutory consultee.

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(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)

8/21 Reports from County and District Councillors – There was no report from County Councillor Kieron Mallon.

District Councillor Christine Heath reported that she had spoken to Cherwell DC Planning Officers with regard to the erection of the cricket nets at Bloxham School because a number of residents had been in contact with her expressing their concerns.

9/21 Planning

i) Planning Applications

- 21/00734/F & 21/00735/LB, Seymour Cottage, Queens Street, Bloxham – The Parish Council considered an application for a single storey rear extension.

Resolved that the Parish Council objects to applications 21/00734/F & 21/00735/LB because the application, which is in a Conservation Area, is contrary to the following policies:

- (1) BL9 (a) - Ensure that the living conditions of neighbouring residents are not materially harmed.
Reason: The proposal will be built right up to the boundary line;
- (2) BL11 All development shall be encouraged to respect the local character and the historic and natural assets of the area. The design and materials chosen should preserve or enhance our rural heritage, landscape and sense of place.
It should:
 - (a) Relate in scale, massing and layout to neighbouring properties and the density of new housing development should be consistent and compatible with the existing and prevailing density and reflect the locally distinctive character of the locality in which the new development is proposed and should not usually exceed 30 dwellings per hectare;
 - (b) Policy C30 of the Local Plan, for the same reasons as stated above;
 - (c) There are inconsistencies in application and the plans are not correct; and
 - (d) If the Local Planning Authority is minded to approve the application, a Construction Management Plan should be in place to minimise the impact on the neighbours.

- 21/01156/F, Tythe Barn, Goose Walk, Bloxham - The Parish Council considered an application for the erection of gym/annexe outbuilding and greenhouse

Resolved that the Parish Council has no objection to application 21/01156/F. **Action TG**

- 21/01086/F, Chebli, Banbury Road, Bloxham - The Parish Council considered an application for a two storey side extension, single storey rear extension and loft conversion to habitable accommodation (resubmission of 20/02995/F)

Resolved that the Parish Council objects to application 21/01086/F on the same grounds as the previous application (20/02995/F) because none of the concerns raised by the Parish Council have been addressed by the applicant. The Parish Council is also concerned that it appears work has already started on the site. **Action TG**

- 21/00840/F, 7 Painters Close, Bloxham - The Parish Council considered an application for the conversion of a garage to habitable accommodation and erection of new front porch, Incorporating new windows/doors.

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Resolved that the Parish Council has no objections to application 21/00840/F. **Action TG**

- 20/03351/F, Land Adjacent Ells Lane, Ells Lane, Bloxham - The Parish Council considered an application for the erection of two agricultural buildings.

Resolved that the Parish Council has no objections to application 20/03351/F. **Action TG**

10/21 Environment/Village Matters

- i) Climate Change 'The Great Big Green Week' – The Parish Council discussed whether the Parish Council should support the 'The Great Big Green Week' being held on September 2021.

Resolved that this item be deferred to the next meeting of the Parish Council to enable Councillor Steve Craggs to obtain further information. **Action TG/SC**

11/21 Finance

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

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

Theresa Goss – Salary and Expenses for May 2021	
HMRC – Payment for May 2021	
Oxfordshire County Council – Pension Payment for May 2021	
St Mary's Thursday Club – Covid-19 Grant from Cherwell District Council	£1500.00
Cherry Tree Centre – Covid-19 Grant from Cherwell District Council	£8500.00
S. Craggs – Subsistence claim for Chairman's handover meeting	£18.00
Nigel Prickett – Grass Cutting for April 2021	£1218.00
OALC – Councillor Training	£120.00
Green Scythe Ltd – Grass Cutting Jubilee Park for April 2021	£56.40
Greenways and Partners Ltd – Jubilee Hall Project	£4980.00
Cherwell District Council – Emptying Dog Waste Bins for Winter Period	£1340.32
Eon – Power for Christmas Lights	£38.64

- ii) Governing 'Levelling up' Funds – The Parish Council discussed how the Parish Council could access the Community Renewal Fund, the Levelling Up Fund and the Community Ownership Fund for the benefit of the village or make the village aware this funding is available.

Resolved that ideas and suggestions for these funds be forwarded to the Clerk and it be discussed again at the next meeting. **Action ALL**

- iii) Bank signatories – The Parish Council discussed the signatories on the Parish Council Unity bank accounts.

Resolved that the signatories be confirmed as David Bunn, Steve Craggs, Theresa Goss, Leonard Leigh, Mike Morris and Nick Rayner. **Action TG**

12/21 Parish Council Matters

- i) Vacancies – The Chairman reported that there were four applications for co-option onto the Parish Council.

Resolved that Daniel Goodwin be co-opted onto the Parish Council and the other three candidates be invited to a meeting with the Chairman and to attend the next meeting of the Parish Council. **Action TG/LL**

- ii) Parish Council Responsibilities/Appointments to Other Bodies – The Parish Council reviewed the Parish Councillor responsibilities.

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

- iii) Parish Councillor Training – The Chairman reminded Councillors to book onto the following training courses, via the Clerk: Roles and Responsibilities, Employment and Code of Conduct.

Resolved that the report be noted.

- iv) Parish Council Documents – Prior to the meeting, the Parish Council had reviewed a number of documents.

Resolved that the following documents be approved for 2021/2022:

- 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
- Training Policy

13/21 Correspondence – There was no further items of correspondence.

14/21 Exclusion of the Public and Press

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 15/21 and 16/21 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

15/21 Tree Management & Noticeboard – The Parish Council considered quotes for maintenance works to a tree in Winters Way and to the two Parish Council noticeboards in the village.

Resolved that the quotes from Cotefield Treecare and PR Lester be approved. **Action TG**

16/21 Jubilee Hall Project – The Chairman and Councillor Stephen Phipps gave an update on the project at the Hall.

Resolved that:

- 1) the report be noted;
- 2) the Chairman, Clerk and Councillor Stephen Phipps be authorised to progress the project as necessary; and
- 3) a meeting be arranged with Ian Harban to discuss the progress with the project. **Action TG**

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

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17/21 Meeting Dates – The Chairman reported that until further notice, Parish Council meetings would be held on Zoom. Residents are reminded that if they wish to attend, they should contact the Parish Clerk for the meeting details. The meetings would all commence at 7.30pm.

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

- Monday 7 June 2021
- Tuesday 22 June 2021
- Monday 5 July 2021
- Tuesday 20 July 2021

18/21 Items for Future Agendas

- Goggs Tree works for Monday 6/9/2021
- Co-option Procedure (Sept 2021)
- Vehicle Activated Sign (VAS) A361
- Dispensations for Councillors
- Litter bin at bus stop outside the Ex-Servicemen's Hall
- Warriner School - Public Right of Way
- Additional dog waste bins & litter bins & signage
- Bench in Gascoigne Way
- Footpath through Land on Milton Road/Barford Road (Miller Homes)
- Climate Change 'The Great Big Green Week'
- Parish Council Responsibilities/Appointments to Other Bodies
- Governing 'Levelling up' Funds

(The meeting ended at 9.15pm)

Chairman – 19 May 2021

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING (ADVISORY) HELD ON ZOOM ON
WEDNESDAY 19 MAY 2021 AT 7.30PM

PRESENT: Chairman Councillor Leonard Leigh: Councillors David Bunn, Steve Craggs, Sophie Floate, Daniel Goodwin and Stephen Phipps.

ALSO IN ATTENDANCE: Four members of the public.

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

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

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

Theresa Goss (Clerk and Responsible Financial Officer) submitted her apologies because she was unwell.

The Chairman welcomed everyone to the meeting and requested Councillors to advise the Parish Council if they were recording the meeting, to enable this to be facilitated.

19/21 Declarations of Interest

Minute Number 25/21 – 21/00777/F Beehive Cottage, Church Street, Bloxham

Councillor Sophie Floate declared an interest in this item because the site of the application was a neighbouring property to her own.

20/21 Minutes – Prior to the meeting, the minutes of the meeting held on 5 May 2021 had been circulated to the Parish Council and were taken as read.

Recommended that the minutes of the meeting held on 5 May 2021 be approved and signed by the Chairman.
Action LL/TG

21/21 Matters Arising – There were no matters arising.

22/21 Chairman's Announcements

- The Chairman deferred Minute 26/21 (ii) to a future meeting because the proposal was still being worked on.
- The Chairman alerted Councillors to the Community Payback scheme, where people under community orders could be deployed for tasks which did not result in taking paid work from others, such as litter picking. The Chairman asked Councillors to consider whether this was of any interest for Bloxham. **Action ALL**

23/21 Open Forum – A resident addressed the Parish Council with regard to the recently published Bloxham School Masterplan and asked for clarification on the Parish Council's position on it. The Chairman explained that the Parish Council's statutory role was as a consultee on planning applications, but because the Plan had general relevance to the village it would be discussed at a future meeting, to enable Councillors the opportunity to digest the long document.

A resident asked whether the Parish Council would be taking a position on the cricket nets at Bloxham School. The Chairman stated that this would be considered as part of the normal planning process when the Parish Council was consulted by the Local Planning Authority and the planning application would then be on an agenda.

Councillor David Bunn advised the Parish Council that some residents had questioned the statement by Edgars in the Masterplan document regarding the "generous assistance and dialogue with...Bloxham Parish Council". The Chairman clarified that the implication in this statement of the Parish Council's involvement was untrue and he would be formally writing to Edgars on this matter. **Action LL**

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(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)

24/21 Reports from County and District Councillors – There was no report from County Councillor Kieron Mallon and no reports from the District Councillors.

