

BLOXHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 7 OCTOBER 2019 AT 7.30PM

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

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

APOLOGIES: Councillor Stephen Phipps submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

The Chairman welcomed everyone to the meeting and also reminded the Councillors and the public that recording of the meeting was permitted. However, he asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

The Chairman also welcomed Kirsty Rose to her first meeting as a Parish Councillor.

132/19 Declarations of Interest

Minute Number 140/19 (j), 19/01735/LB, Seal Cottage, Kings Road, Bloxham - Councillor Sophie Floate declared an interest in this item because she was a neighbour to the site of the application.

19/01729/ADV, Bloxham School, Banbury Road, Bloxham & 19/01160/F, Change of Use to Exham House, High Street, Bloxham – Parish Councillor Mike Morris declared an interest in both of these items because he was an employee of Bloxham School.

Resolved that the interests be noted.

133/19 Minutes – Prior to the meeting, the minutes of the meeting held on 17 September 2019 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 17 September 2019 be approved and signed by the Chairman.

134/19 Matters Arising

Minute Number 121/19, Traffic and Highways Issues – Councillor Gloria Lester-Stevens asked for the drains and roads to be cleared on Tadmarton Road, Cumberland, Station Road and Courtington Lane because they had caused flooding during the heavy rain the previous week. **Action TG**

Minute Number 125/19, Open Forum – Councillor Gloria Lester-Stevens advised that the Red Brick Housing Association sign was located on Tadmarton Road not Milton Road. The Clerk would chase up its removal with Cherwell District Council. **Action TG**

Minute Number 126/19, 19/00617/F - New SEND School, Bloxham Grove Road – The Chairman reported that the application for a SEND School in Bloxham Grove Road had been approved by Cherwell District Council's Planning Committee. However he was unhappy with the closing remarks from the Chairman of the Committee relating to the highway safety issues. It was agreed that a letter be sent to the Chairman of the Planning Committee highlighting the Parish Council's concerns. **Action SC/TG**

135/19 Chairman's Announcements

- Village Defibrillator - Thanks were passed to the WI for their donation to purchase a village defibrillator, which was being located at the Ex-Servicemen's Hall. Thanks were also passed to Parish Councillor David Bunn

BLOXHAM PARISH COUNCIL

for making the arrangements for the installation. The WI will formally present the donation to the Chairman and Councillor Bunn prior to the WI Harvest Festival on Wednesday 9 October 2019 in Jubilee Hall

Councillor Bunn reported that he had met with Community First Responder, James Henderson and the defibrillator had now been commissioned and should be installed this week. Training would be arranged through James and the Football Club were also hoping to purchase a defibrillator for Jubilee Hall.

- The deadline for grant applications for 2020/2021 was Friday 11 October 2019.
- The Chairman reminded Councillors that when they were reporting issues to the Parish Council, they should be careful about naming individual people or their addresses.

136/19 Open Forum – A number of residents were in attendance at the meeting regarding the Queen Street land and the unauthorised work which had been carried out there on Saturday 5 October 2019, by persons claiming to be owners of the land.

Two residents addressed the Parish Council and expressed their concerns at the actions of the claimants and the damage which had been caused. The residents would pass to the Parish Council, any information which they had on the ownership of the land. A number of residents offered their help and professional skills to address the issue.

Another resident addressed the Parish Council with regard to the planning application at Exham House. The resident felt that there were issues within the Equalities Act 2010 which needed to be highlighted, mainly in relation to the disabled access to the site.

The Chairman thanked those residents who addressed the Parish Council.

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

137/19 Queen Street – The Chairman reminded the Parish Council of the background to this issue and the work which had been undertaken relating to the two areas of land in Queen Street. At a previous meeting of the Parish Council, it had been agreed to investigate a Compulsory Purchase Order for both areas and the Parish Council was waiting for further advice on how to progress this.

A number of residents offered information about the history of the site, as well as offering their time and also funding to assist the Parish Council with this matter. The Chairman thanked the residents for these kind offers of support.

Councillor Leonard Leigh advised that the person who was claiming ownership, had entered the land in Queen Street, Bloxham with a JCB and began to dig up the vegetation. Regardless of the claims made, the claimant did not have legal title to the land, and as the land was in the possession of Bloxham Parish Council, the Parish Council's possessory interest in the land was protected by the civil law of trespass.

Following a discussion, a number of actions were agreed.

Resolved that:

- 1) the report be noted;
- 2) the Compulsory Purchase Order (CPO) on the land continue to be pursued; **Action TG**
- 3) the land be registered as an Asset of Community Value; and **Action TG**
- 4) correspondence be sent to the person who is claiming ownership advising him of the possible consequences should this happen again. **Action TG**

BLOXHAM PARISH COUNCIL

138/19 Gladman Developments Limited – Planning Application 19/01705/OUT – The Chairman reported that this application would now be a standard item on the Parish Council meeting agendas until it is resolved. He advised that the village meeting held on 2 October 2019 had been well attended.