25/21 Planning

ii) Planning Applications

- 21/00777/F Beehive Cottage, Church Street, Bloxham – The Parish Council considered an application for a replacement porch/canopy with green oak structure to be tiled with slate. Existing Dwarf wall to be replaced with new stone Dwarf wall. Damaged/shot bricks to front of property to be removed or repaired with like for like. Approx. 60 bricks in total to be replaced/repaired and repointed.

Recommended that Bloxham Parish Council has no objections to application 21/00777/F. **Action TG**

- 21/01249/F, 10 Crab Tree Close, Bloxham – The Parish Council considered a retrospective application for a partial conversion of garage to a family garden room and storage.

Recommended that Bloxham Parish Council has no objections to application 21/01249/F. **Action TG**

- 21/01232/F & 21/01233/LB, The Old Manor, Little Bridge Road, Bloxham – The Parish Council considered an application for the re-modelling of a single storey rear corridor extension; conversion of store to create artists studio; replacement of existing garage/workshop.

Recommended that Bloxham Parish Council has no objections to applications 21/01232/F & 21/01233/LB. **Action TG**

- 21/01265/F, Side Acre, Queen Street, Bloxham – The Parish Council considered an application for the renovation and change of appearance of the existing dwelling, creation of front gable extension, new entrance porch, rear extensions and extension to existing outbuilding to form a proposed garage. Replacement of existing roof covering with natural slates. Creation of external stone walls and integrated gates.

Recommended that Bloxham Parish Council has no objections to application 21/01265/F. **Action TG**

26/21 Environment/Village Matters

i) Street Furniture – The Parish Council discussed the following matters regarding street furniture:

- A request for a new bench in Gascoigne Way.

Recommended that this item be deferred to enable Councillor Steve Craggs to discuss the proposal with the resident who had made the request. **Action TG/SC**

- New dog waste bins and litter bins for Bloxham Grove Road

Recommended that the proposals be approved, subject to the Clerk confirming that the District Council will empty the proposed bins and that any increase in collection costs, can be addressed in the budget. **Action TG**

- A quote for new litter bin at bus stop outside the Ex-Servicemen's Hall.

Recommended that the quote be accepted. **Action TG**

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- ii) Signage for Bovis Estate – The Parish Council discussed new road signage for the Bovis estate (off Barford Road), following a request from residents.

Recommended that this item be deferred for more information. **Action TG/LL**

- iii) Footpaths – The Parish Council discussed the following matters regarding footpaths in the village:

- The condition of the footpath next to Warriner School – The Chairman advised that the Parish Council was awaiting more information from the County Council’s Footpath Officer on this matter.

Recommended that the report be noted.

- The Public Right of Way (PRoW) which crosses the Miller Homes land on Milton Road/Barford Road (next to Bloxham Mill) - The Chairman confirmed that Miller Homes plan to leave the open areas in a semi-wild state and was happy to engage with the Parish Council on biodiversity proposals.

Recommended that:

- 1) the report be noted; and
- 2) the narrow entrance to the PRoW from Barford Road be reported to Miller Homes and Beth Rutterford, the County Council’s Footpath Officer. **Action TG/DB**

- iv) Climate Change ‘The Great Big Green Week’ – The Parish Council discussed whether the Parish Council should support the ‘The Great Big Green Week’ being held in September 2021.

Recommended that if any village groups and/or residents are interested in this project and wish to form a Committee/Working Group, the Parish Council will ask for a Councillor to volunteer to act as a liaison for any relevant items, such as any requests for access to parish funds. **Action SC**

27/21 Finance

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

Recommended that the following accounts for payment be approved:

Oxfordshire Association of Local Councils – Councillor Training	£360.00
Theresa Goss – Leaving Gift for Christine Heath	£40.95
Green Scythe - Jubilee Park Grass Cutting	£97.80
Bloxham Senior Citizen’s Club – Grant 2021/2022	£300.00
Ex-Servicemen’s Hall - Grant 2021/2022	£500.00
Ellen Hinde Hall - Grant 2021/2022	£2000.00
Bloxham Pre-School - Grant 2021/2022	£1560.00
First Bloxham Scout Group - Grant 2021/2022	£1250.00
Bloxham Recreation Ground – Community Donation 2021/2022	£2000.00
St Mary’s Thursday Club – Community Donation 2021/2022	£5000.00
Cherry Tree Centre – Community Donation 2021/2022	£6000.00
Bloxham Bowls Club - Grant 2021/2022	£500.00
St Mary’s Church - Grant 2021/2022	£1000.00

- iii) Governing ‘Levelling up’ Funds – The Parish Council discussed how the Parish Council could access the Community Renewal Fund, the Levelling Up Fund and the Community Ownership Fund for the benefit of the village or make the village aware this funding is available.

Councillor Daniel Goodwin reported that he was in discussions with Emily Schofield, Head of Strategy at the County Council, to discuss opportunities

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Recommended that the report be noted.

28/21 Parish Council Matters

- v) Vacancies – The Chairman reported that there were three applications for co-option onto the Parish Council, however none of the applicants were in attendance. Therefore the candidates would be invited to the next meeting to provide some verbal information about themselves.

Recommended that this item be deferred to the next meeting. **Action TG/LL**

- vi) Parish Council Responsibilities/Appointments to Other Bodies – The Parish Council reviewed the Parish Councillor responsibilities.

Recommended that Councillors Sophie Floate and Daniel Goodwin to take responsibility for the Oxford 2050 and the remaining positions be deferred to the September 2021 meeting of the Parish Council. **Action TG/SF/DG**

- vii) Gigaclear – The Parish Council discussed the request for permission from Gigaclear to install fibre broadband equipment on Parish Council land in Gascoigne Way.

Recommended that the request from Gigaclear be approved. **Action TG**

- viii) Parish Council Equipment – The Parish Council discussed the storage of its equipment, currently stored at Bloxham Recreation Ground.

Recommended that this item be deferred.

29/21 Correspondence – An email had been received from a resident containing accusations with regard to a recent planning application. The Chairman would respond formally to deny any wrongdoing. **Action LL/TG**

30/21 Exclusion of the Public and Press

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 31/21 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

31/21 Jubilee Hall Project – The Chairman and Councillor Stephen Phipps gave an update on the project at the Hall and that a meeting with Ian Harban would be held on 25 May 2021 to discuss the tenders which had been received.

Resolved that:

- 4) the report be noted;
- 5) the Chairman, Clerk and Councillor Stephen Phipps be authorised to progress the project as necessary.

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

32/21 Meeting Dates – The Chairman reported that until further notice, Parish Council meetings would be held on Zoom. Residents are reminded that if they wish to attend, they should contact the Parish Clerk for the meeting details. The meetings would all commence at 7.30pm.

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

- Monday 7 June 2021
- Tuesday 22 June 2021
- Monday 5 July 2021
- Tuesday 20 July 2021

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33/21 Items for Future Agendas

- Goggs Tree works for Monday 6/9/2021
- Co-option Procedure (Sept 2021)
- Vehicle Activated Sign (VAS) A361
- Parish Council Responsibilities/Appointments to Other Bodies
- Replacement swings at Bloxham Recreation Ground
- Bloxham School Masterplan
- Bench in Gascoigne Way
- Signage for Bovis Estate
- Condition of the footpath next to Warriner School

(Note: In accordance with Parish Council minute number 262/20 (ii), *'the Parish Council agrees to grant the Clerk and Responsible Financial Officer, delegated authority to make decisions on behalf of the Parish Council, where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline'* the Clerk and Responsible Financial Officer, confirms all of the decisions made during the advisory Parish Council meeting held on 19 May 2021).

(The meeting ended at 9.30pm)

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING (ADVISORY) HELD ON ZOOM ON
MONDAY 7 JUNE 2021 AT 7.30PM

PRESENT: Chairman, Councillor Leonard Leigh: Councillors Joanna Barton, David Bunn, Steve Craggs, Sophie Floate, Daniel Goodwin, Stephen Phipps and Nick Rayner.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer) District Councillor Adam Nell and nine members of the public.

APOLOGIES: District Councillors Mike Bishop and Andrew McHugh submitted their apologies.

The Chairman welcomed everyone to the meeting and requested Councillors to advise the Parish Council if they were recording the meeting, to enable this to be facilitated.

34/21 Declarations of Interest

Minute Number 40/21 – 21/01685/F, Retrospective, Bloxham School Playing Field, Banbury Road, Bloxham, 21/01505/F & 21/01476/LB, Stone Hill House, Stone Hill, Bloxham & 21/01779/F, Bloxham School, Banbury Road, Bloxham

Councillor Sophie Floate declared an interest in these three items because her husband was an employee at Bloxham School.

35/21 Minutes – Prior to the meeting, the minutes of the meeting held on 19 May 2021 had been circulated to the Parish Council and were taken as read.

Recommended that the minutes of the meeting held on 19 May 2021 be approved and signed by the Chairman.
Action LL/TG

36/21 Matters Arising

Minute Number 26/21 (ii), Environment/Village Matters – Signage on Bovis Estate – The Chairman reported that work was continuing on the signage for the Bovis estate.

Minute Number 23/21, Open Forum – The Chairman reported that he had not yet written to Edgar's with regard to their comments about Bloxham Parish Council in the Bloxham School Masterplan. However, this would be undertaken shortly.

37/21 Chairman's Announcements

- An email had been sent to Bloxham School to advise on the positive actions which the Bloxham Dog Walking Group had taken to discourage people from walking their dogs on the Bloxham School playing fields.
- A letter had been received from Bloxham Bowls Club thanking the Parish Council for the 2021/2022 grant.
- The Chairman had suggested to Bloxham School that a meeting be held with residents regarding their Masterplan. The Plan could not be changed now it was in place, but a meeting with residents and Parish Councillors might be useful to enable a better understanding of the Plan itself and the background to it. The Chairman would consult with Bloxham School again on the matter. **Action LL**

38/21 Open Forum – A member of the Bloxham Biodiversity Group thanked the Parish Council for supporting 'No Mow May.' In respect of the biodiversity areas, there were currently three in the village and the Group had made a request to the Clerk for further areas to be included. The Group would like the village map to be redrawn and would also be supporting 'The Big Green Week' in September 2021.

A resident addressed the Parish Council in respect of planning applications 21/01505/F & 21/01476/LB at Stone Hill House and his objection highlighted a number of Bloxham Neighbourhood Development Plan policies which he felt the application was contrary to. These included BL5, BL9 and BL10.

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A resident addressed the Parish Council with regard to the retrospective application 21/01685/F at Bloxham School Playing Field. The resident had circulated his objection to the Parish Council prior to the meeting and hoped that all Councillor had read it.

A resident addressed the Parish Council in respect of his objections to planning applications 21/01505/F & 21/01476/LB at Stone Hill House and the retrospective application 21/01685/F at Bloxham School Playing Field. He also expressed his frustration that residents had not been consulted on the Bloxham School Masterplan.

Bloxham School Bursar, Charlie Little, addressed the Parish Council and provided some background information on the School, the education sector and advised that the Masterplan was to ensure the School's long term future in the village.

(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)

39/21 Reports from County and District Councillors – There was no report from County Councillor Kieron Mallon and no reports from the District Councillors. However, District Councillor Adam Nell introduced himself to the Parish Council and advised that following a discussion with District Councillors Andrew McHugh and Mike Bishop, he would be taking the lead with Bloxham.

40/21 Planning

iii) Planning Applications

- 21/01685/F, Retrospective, Bloxham School Playing Field, Banbury Road, Bloxham – The Parish Council considered a retrospective application for the installation of six cricket nets and bays.

Recommended that Bloxham Parish Council has no objections 21/01685/F, but would request the following conditions, should Cherwell District Council be minded to approve the application:

- 1) The cricket nets only be erected on the site from 1 April to 31 August;
- 2) The cricket nets are not in use after 8pm; and
- 3) A Community Use Plan be devised by Bloxham School to encourage engagement with the local community.

('Cricket nets' is a generic term for the whole structure)

Action TG

- 21/01505/F & 21/01476/LB, Stone Hill House, Stone Hill, Bloxham – The Parish Council considered an application for an extension of existing boarding house, through the reinstatement of part of the existing ruined coach house, the demolition of outbuildings, the erection of an extension and link structure (with associated alterations to Stone Hill House), insertion of internal wall, and associated works.

Recommended that Bloxham Parish Council has no objections to applications 21/01505/F & 21/01476/LB. **Action TG**

- 21/01779/F, Bloxham School, Banbury Road, Bloxham – The Parish Council considered an application for a replacement of a single storey building (nissen hut) with two single storey timber-clad buildings, and associated works

Recommended that Bloxham Parish Council has no objections to application 21/01779/F. **Action TG**

41/21 Finance

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

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Recommended that the following accounts for payment be approved:

Came and Company – Parish Council Insurance	£913.63
Green Scythe Ltd – Grass Cutting at Jubilee Park	£338.19
GeoXphere – Parish Online	£240.00
Prysebros Ltd – Weed Control in the Village	£576.00
Upton Construction – Speed Hump at Jubilee Hall	£58.00
Theresa Goss – Salary and Expenses for June 2021	
HMRC Payment for June 2021	
Oxfordshire County Council – Clerk's Pension for June 2021	
PR Lester – Maintenance of Noticeboards	£330.00
Information Commissioner – Annual Data Protection Fee	£40.00

- v) Bank Reconciliation – Prior to the meeting, the bank reconciliation as at 7 June 2021 had been circulated to the Parish Council.

Recommended that the bank reconciliation be noted.

42/21 Parish Council Matters

- ix) Vacancies – The Chairman reported that there was one application for co-option onto the Parish Council. Prior to the meeting, the Clerk had circulated the applicant's CV and the Chairman invited the applicant to introduce himself to the Parish Council.

Recommended that Mr Mike Fenner be co-opted onto the Parish Council. **Action TG**

43/21 Exclusion of the Public and Press

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 44/21 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

44/21 Jubilee Hall Project – The Parish Council considered three quotes for works to the roof and plumbing at Jubilee Hall.

Recommended that:

- 6) the report be noted;
- 7) the quote from Seckington and Whitehead be accepted and approved;
- 8) it be noted that five contractors were invited to submit a tender, but only three submitted a quote;
- 9) Cherwell District Council be advised of the tendering process to enable the release of the Section 106 funds;
- 10) an application for a new Building Regulations Certificate be submitted, if confirmed necessary by Cherwell District Council;
- 11) a request be submitted to the Jubilee Park Management Committee for a contribution of £10,000 towards the works, should the cost of the works to the roof and plumbing, not be covered by additional Section 106 funds;
- 12) the additional funding for the project, up to a maximum of £29,950 from Parish Council funds, be approved should the cost of the works to the roof and plumbing not be covered by additional Section 106 funds;
- 13) New Homes Bonus, previously allocated and unallocated, of £49,100 be reallocated to the Jubilee Hall project, should the cost of the works not be covered by additional Section 106 funds;
- 14) the Chairman, Vice-Chairman, Councillor Stephen Phipps and Clerk be authorised to progress the project with Ian Harban Consultants and Seckington and Whitehead; and
- 15) if additional Section 106 funding is received from Cherwell District Council (over £35,000), the Chairman and Clerk be authorised to review and confirm the amounts required from the Jubilee Park Management Committee, New Homes Bonus and Parish Council funds.

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

45/21 Meeting Dates – The Chairman reported that until further notice, Parish Council meetings would be held on Zoom. Residents are reminded that if they wish to attend, they should contact the Parish Clerk for the meeting details. The meetings would all commence at 7.30pm.

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

- Tuesday 22 June 2021
- Monday 5 July 2021 (Physical meeting if Government restrictions allow)
- Tuesday 20 July 2021
- Monday 2 August 2021
- Monday 6 September 2021
- Tuesday 21 September 2021

46/21 Items for Future Agendas

- Goggs Tree works for Monday 6/9/2021
- Co-option Procedure (Sept 2021)
- Vehicle Activated Sign (VAS) A361
- Parish Council Responsibilities/Appointments to Other Bodies
- Replacement swings at Bloxham Recreation Ground
- Bloxham School Masterplan
- Bench in Gascoigne Way
- Signage for Bovis Estate
- Condition of the footpath next to Warriner School
- Memorial Tree for Geoff Mollard
- Additional grass verges to remain uncut

(Note: In accordance with Parish Council minute number 262/20 (ii), *'the Parish Council agrees to grant the Clerk and Responsible Financial Officer, delegated authority to make decisions on behalf of the Parish Council, where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline'* the Clerk and Responsible Financial Officer, confirms all of the decisions made during the advisory Parish Council meeting held on 7 June 2021).

(The meeting ended at 9.35pm)

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

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

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

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

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

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

District Councillor Mike Bishop.

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

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

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

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

49/21 Matters Arising

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

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

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

50/21 Chairman's Announcements

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

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- Dewey Hall Lights – An apology had been received from Bloxham School with regard to lights which had been left on during the night at Dewey Hall. This matter had now been rectified by the School.
- Planning Training – A training session for Councillors would be arranged for the autumn.
- Parish Council Meeting on 5 July 2021 – As Covid-19 restrictions had been extended, this meeting would be held on Zoom.

(The Chairman chaired the meeting from this point onwards)

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

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

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

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents within its minutes, unless they were speaking in an official capacity)

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

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

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

53/21 Planning

iv) Planning Applications

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

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

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

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

54/21 Environment/Village Matters

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

Recommended that:

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- 1) the report be noted;
 - 2) Bloxham School be encouraged to hold a community forum meeting to advise residents on the content of the Masterplan and answer any questions or concerns they may have; **Action LL**
 - 3) the community forum meeting be held in person, when Covid-19 restrictions allow; and
 - 4) Tony Baldry be contacted to request that he chairs such a meeting. **Action LL**
- vi) Community Payback Scheme – The Parish Council discussed whether Bloxham should submit a project to the Government's 'Community Payback' Scheme.

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

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

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

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

Recommended that:

- 1) the report be noted;
 - 2) where properties are rentals and the managing agent is known, contact be made with the agent/owner with a request that bins be removed from the footpaths, as soon as possible after emptying; **Action TG/DB**
 - 3) a note be included in the Bloxham Broadsheet to remind and encourage residents to keep bins within their property curtilage; **Action TG**
 - 4) if possible, a note be left under the bin handle to remind residents; and **Action DB**
 - 5) a 'Good Neighbour' leaflet be investigated. **Action DG**
- ix) Public Right of Way – The Parish Council discussed the Public Right of Way which ran behind the Dewey Sports Field. There was currently a gap in the hedge at the back of the sports field which provided an informal access to the field. Bloxham School's proposal was to close this gap as the field was being used by dog walkers and the dog mess on the field was a health and safety concern for the children using the field.