The Clerk reported that she had emailed all those residents who had left their details at the meeting, however some messages had not been delivered and she was unable to read the email addresses. Therefore should anyone who attended the meeting advise that they had not received an email from the Clerk, they should instead make contact with her directly.

It was highlighted that the field where the development was proposed, used to be a ridge and furrow field and was surrounded by a medieval hedge. The Clerk was asked to contact Cherwell District Council to see whether these had any form of protection.

The Chairman also advised that it might be necessary to use some Parish Council funds for the cost of a solicitor or barrister and this would be discussed at the next meeting, when the budget for 2020/2021 was on the agenda.

All residents were encouraged to submit comments on the application to Cherwell District Council as soon as possible.

Resolved that:

- 1) the report be noted; and
- 2) advice on the protection of a ridge and furrow field and a medieval hedge be obtained from Cherwell District Council. **Action TG**

139/19 Reports from County and District Councillors – Councillor Chris Heath reported that a planning application from Brickhouse Farm which had recently been submitted to Cherwell District Council, would probably not be supported by the planning officer. Further information had been requested by the officers from the applicant, but this was yet to be received. The Chairman reported that a meeting had been arranged with the agent for Friday 11 October 2019.

There was no report from County Councillor Kieron Mallon

Resolved that the report be noted.

140/19 Planning

i) Planning Applications

- 19/01729/ADV, Bloxham School, Banbury Road, Bloxham – The Parish Council considered an application for the replacement of three existing school signs.

Resolved that the Parish Council has no objection to application 19/01729/ADV. **Action TG**

- 19/01160/F, Change of Use to Exham House, High Street, Bloxham - The Parish Council considered an amendment to the application for a change of use from D1 to a mixed D1/A3 to allow public use of a cafe, and associated works.

Resolved that the application 19/01160/F be deferred to the Parish Council meeting on 16 October 2019 to see if any further information would be available relating to the amended ownership of the land in front of the property. **Action CH/TG**

BLOXHAM PARISH COUNCIL

- 19/01751/F, 12 Collins Drive, Bloxham - The Parish Council considered an application for a side extension to an existing double garage at the front of the property and a new garden shed in the back garden.

Resolved that the Parish Council objects to application 19/01751/F because it is contrary to policies BL8 and BL11 of the Bloxham Neighbourhood Development Plan. The proposal is an overdevelopment of the site, disproportionate to the original foot print and there would be loss of light and space. **Action TG**

- 19/01780/F, The Web, Church Street, Bloxham - The Parish Council considered an application for a kitchen extension to the rear, along with glass infill.

Resolved that the Parish Council has no objection to application 19/01780/F, subject to comments from the Conservation Officer. **Action TG**

- 19/01735/LB, Seal Cottage, Kings Road, Bloxham - The Parish Council considered an application for a stone wall to replace the existing trellis and a replacement rain shelter (porch).

Resolved that the Parish Council has no objection to application 19/01735/LB, subject to comments from the Conservation Officer. **Action TG**

- 19/01817/F, 15 Schofields Way, Bloxham - The Parish Council considered an application for single storey side extensions.

Resolved that the Parish Council objects to application 19/01817/F because it is contrary to policies BL8 and BL11 of the Bloxham Neighbourhood Development Plan. The proposal is an overdevelopment of the site and there would be loss of light and space. **Action TG**

- 19/01927/LB, The Old Manor, Little Bridge Road, Bloxham - The Parish Council considered an application for a replacement front door; removal of external plumbing of the front elevation; pedestrian and vehicular gates across the driveway; installing a stove in the sitting room fireplace; alterations to the second floor layout; alterations to rear corridor.

Resolved that the Parish Council has no objection to application 19/01927/LB, subject to comments from the Conservation Officer. **Action TG**

- (ii) Bloxham Neighbourhood Development Plan (BNDP) Update – Councillor Mike Morris reported that he was hoping to meet with Chris Thom at Cherwell District Council week commencing 14 October 2019 to discuss updating the BNDP.

Resolved that report be noted.

141/19 Environment/Village Matters

- i) Remembrance Day Parade – The Chairman suggested to the Parish Council that this item be deferred to the next meeting of the Parish Council.

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

142/19 Parish Council Matters

- i) Connecting Oxford Consultation – Prior to the meeting, the consultation document had been circulated to the Parish Council. Councillor Nick Rayner highlighted that the traffic issues on A361 would only get worse in the future and this comment should be submitted as part of the consultation.

BLOXHAM PARISH COUNCIL

Resolved that the Parish Council's concerns about the inevitable increase in traffic on A361 through Bloxham be submitted as part of the consultation. **Action TG**

- ii) Reports from Parish Council Representatives – Councillor Nick Rayner asked the Parish Council whether another Councillor would take on the responsibility for attending the Parish Transport Representatives (PTR) meetings, which were held approximately three times per year in Oxford.