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

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

Recommended that:

- 1) the report be noted; and
 - 2) the request for additional areas of biodiversity be considered again at a later date, when a review of the success of the three original sites has been completed and evaluated. **Action TG**
- xi) Hedgehog Signs – The Parish Council discussed erecting hedgehog warning signs in the village, following a request from a pupil at Bloxham Primary School. It was suggested that before the signs are progressed, that further information on appropriate locations for the signs be obtained. It was also suggested that Bloxham Biodiversity Group might be able to assist.

Recommended that:

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

55/21 Parish Council Matters

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

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

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

Recommended that the report be noted.

56/21 Finance

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

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

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

57/21 Exclusion of the Public and Press

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 58/21 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

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

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

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

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

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

Recommended that:

- 1) the report be noted;
- 2) the quote of £650 plus VAT from David Green for refurbishing the swings be noted;
- 3) a further inspection of the swings be undertaken to assess whether the swings should be replaced rather than refurbished; **Action ALL** and

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- 4) this matter be discussed again at a future meeting. **Action TG**

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

Recommended that:

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

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

62/21 Meeting Dates – The Chairman reported that until further notice, Parish Council meetings would be held on Zoom. Residents are reminded that if they wish to attend, they should contact the Parish Clerk for the meeting details. The meetings would all commence at 7.30pm.

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

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

63/21 Items for Future Agendas

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

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

(The meeting ended at 9.30pm)

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING (ADVISORY) HELD ON ZOOM ON
MONDAY 5 JULY 2021 AT 7.30PM

PRESENT: Chairman, Councillor Leonard Leigh: Councillors David Bunn, Mike Fenner, Sophie Floate, Daniel Goodwin, Stephen Phipps and Nick Rayner.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer).

APOLOGIES: District Councillors Mike Bishop, Adam Nell and Andrew McHugh.

Parish Councillor Joanna Barton was not present.

64/21 Declarations of Interest – There were no declarations on interest.

65/21 Minutes – Prior to the meeting, the minutes of the meeting held on 23 June 2021 had been circulated to the Parish Council and were taken as read.

Minute Number 49/21 – Matters Arising, Golby Road Signs

Councillor Stephen Phipps proposed that the following sentence be removed 'and he felt that the correct process for the erection and purchase of the signs had not been followed' and it be replaced with 'and he enquired as to how the decision had been made, bearing in mind from previous minutes, he believed this would be considered at a Parish Council meeting.'

Recommended that the minutes of the meeting held on 23 June 2021 be approved and signed by the Chairman, with the above amendment. **Action LL/TG**

66/21 Matters Arising – There were no matters arising.

67/21 Chairman's Announcements

- A letter had been received from Ellen Hinde Hall thanking the Parish Council for its grant for 2021/2022.
- Nigel Prickett had submitted a quote for £180 to cut back an overgrown hedge next to the Public Right of Way on Hobb Hill. The quote was approved. **Action DB/TG**
- Three new replacement benches had been installed the village. They were located on Cumberford, the A361 opposite Warriner School and on the corner of Milton Road and Barford Road.
- The Parish Council meeting scheduled for 20 July 2021 would be held on Zoom because Covid-19 restrictions were only due to be lifted on 19 July 2021.

68/21 Open Forum – There were no residents in attendance.

Councillor David Bunn reported that parking issues on Courtington Lane and The Pound were causing number of problems. Vehicles were parked dangerously and recently the refuse lorry was unable to drive up The Pound. There were concerns that if there was an emergency, an emergency vehicle would not be able to access the area properly. It was agreed that the issue would be highlighted to Thames Valley Police and County Council Highways. Bloxham School would also be asked to advise their staff to park considerately in this area too. **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)

69/21 Reports from County and District Councillors – There were no reports from the County and District Councillors.

70/21 Planning

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

Recommended that the report be noted.

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vi) Planning Applications

- 21/02056/F, Tregarthens, Courtington Lane, Bloxham – The Parish Council considered an application for the conversion and extension to the existing garage

Recommended that Bloxham Parish Council has no objections to application 21/02056/F. **Action TG**

- 20/02096/F & 20/02097/LB, Rosebank Cottage, Chapel Street, Bloxham - The Parish Council considered an application to replace existing brick built shed with stone shed, face existing extensions with stone. Replace asbestos profile roof with tiled roof. Replace existing felt flat roof with tiled mono pitch roof

Recommended that Bloxham Parish Council has no objections to applications 20/02096/F & 20/02097/LB. **Action TG**

vii) Bloxham School Masterplan – The Parish Council discussed the publication of the Chairman's letter to Edgars with regard to the reference to the Parish Council, within the Masterplan.

Recommended that:

- 1) Cherwell District Council be requested to include the letter from the Chairman to Edgars on their planning portal; **Action TG**
- 2) the letter also be displayed in the Parish Council noticeboards; **Action TG**
- 3) the Headmaster of Bloxham School and the Leadership Team be contacted with regard to Bloxham School's reluctance to hold a public meeting regarding the Masterplan to request that the decision be reconsidered; and **Action LL**
- 4) the Parish Council continues to support a public meeting regarding the Masterplan and subject to the response to (3) above, Cherwell District Council Planning Officers be requested to assist the Parish Council in holding a public meeting on the Masterplan. **Action LL**

71/21 Environment/Village Matters

xii) Hedgehog Signs – The Parish Council discussed the locations of hedgehog warning signs, which were agreed in principle at the last meeting of the Parish Council. There was also a request for the Parish Council to purchase signs for residents fencing, which advised other residents of the Hedgehog Highway.

Recommended that:

- 1) the report be noted;
- 2) the pupil from Bloxham Primary School be thanked for all his work on this initiative and the Bloxham Biodiversity Group be thanked for their input; **Action TG**
- 3) the hedgehog warning signs be positioned in the following locations:
 - Near Warriner School on A361, from Banbury
 - Near Bloxham Primary School, left-hand side, from Tadmarton
 - Courtington Lane, left-hand side before Painters Close
 - A361 from Chipping Norton, left-hand side before turning into Cumberford or when turned into Courtington Lane
 - Milton Road
 - Barford Road - left-hand side, greenery near estate on leaving village
- 4) the expenditure of £10.95 per warning sign be approved; **Action TG**
- 5) the expenditure of £50 for signage to be displayed on residents fences to indicate a 'Hedgehog Highway' be approved and these be distributed by the Bloxham Biodiversity Group; and **Action TG**

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- 6) when the signs are erected, a note be included in the Broadsheet/web sites accompanied by a photo of the Bloxham Primary School pupil, subject to permission from his parents. **Action TG**
- xiii) Memorial Tree – The Parish Council discussed planting a memorial tree dedicated to Geoff Mollard, in the green on the A361 outside the Joiners Arms.

Recommended that:

- 1) the report be noted;
 - 2) the Parish Council supports, in principle, the proposal of a memorial tree for Geoff Mollard;
 - 3) given the number of trees on the green outside the Joiners Arms, a request be made that further consideration be given to dedicating an established tree already planted in this area or planting a new tree in a different location; **Action TG**
 - 4) consideration also be given to a memorial bench in the village; and **Action TG**
 - 5) any memorial be agreed in consultation with Geoff Mollard's wife and family.
- xiv) 'The Queen's Green Canopy' – The Parish Council consider a request from the Jubilee Park Management Committee to plant trees in Jubilee Park as part of Her Majesty The Queen's Platinum Jubilee celebrations.

Recommended that the report be noted.

72/21 Parish Council Matters

- xii) Vacancies – The Chairman reported that there was one application for co-option onto the Parish Council.

Recommended that Agnes Balassa be co-opted onto the Parish Council. **Action TG**

73/21 Finance

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

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

Theresa Goss – Salary for July 2021	
HMRC Payment for July 2021	
Clerks Pension for July 2021	
Signway Supplies – Road Signs for Golby Road	£236.16
Nigel Prickett – Grass Cutting for June 2021	£1992.00
Rowena Rouse – Biodiversity Group expenses	£85.99
Unity Bank – Service Charge	£25.20

- viii) Bank Reconciliation – Prior to the meeting, the bank reconciliation as at 5 July 2021 had been circulated to the Parish Council.

Recommended that the bank reconciliation be noted.

- 74/21 **Correspondence** – The Clerk reported that a thank you letter had been received from St Mary's Thursday Club for the grant for 2021/2022.

75/21 Exclusion of the Public and Press

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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 76/21 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

76/21 Jubilee Hall Project – The Parish Council considered a report with regard to funding of the Jubilee Hall Project, in respect of the roof and plumbing. The project would now be a two phase project, the mechanical work to be undertaken in readiness for completion in September 2021 and the replacement roofing work would start in 10-12 weeks.

Recommended that:

- 18) the report be noted;
- 19) the project will be split into two phases; phase 1 will be the mechanical works to the roof and phase 2 will be the replacing of the roof sheets;
- 20) Councillor Leonard Leigh and David Bunn be authorised to sign the contract with Seckington and Whitehead and Theresa Goss will be the witness; **Action LL/DB/TG**
- 21) the Parish Council agrees to making payments to Seckington and Whitehead every fortnight, subject to the Parish Council not incurring any additional costs for more frequent valuations by Ian Harban; and **Action TG**
- 22) Ian Harban be asked to clarify whether or not the roof needs to be replaced given Seckington and Whitehead have suggested this is not necessary, which conflicts with Ian Harban's recommendations. **Action TG**

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

77/21 Meeting Dates – The Chairman reported that the next Parish Council meeting would be held on Zoom and it was hoped the meeting in August 2021 could be held in person. The meetings commenced at 7.30pm.

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

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

78/21 Items for Future Agendas

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

(Note: In accordance with Parish Council minute number 262/20 (ii), 'the Parish Council agrees to grant the Clerk and Responsible Financial Officer, delegated authority to make decisions on behalf of the Parish Council, where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline' the Clerk and Responsible Financial Officer, confirms all of the decisions made during the advisory Parish Council meeting held on 5 July 2021).

(The meeting ended at 8.50pm)

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING (ADVISORY) HELD ON ZOOM ON
TUESDAY 20 JULY 2021 AT 7.30PM

PRESENT: Chairman, Councillor Leonard Leigh: Councillors Agnes Balassa, David Bunn, Mike Fenner, Sophie Floate, Daniel Goodwin, Stephen Phipps and Nick Rayner.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer) and one member of the public.

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

79/21 Declarations of Interest

Minute Number 88/21 (i) – Finance – Councillor Nick Rayner declared an interest in this item because his wife was organising the St Mary’s Christmas Tree Festival 2021.

80/21 Minutes – Prior to the meeting, the minutes of the meeting held on 5 July 2021 had been circulated to the Parish Council and were taken as read.

It was proposed and seconded that resolutions 2 and 3 be removed from Minute Number 71/21 (iii) ‘The Queen’s Green Canopy’

Recommended that the minutes of the meeting held on 5 July 2021 be approved and signed by the Chairman, with the above amendment. **Action LL/TG**

81/21 Matters Arising – There were no matters arising.

82/21 Chairman’s Announcements

- The entrance to the PRoW which runs from Barford Road to Milton Road has been widened by Miller Homes.
- A Parish Council representative on St Mary’s Thursday Club was required.
- Traffic Calming Working Group – A new lead was required for the Group, however Councillors Nick Rayner and David Bunn agreed to join the Group with Stephen Phipps and Joanna Barton.
- Community Forum - Bloxham School had agreed to hold a public forum and discussions would be held with regard to a date and a venue.

83/21 Open Forum – A resident addressed the Parish Council with regard to parking issues in the village. There were numerous examples around the village of inconsiderate parking, which were also dangerous and impeded the access for emergency vehicles and the bin lorries.

The resident also advised on the anti-social behaviour which was occurring in the play area in Jubilee Park. This behaviour made it unusable for young children at certain times of the day and reports had already been made to Warriner School and the Head Teacher was aware.

The Chairman thanked the resident for her reports.

(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)

84/21 Reports from County and District Councillors – There were no reports from the County and District Councillors.

85/21 Planning

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

Recommended that the report be noted.

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ix) Planning Applications

- 21/02187/F & 21/02188/LB, The Coach House, Cumberford, Bloxham – The Parish Council considered an application for the removal of unsafe existing stone boundary retaining wall and replacement with a new wall comprising reinforced blockwork below ground level and re-use of the existing stone to face the blockwork and to form the wall above ground level.

Recommended that the Parish Council has no objections to applications 21/02187/F & 21/02188/LB.
Action TG

- 21/02209/F, Lynton, Banbury Road, Bloxham – The Parish Council considered an application for a single storey rear extension to form kitchen, diner and snug; single storey side extension to create gym; first floor to be extended to enlarge bedroom and create dressing area and en-suite.

Recommended that the Parish Council objects to application 21/02209/F on the following grounds:

1. Bloxham Neighbourhood Development Plan Policy BL9 – The application is contrary to this policy because it will materially harm the living conditions of neighbouring residents.
2. Bloxham Neighbourhood Development Plan Policy BL11 – The application is contrary to this policy because this development does not respect the local character and the historic and natural assets of the area. The design and materials chosen do not preserve or enhance the rural heritage, landscape and sense of place.

This application does not relate in scale and massing to neighbouring properties and the density of proposal is not consistent and compatible with the existing and prevailing density. It is also not in keeping with local distinctiveness and characteristics of the historic form of the village.

If Cherwell District Council is minded to approve the application, then Bloxham Neighbourhood Development Plan Policy BL14 should to be taken into account. The applicant should demonstrate that if these are proposals for a new live-work development combining living and small-scale employment space, that it does not adversely affect the living conditions of neighbouring occupiers.

- x) Cherwell District Council Local Plan and Oxfordshire 2050 – The Parish Council discussed the Local Plan and Oxfordshire 2050 and the forthcoming consultations.

Recommended that:

- 1) the approach being taken to the Oxfordshire 2050 and CDC Local Plans be noted;
- 2) the Parish Council fully engages in relevant consultations, consider proposed options and highlight any omissions, and provide written responses by the due deadlines;
- 3) the Planning Policy Team Leader at Cherwell District Council, Ms Eleanor Gingell, be invited to meet with the Parish Council in order to inform our understanding and responses; and **Action TG/DG**
- 4) the Parish Council will consider the opportunities and risks the Plans present for Bloxham and develop a written draft policy on them for publication and engagement with residents, relevant County Council and District Council elected members and planning officers, pending the Parish Council's formal responses.

86/21 Environment/Village Matters

- xv) Memorial Tree – The Chairman reported that this item had been removed from the agenda.

Recommended that the report be noted.

- xvi) 'The Queen's Green Canopy' –. The Parish Council considered a report with regard to the proposal for trees to be planted in the village to mark HM The Queen's Platinum Jubilee in 2022.

Recommended that:

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- 1) the report be noted;
- 2) it be noted that the order with The Woodland Trust for the trees has been cancelled as there are no suitable locations in Jubilee Park for new trees; and
- 3) a meeting be convened with the Queen Street residents to discuss whether trees could be planted in any suitable locations. **Action LL**

87/21 Parish Council Matters

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

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

- xiv) Drop-In and Chat – Prior to the meeting, a report had been submitted with regard to the matters raised by residents at the session on 10 July 2021.

Recommended that:

- 1) the report be noted;
- 2) it be suggested to the Bloxham Funday Committee that the Funday for 2022 be linked with the platinum jubilee celebrations for HM The Queen; **Action TG**
- 3) The Cottage, Cumberford, Bloxham be contacted about cutting back their hedge as it is obstructing the footpath and the smoke alarm which is going off intermittently; **Action TG**
- 4) a letter be sent to Cherwell District Council raising concerns about The Cottage, Cumberford and its dilapidated state; and **Action LL**
- 5) the owner of White Cottage, Banbury Road, Bloxham be requested to cut back their hedge as it is obstructing the footpath. **Action TG**

88/21 Finance

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

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

Theresa Goss – Hedgehog Signs	£109.70
Engineering Ingenuity – Professional Services for remedial works to the roof	£3720.00
Advance Pest Control Ltd – Pest control on Queen Street Land	£163.20
A.C.S. Bower Ltd – Installation of three new benches	£1867.18
Green Scythe Ltd – Grass cutting Jubilee Park in June 2021	£338.19
The Friends of St Mary's – Christmas Tree Festival	£40.00

- 89/21 **Correspondence** – There was no further correspondence.

90/21 Exclusion of the Public and Press

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 91/21 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

- 91/21 **Jubilee Hall Project** – The Parish Council considered a report with regard to funding of the Jubilee Hall Project, in respect of the roof and plumbing.

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Recommended that:

- 23) the report be noted;
- 24) it be noted that an extra circa £38,000 in Section 106 fund has been allocated to the project by Cherwell District Council; and
- 25) thanks be sent to the Jubilee Park Management Committee for its offer of a £5000 contribution to the project, also advising that it is no longer required now the extra Section 106 funds have been awarded to the project.

Action TG

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

92/21 Meeting Dates – The Chairman reported that the next Parish Council meeting on 2 August 2021 would be held at Jubilee Hall, Bloxham. The meeting would commence at 7.30pm.

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

- Monday 2 August 2021
- Monday 6 September 201
- Tuesday 21 September 2021
- Monday 4 October 2021
- Tuesday 19 October 2021

93/21 Items for Future Agendas

- Goggs Tree works for Monday 6/9/2021
- Co-option Procedure (Sept 2021)
- Vehicle Activated Sign (VAS) A361
- Parish Council Responsibilities/Appointments to Other Bodies
- Bench in Gascoigne Way
- Condition of the footpath next to Warriner School
- Toddler Slide at Jubilee Park
- Community Speedwatch Scheme
- 'Good Neighbour' Leaflet
- Representative on St Mary's Thursday Club Committee
- Oxfordshire 2050 / CDC Local Plan Presentation from Ms Gringall
- Swings at Bloxham Recreation Ground
- Traffic Calming Working Group

(Note: In accordance with Parish Council minute number 262/20 (ii), 'the Parish Council agrees to grant the Clerk and Responsible Financial Officer, delegated authority to make decisions on behalf of the Parish Council, where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline' the Clerk and Responsible Financial Officer, confirms all of the decisions made during the advisory Parish Council meeting held on 5 July 2021).

(The meeting ended at 8.50pm)

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT JUBILEE HALL,
BLOXHAM ON MONDAY 2 AUGUST 2021 AT 7.30PM

PRESENT: Chairman, Councillor Leonard Leigh: Councillors Joanna Barton, David Bunn, Daniel Goodwin, Stephen Phipps and Nick Rayner.

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

APOLOGIES: Parish Councillor Agnes Balassa submitted her apologies because she had another appointment, the apologies were accepted and the absence authorised.

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

Parish Councillor Mike Fenner submitted his apologies because he had a family matter to deal with, the apologies were accepted and the absence authorised.

County Councillor Kieron Mallon.

94/21 Declarations of Interest – There were no declarations of interest.

95/21 Minutes – Prior to the meeting, the minutes of the meeting held on 20 July 2021 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 20 July 2021 be approved and signed by the Chairman. **Action LL/TG**

96/21 Matters Arising

Minute Number 85/21 (iii) – Oxfordshire 2050 – Councillor Daniel Goodwin reported that the consultation had been launched on 30 July 2021 and details would be sent round to Councillors to enable them to make comments. Any comments should be forwarded to Councillor Goodwin or Sophie Floate. The deadline for comments was 8 October 2021. **Action ALL**

97/21 Chairman's Announcements

- Footpath at the Rear of Dewey Hall – Thanks had been passed from the Parish Council to Bloxham School for fencing off their boundary hedge behind Dewey Hall playing fields, but still allowing access to walkers to the unofficial footpaths.
- Bloxham School Community Forum – There would be a meeting with Bloxham School on 11 August 2021 to discuss the proposed Community Forum regarding their Masterplan.
- Mis-use of Jubilee Park Play Area – There had been some vandalism and anti-social behaviour at Jubilee Park and residents were encouraged to call Thames Valley Police on 101 or use their on-line service. Thames Valley Police were now doing late night patrols.
- Cumberford Cottage – The hedge which had been overhanging footpath had been cut back and the Chairman had also contacted Cherwell District Council regarding the dilapidated building and was awaiting a reply.
- Oxfordshire 2050 - Eleanor Gingell, Team Leader of Planning Policy at Cherwell District Council had agreed to attend the Parish Council meeting and a date would be confirmed in due course.
- Community Governance Review – Councillors were asked to look at the request from Cherwell District Council in readiness for the next Parish Council meeting. **Action ALL**
- Face to Face Parish Council Meetings – As suggested by Oxfordshire Association of Local Councils, the Chairman had written to Victoria Prentis MP asking for clarification on the action which the Government was taking with regard to virtual meetings.

Councillors felt that they should all take a lateral flow test on the day of the meeting and wear masks. Members of the public would also be asked to wear masks and encouraged to take a lateral flow test if they

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were planning to attend a Parish Council meeting. The Parish Council's risk assessment would be updated to reflect this. **Action TG**

- 98/21 Open Forum** – A resident addressed the Parish Council with regard to Bloxham School Community Forum. He also asked for Councillor Kieron Mallon to confirm when the white lining on the A361 would be completed. **Action TG**

The resident also reported that there was graffiti on the grit bin and BT box opposite 10 Strawberry Terrace. The Clerk would contact Cherwell District Council to request that the graffiti was removed. **Action TG**

Councillor Nick Rayner highlighted the poor state of rural roads and the dangers for cyclists. It was agreed that would be investigated by the Traffic Calming Working Group. **Action LL/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)

- 99/21 Reports from County and District Councillors** – There were no reports from the County and District Councillors.

100/21 Planning

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

Resolved that the report be noted.

- xii) Planning Applications

- 21/00557/F Creek Cottage, Little Bridge Road, Bloxham – The Parish Council considered an application for a side and rear extension.

Resolved that the Parish Council appreciates the efforts made by the applicant to address the previous objection, however the Parish Council does not feel that they go far enough and objects to application 21/00557/F because it is contrary to the following Bloxham Neighbourhood Development Plan policies:

BL4 – The current parking proposals are insufficient and a minimum of one parking space is required for dwellings with one or two bedrooms and a minimum of two spaces will be required for dwellings with three or more bedrooms to be provided on the plot. At present the property has only one parking space and there is a danger in such circumstances that parking will at some stage spill over into adjoining streets.

BL11 (h) - The development does not respect the local character and the historic and natural assets of the area and the design and materials chosen do not preserve or enhance our rural heritage, landscape and sense of place. The proposal does not take account of the scale of any harm or loss that it might impose upon any non-designated historic assets

BL12 (b) – The proposal fails to demonstrate that it does not result in harm to the rural or heritage character of the village. The Parish Council refers to the reservations expressed by Jenny Ballinger, Conservation Officer and to the more elaborate observations of the Heritage consultant.

Should Cherwell District Council be minded to approve the application, a Traffic Management Plan is required to limit the impact on local residents who live along the narrow roads in the vicinity of the site.

Action TG

- xiii) Draft Statement of Community Involvement (SCI) – The Parish Council discussed the draft Statement of Community Involvement public consultation document.

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Resolved that the comments, as drafted by Councillor Daniel Goodwin, be submitted to Cherwell District Council. **Action TG**

101/21 Environment/Village Matters

- i) Vehicle Activated Signs (VAS) – The Parish Council discussed replacing two VAS in the village and consider quotes.

Resolved that quotes for two new VAS be approved. **Action DB/TG**

- ii) Community Speedwatch Scheme – The Parish Council discussed a Community Speedwatch Scheme for Bloxham and Councillor David Bunn gave details of how the Scheme would operate.

Resolved that the Community Speedwatch Scheme be progressed. **Action DB/TG**

102/21 Finance

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

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

Theresa Goss – Salary and expenses for August 2021	
HMRC – Payments for August 2021	
Oxfordshire County Council – Clerks pension for August 2021 & under payment for 2020/2021	
Nigel Prickett – Grass Cutting for July 2021	£774.00

- xi) Biodiversity Group – The Parish Council discussed a request from Bloxham Biodiversity Group for funding to support 'The Big Green Week'.

Resolved that the request for funding be approved and further details about the event be requested from Bloxham Biodiversity Group. **Action TG**

03/21 Parish Council Matters

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

Resolved that the vacancies continue to be advertised. **Action TG**

- xvi) Parish Council Meetings, Post May 2021 – The Parish Council discussed confirming all of the decisions which had been made by the Clerk and Responsible Financial Officer under delegated authority, based on recommendations made by the Parish Council, since 7 May 2021.

Resolved that all of the decisions which had been made by the Clerk and Responsible Financial Officer, under delegated authority, based on recommendations made by the Parish Council, since 7 May 2021 be approved.

104/21 Correspondence – The Clerk reported on the route of the Women's Tour Cycling event which would go through Bloxham on Monday 4 October 2021, between 11am and 3pm. There would be rolling road closures and some disruption to the village when the cyclists passed through, however it was hoped that the residents would show their support of the event.

105/21 Exclusion of the Public and Press

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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 106/21 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

106/21 Jubilee Hall Project – The Parish Council considered a report with regard to funding of the Jubilee Hall Project, in respect of the roof and plumbing. The contract with Seckington and Whitehead was due to be signed on 3 August 2021.

Resolved that the report be noted.

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

107/21 Meeting Dates – The Chairman reported that the next Parish Council meeting on 6 September 2021 would be held at one of the halls in the village. The meeting would commence at 7.30pm.

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

- Monday 6 September 201
- Tuesday 21 September 2021
- Monday 4 October 2021
- Tuesday 19 October 2021

108/21 Items for Future Agendas

- Goggs Tree works for Monday 6/9/2021
- Co-option Procedure (Sept 2021)
- Parish Council Responsibilities/Appointments to Other Bodies
- Bench in Gascoigne Way
- Condition of the footpath next to Warriner School
- Toddler Slide at Jubilee Park
- 'Good Neighbour' Leaflet
- Representative on St Mary's Thursday Club Committee
- Oxfordshire 2050 / CDC Local Plan Presentation from Ms Gringall
- Swings at Bloxham Recreation Ground
- Traffic Calming Working Group

(The meeting ended at 9.15pm)

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH
ROOMS, BLOXHAM ON MONDAY 6 SEPTEMBER 2021 AT 7.30PM

PRESENT: Chairman, Councillor Leonard Leigh: Councillors David Bunn, Mike Fenner, Sophie Floate, Daniel Goodwin and Nick Rayner.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), District Councillor Adam Nell, County Councillor Kieron Mallon, Charlie Little, Bursar at Bloxham School and Rowena Rouse, Bloxham Biodiversity Group.

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

Parish Councillor Stephen Phipps submitted his apologies because he had another appointment, the apologies were accepted and the absence authorised.

District Councillors Mike Bishop and Andrew McHugh.

Parish Councillor Agnes Balassa was not present.

109/21 Declarations of Interest

Minute Number 116/21 (ii) Planning, 21/01505/F & 21/01476/LB, Stone Hill House, Stone Hill, Bloxham – Councillor Sophie Floate declared an interest because her husband was an employee at Bloxham School.

110/21 Minutes – Prior to the meeting, the minutes of the meeting held on 2 August 2021 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 2 August 2021 be approved and signed by the Chairman.
Action LL/TG

111/21 Matters Arising

Minute Number 102/21 (ii), Biodiversity Group – The Clerk confirmed that the Group would be submitting receipts to the Parish Council after the Great Big Green Week event and then the reimbursement would be processed.

112/21 Chairman's Announcements

- Anti-social behaviour in Jubilee Park – Residents were asked to continue to report incidents of anti-social behaviour to Thames Valley Police.
- Cherwell Local Plan Review – Options Paper was being discussed at Cherwell District Council's Executive on 6 September 2021.
- Planning Training – To be held on 14 & 21 October 2021, 6.30pm to 8pm.
- White Line Repainting on A361 – The white lines were due to be reinstated on the A361 by the County Council and this was supported by the Parish Council.
- Oxfordshire's Bus Service Improvement Plan – Councillor Sophie Floate would respond to the consultation on behalf of the Parish Council.
- Letter from Victoria Prentis MP – A reply had been received in response to the Chairman's letter with regard to the continuation of Zoom meetings and the Government was reviewing this.
- Cumberford – Contact had been made with Cherwell District Council and Tony Brummell said that the building was dilapidated, but not enough for intervention and he would monitor the situation. The issues with the hedge overhanging the boundary would be reported to the County Council again and Councillor Mallon would assist if necessary. **Action TG**

113/21 Open Forum – Rowena Rouse from Bloxham Biodiversity Group addressed the Parish Council with regard to the 'Great Big Green Week' and invited Councillors to attend the 'Great Big Green Community Forum' at the Ex-Servicemen's Hall, between 11am and 8pm on 25 September 2021. Mrs Rouse also circulated information on the other events which were taking place during the 'Great Big Green Week' from 18-26 September 2021.

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(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)

114/21 Reports from County and District Councillors – District Councillor Adam Nell reported on the Local Plan and Oxfordshire 2050.

County Councillor Kieron Mallon reported that he had supported the Bloxham Biodiversity Group to cover the costs of their insurance for the 'Great Big Green Week.' Councillor Mallon also reported on the ongoing issues with developers with regard to highways, especially along the A361.

Councillor David Bunn reported that the planter on the A361 (at the junction with Ells Lane) had been damaged and Councillor Mallon asked for details to be passed to him so he could assist with the matter. **Action TG**

115/21 Bloxham School – Charlie Little, Bursar at Bloxham School, addressed the Parish Council, and confirmed that the School would initiate a community forum with Cherwell District Council, the Parish Council and stakeholders so that they could share their future plans. It was hoped this meeting would be held at the end of September 2021.

Mr Little also gave details on the pupil capacity of the School and how it had adapted to ensure its longevity. There was also outline information about the planning application which had been submitted to Cherwell District Council regarding proposals for additional car parking and changes to the entrance and the reasons why the proposals were required.

There was no discussion by the Parish Council on the proposals because the planning application had not yet been received from Cherwell District Council.

The Chairman thanked Mr Little for attending the meeting.

116/21 Planning

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

Resolved that the report be noted.

- xv) Planning Applications

- 21/02560/F - Clyston, Banbury Road, Bloxham – The Parish Council considered an application for a single storey rear extension.

Resolved that the Parish Council has no objections to application 21/02560/F. **Action TG**

- 21/02588/LB, Joiners Arms, Old Bridge Road, Bloxham - The Parish Council considered an application for alterations to existing toilet area to create improved facilities including disabled WC.

Resolved that the Parish Council has no objections to application 21/02588/LB. **Action TG**

- 21/00958/ADV, Mid-Counties Co-operative, Co-Op, High Street, Bloxham,- The Parish Council considered an application for one internally illuminated fascia sign, one internally illuminated projecting sign, and three no. non-illuminated window graphics.

Resolved that the Parish Council has no objections to application 21/00958/ADV. **Action TG**

- 21/02587/F, 1 Aldous Drive, Bloxham - The Parish Council considered an application for a single storey rear extension.

Resolved that the Parish Council has no objections to application 21/02587/F. **Action TG**

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- 21/02784/F, The Old Dairy Workhouse Lane Bloxham - The Parish Council considered an application for a single storey rear garden room extension.

Resolved that the Parish Council has no objections to application 21/02784/F. **Action TG**

- 21/02783/F, Beehive Cottage, Church Street, Bloxham - The Parish Council considered a retrospective application for the installation of a driveway gate consisting of a central six bar field gate and two pedestrian access gates to the left and right of the central installation.

Resolved that the Parish Council feels that the applicant has met every requirement which has been requested and therefore, the Parish Council has no objections to application 21/02783/F. **Action TG**

- 21/01505/F & 21/01476/LB, Stone Hill House, Stone Hill, Bloxham - The Parish Council considered an application for an extension of existing boarding house through the reinstatement of part of the existing ruined coach house, the demolition of outbuildings, the erection of an extension and link structure (with associated alterations to Stone Hill House), insertion of internal wall, and associated works

Resolved that the Parish Council has no objections to applications 21/01505/F & 21/01476/LB, however if Cherwell District Council is minded to approve the application, there should be a Traffic Management Plan in place to minimise disruption to residents. **Action TG**

- xvi) Article 4 Direction – The Parish Council discussed confirming its decision to progress with an Article 4 Direction application to Cherwell District Council.

Resolved that an Article 4 Direction be progressed with Cherwell District Council. **Action LL**

- xvii) Oxfordshire 2050 – The Parish Council considered draft comments on the Oxfordshire 2050 consultation from Councillor Sophie Floate and Daniel Goodwin. The deadline for submission was 8 October 2021.

Councillor Goodwin reported that there were currently three key consultations being held and they were Oxford-Cambridge Arc, Oxfordshire 2050 and Cherwell District Council's Local Plan.

OX-Cam Arc was a very high level piece of work covering development and the infrastructure across this very important economic area.

Oxfordshire 2050 would drive the Local Plan and initial draft responses had been circulated to Councillors and further responses were required 15 September 2021. These would be discussed at the Parish Council meeting on 4 October 2021.

Resolved that the report be noted and Councillors should send their comments to Councillor Sophie Floate and Daniel Goodwin by 15 September 2021. **Action ALL**

117/21 Finance

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

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

Theresa Goss – Salary and expenses for September 2021	
HMRC – Payments for September 2021	
Oxfordshire County Council – Clerk's Pension for September 2021	
Green Scythe Ltd – Grass Cutting at Jubilee Park	£437.69
Seckington and Whitehead – Jubilee Hall Works	£46,876.60
Nigel Prickett - Grass Cutting in the Village	£774.00

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FN Pile & Sons – Equipment for The Slade	£709.72
Jubilee Park Management Committee – Room Hire	£25.00
Eco Web Hosting – Email Hosting for September 2021	£5.99

118/21 Parish Council Matters

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

Resolved that the vacancies continue to be advertised. **Action TG**

xviii) Parish Council Responsibilities/Appointments to Other Bodies, including St Mary's Thursday Club – The Parish Council discussed appointing its Parish Council representatives for 2021/2022.

Resolved that:

- 1) Councillors Joanna Barton, Leonard Leigh, David Bunn and Nick Rayner be appointed to the Staffing Committee; and
- 2) other appointments be deferred until more Councillors have been recruited.

xix) Community Governance Review – The Parish Council considered Cherwell District Council's proposed Community Governance Review.

Resolved that the Parish Council has no comments on the Community Governance Review.

119/21 Correspondence – There was further correspondence.

120/21 Exclusion of the Public and Press

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 121/21, 122/21 & 123/21 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

121/21 Quotes for Maintenance Works – The Parish Council considered quotes for tree works in Walsingham Close and in The Gogs.

Resolved that:

- 1) the quote from Cotefield Treecare for Job B at Walsingham Close be accepted; and
- 2) the quote from Cotefield Treecare for the tree works at The Gogs be accepted.

Action TG

122/21 Play Equipment at Jubilee Park & Bloxham Recreation Ground – The Parish Council discussed a quote for replacing the toddler slide at Jubilee Park and a quote for repainting the swings at Bloxham Recreation Ground.

Resolved that:

- 1) the quote from Kompan for the new toddler slide at Jubilee Park be accepted; **Action SP**
- 2) the quote from David Green of £650 plus VAT, to paint the swings, rocking horse and cleaning spray paint from the mobiles be accepted; **Action TG**
- 3) the Parish Council agrees to meet the ongoing maintenance costs of all of the play equipment in Bloxham Recreation Ground (not just that installed in 2017 & 2018), however the Trustees must liaise with the Parish Council to seek its approval for any quotes, prior to them being accepted; and
- 4) when any items of play equipment at Bloxham Recreation Ground need to be replaced, each individual replacement will be discussed by the Parish Council individually before it is agreed whether or not the capital replacement costs can be met.

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123/21 Jubilee Hall Project – The Chairman gave an update on the Jubilee Hall project.

Resolved that the report be noted.

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

124/21 Meeting Dates – The Chairman reported that the next Parish Council meetings would be held in St Mary's Parish Rooms, Bloxham. The meeting would commence at 7.30pm.

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

- Tuesday 21 September 2021
- Monday 4 October 2021
- Tuesday 19 October 2021

124/21 Items for Future Agendas

- Co-option Procedure (Sept 2021)
- Parish Council Responsibilities/Appointments to Other Bodies
- Bench in Gascoigne Way
- Condition of the footpath next to Warriner School
- 'Good Neighbour' Leaflet
- Oxfordshire 2050 / CDC Local Plan Presentation from Ms Gringall
- Traffic Calming Working Group

(The meeting ended at 9.25pm)

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH
ROOMS, BLOXHAM ON TUESDAY 21 SEPTEMBER 2021 AT 7.30PM

PRESENT: Councillors Agnes Balassa, David Bunn, Daniel Goodwin and Stephen Phipps.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), District Councillor Adam Nell, Charlie Little, Bursar at Bloxham School and Rowena Rouse, Bloxham Biodiversity Group.

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

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

Parish Councillor Mike Fenner submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

Parish Councillor Leonard Leigh (Chairman) submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

Parish Councillor Nick Rayner submitted his apologies because he had another appointment, the apologies were accepted and the absence authorised.

In the absence of the Chairman, Councillor David Bunn chaired the meeting.

125/21 Declarations of Interest – There were no declarations of interest.

126/21 Minutes – Prior to the meeting, the minutes of the meeting held on 6 September 2021 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 6 September 2021 be approved and signed by the Chairman.
Action DB/TG

127/21 Matters Arising

Minute Number 116/30 (iv) - Oxfordshire 2050 – Councillor Daniel Goodwin reported that a draft response to the consultation would be circulated to Councillors, prior to the Parish Council meeting on 4 October 2021.

Councillor Goodwin had also attended an online briefing on the Cherwell Local Plan Options Paper. This would be published formally on 29 September 2021 and the consultation would run for 6 weeks, closing in early November 2021.

The Options Paper included numerous sites for development in the village, but they had not all been deemed as suitable. A draft response to the consultation would be circulated prior to the Parish Council discussing it at the meeting on 19 October 2021. It may be necessary for Councillors to hold a separate informal meeting to discuss the Options Paper and this would be discussed with Councillor Leonard Leigh on his return. **Action DG**

128/21 Chairman's Announcements

- Gigaclear – There was a meeting on Zoom at 730pm on Thursday 23 September 2021 with regard to the Gigaclear fibre broadband roll out in the village. All Councillors were invited to attend.
- Planning Training – This training was being held on 14 October 2021 at 630pm at Jubilee Hall and also on 21 October 2021 at 630pm on Zoom.
- Hedgehogs Signs – These had now been erected around the village.
- St Mary's Thursday Club, Parish Council representative – Councillor Agnes Balassa expressed an interest in obtaining more information on the role with a view to possibly becoming the Parish Council's representative on the Management Committee. **Action TG/AB**

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- Land Adjacent to Bloxham Mill – This land was being maintained by Miller Homes and it was suggested it could be used as allotment land.
- New Signage at The Slade – There had been an issue with dogs being let off their leads at The Slade. However there was now a new map of the site, which contained a sign requesting 'Please Keep Dogs on Leads'. This signage was now at both entrances to The Slade.
- Parking on Courtington Lane – Councillor Leonard Leigh had written to Bloxham School with regard to this issue. The Chairman highlighted that there were two parking issues to address. These were nuisance parking and dangerous parking and would be picked up by the Traffic Calming Working Group.

Charlie Little confirmed that he had contacted staff about the issues on Courtington Lane and other areas of the village and this would be monitored. He also advised that if planning permission was granted for the School's new car park, then this would help to alleviate the situation.

128/21 Open Forum – Councillor Agnes Balassa reported that wheelie bins were being left out the front of the houses on the Bovis estate. The Chairman advised that the Parish Council was not able to insist that residents put their wheelie bins away or take any enforcement action, however it was an issue in other parts of the village and requests to all residents had been included in the Broadsheet.

Councillor David Bunn reported that a hedge along the A361 from The Red Lion to the War Memorial was overgrowing the boundary and blocking the footpath and the same issue was occurring on the A361 from Cumberford to the Bloxham Recreation Ground. The Clerk would report these to Oxfordshire County Council's Fix My Street web site. **Action TG**

It was also reported that stinging nettles were growing over the footpath along the The Gogs. The Clerk would report this matter to the County Council too. **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)

129/21 Reports from County and District Councillors – District Councillor Adam Nell reported on the Cherwell District Council Local Plan and Oxfordshire 2050 and encouraged the Parish Council to respond to the consultations.

Councillor Nell also reported on the financial issues at Cherwell District Council due to the pandemic and funds were running low for the next two years and could impact on services.

Staff were slowly starting to go back to work in Bodicote House, but it was not yet at full capacity. Committees were now meeting in person again.

Councillor Stephen Phipps asked Councillor Nell about the reserves which Cherwell District had available. Councillor Nell reported that the Accounts and Audit Committee would be meeting the next day and the papers were available on CDC's web site.

Councillor Daniel Goodwin emphasised that the presentation by CDC on the Local Plan had been very good and staff had been very helpful. Moving forward, there would be more events for Town and Parish Councils.

Charlie Little asked whether Bloxham School could work with the Parish Council on the Local Plan, Oxfordshire 2050 and Oxford-Cambridge Arc. Councillor Goodwin advised that the responses could be shared with the School.

130/21 Bloxham School – Charlie Little circulated draft terms of reference for a 'Bloxham School Community Information Sharing Group' to improve the communication and relationships between local stakeholders and residents.

Mr Little advised that the document was a first draft and it was agreed that it was a good starting point to move the Group forward.

The Chairman reported that the terms of reference would be included on the agenda for the Parish Council meeting on 4 October 2021 and the Parish Council representatives would also be confirmed at that meeting.

The Chairman thanked Mr Little for attending the meeting.

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131/21 Bloxham Biodiversity Group – Hanna Rees-Jones from the Biodiversity Group attended the meeting to discuss the three trial biodiversity areas, which had been agreed by the Parish Council.

There was a discussion about their Management Plan, which had been circulated prior to the meeting, as well as the grass cutting schedule for the trial areas. The Biodiversity Group were looking for more volunteers and hoped to recruit them during 'The Big Green Week'.

It was agreed that the Group would investigate the grass cutting requirements between the current time and March 2022 and then contact the Clerk with the details.

It was also agreed that the surplus seeds would be offered to the Primary School. The School would also be invited to ask the children to design signage for the biodiversity areas to make residents aware of the work which was being undertaken.

The Chairman thanked Ms Rees-Jones for her presentation and for attending the meeting.

132/21 Planning

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

Resolved that the report be noted.

xix) Planning Applications

- 21/02859/F, 6 Greenhills Park Bloxham – The Parish Council considered an application for a single storey side and rear extension, conversion of part of the garage to habitable accommodation and to raise the flat roof of the garage building.

Resolved that the Parish Council has no objections to application 21/02859/F. **Action TG**

133/21 Finance

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

Resolved that the following accounts for payment be approved:

Green Scythe Ltd – Grass cutting at Jubilee Park	£338.18
Hanna Rees-Jones – Seeds for wild flower areas	£68.53

134/21 Parish Council Matters

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

Resolved that the vacancies continue to be advertised. **Action TG**

xxi) Recruiting Candidates for Elections 2022 and Co-option Procedure – Prior to the meeting, Councillor Daniel Goodwin had circulated to the Parish Council, a proposal for recruiting candidates for the elections in 2022 and also for co-options.

Resolved that a procedure for recruiting candidates for elections in 2022 and co-options be progressed.
Action TG/DB

xxii) Drop-In and Chat – Councillor Daniel Goodwin reported that no residents had attended the Drop-In and Chat session on 11 September 2021.

Resolved that the report be noted.

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xxiii) Traffic Calming Working Group – The Parish Council received an update on the meeting held on 14 September 2021. Minutes of the meeting had been circulated to the Parish Council prior to the meeting.

The only attendees at the meeting were Councillors David Bunn, Leonard Leigh and Stephen Phipps. None of the members of the public who had expressed an interest and had been contacted by the Clerk, attended the meeting.

Resolved that the report be noted and the recommendations from the Working Group be discussed at a future meeting. **Action TG**

135/21 Correspondence – The Clerk reported on the receipt of a complaint from a member of the public with regard to overflowing litter bins outside of the shops on High Street. The Clerk had contacted Cherwell District Council who had agreed to address the issue.

136/21 Exclusion of the Public and Press

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 137/21 & 138/21 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

137/21 Bloxham Recreation Ground Pavilion – The Parish Council discussed quotes for works to Bloxham Recreation Ground Pavilion, to be funded from Section 106 monies, secured as part of the oak Farm Phase 2 development in Milcombe.

Resolved that:

- 1) the quotes for the works to the changing rooms and toilets be approved and forwarded to Cherwell District Council with a request to authorise the release of the Section 106 funds from the Oak Farm development in Milcombe; and
 - 2) the quote from Hawkins for works to the roof be noted and the Bloxham Recreation Ground Trustees be requested to obtain two further quotes and advice on whether the roof should be replaced or maintained.
- Action TG**

138/21 Jubilee Hall Project – The Chairman gave an update on the Jubilee Hall project.

Resolved that the report be noted.

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

139/21 Meeting Dates – The Chairman reported that the next Parish Council meetings would be held in St Mary's Parish Rooms, Bloxham. The meeting would commence at 7.30pm.

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

- Monday 4 October 2021
- Tuesday 19 October 2021
- Monday 1 November 2021
- Tuesday 16 November 2021
- Monday 6 December 2021

140/21 Items for Future Agendas

- Parish Council Responsibilities/Appointments to Other Bodies
- Bench in Gascoigne Way
- Condition of the footpath next to Warriner School

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- 'Good Neighbour' Leaflet
- Bloxham School Community Information Group Terms of Reference and Membership
- Traffic Calming WG Minutes

(The meeting ended at 9.50pm)
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