Resolved that Councillor Joanna Barton be appointed as the Parish Council's representative on the PTR.

- iii) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated.

Resolved that the report be noted.

143/19 Finance

- i) Accounts for Payment/Bank Reconciliation - The Clerk submitted to the Parish Council, the accounts for payment and the bank reconciliation as at 7 October 2019.

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

Payments	Amount	Cheque No.
T Goss – Salary for Oct 2019	£983.29	1598
T Goss – Expenses for Oct 2019	£74.25	1598
HMRC – Payment for Oct 2019	£345.14	1599
Moore – External Audit for 2018/2019	£720.00	1601
Walker Graham Architects – Jubilee Hall Project	£972.00	1602
Magnet Group – Jubilee Hall Project	£3552.60	1603
Cherwell District Council – Emptying of Dig Bins for summer period	£2574.00	1604
Green Scythe Ltd – Grass cutting at Jubilee Park for August 2019	£319.20	1605
Came and Company – Extension to insurance for Jubilee Hall Project	£84.00	1606
Field and Lawn – Christmas lights	£11,724.00	1607
Complete Weed Control – Treating weeds in the Parish	£564.00	1608
NR Prickett – Grass cutting for September 2019	£774.00	1609
Bloxham Mill Limited – Room Hire	£36.00	1610
W Page – Work at the Ex-Servicemen's Hall	£3848.64	1611

- ii) Section 106 Project, Jubilee Hall – Councillor David Bunn reported that the changing rooms were complete and had now been handed back to the Jubilee Park Management Committee.

Prior to the meeting, Councillor Stephen Phipps had circulated a report with regard to quotes for an electric cooker, a water boiler and electric fly catcher.

The Chairman reported that a meeting with Aplins was yet to be arranged, to discuss the lease between the Parish Council and the Jubilee Park Management Committee.

BLOXHAM PARISH COUNCIL

Resolved that:

- 1) the report be noted;
- 2) the quotes for the kitchen items be approved as follows: electric cooker £1416, hot water boiler £376 and a fly catcher £22.80 (all including VAT). **Action TG**

144/19 Correspondence – The Chairman reported that an email had been received from a resident with regard to the flooding of the footpath from Bloxham Mill to St Mary's Church. This would be followed up with Cherwell District Council. **Action TG**

Councillor David Bunn reported on an anonymous letter which the Parish Council had received from a resident with regard to caravans being parked on the driveways of private properties. The Parish Council did not respond to anonymous correspondence, however Councillor Bunn was aware of who the resident was and would advise him that this matter would be covered in the deeds and/or the covenants relating to each individual property and was not a Parish Council matter. **Action DB**

Councillor Mike Morris reported that he was assisting Jane Cox with an issue relating to land which was adjacent to her property. It was not known who owned the land, but it was not the Parish Council or the County Council. A quote for tidying up the area would be obtained from Nigel Prickett. **Action MM/TG**

145/19 Meeting Dates

Resolved that it be noted that, future meeting dates for Bloxham Parish Council are as stated below. They would all commence at 7.30pm (unless stated otherwise) in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- 16 October 2019
- 4 November 2019
- 19 November 2019
- 2 December 2019 (Only one meeting in December 2019)

147/19 Items for Future Agendas

- Draft Budget for 2020/2021
- New grit bin on the Ridgeway
- Highway Officer to attend the future meeting
- 19/01160/F, Change of Use to Exham House, High Street, Bloxham

(The meeting ended at 9.20pm)

Chairman – 16 October 2019

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, BLOXHAM ON WEDNESDAY 16 OCTOBER 2019 AT
7.30PM

PRESENT: Chairman, Councillor Steve Craggs; Councillors David Bunn, Sophie Floate, Mary Groves, Leonard Leigh, Gloria Lester-Stevens, Stephen Phipps and Kirsty Rose.

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

APOLOGIES: Councillor Amanda Baxter submitted her apologies because she was on unwell, the apologies were accepted and the absence authorised.

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 at on holiday, the apologies were accepted and the absence authorised.

The Chairman welcomed everyone to the meeting and also reminded the Councillors and the public that recording of the meeting was permitted. However, he asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

148/19 Declarations of Interest

Minute Number 156/19 (i), Application 19/02032/F, Seal Cottage, Kings Road, Bloxham – Councillor Sophie Floate declared an interest in this item because she was a neighbour to the site of the application.

Minute Number 156/19 (i), Application 19/01160/F, Exham House, Bloxham School, Banbury Road, Bloxham - Councillor Kirsty Rose declared an interest in this item because she was an employee of Bloxham School.

Resolved that the interests be noted.

149/19 Minutes – Prior to the meeting, the minutes of the meeting held on 7 October 2019 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 7 October 2019 be approved and signed by the Chairman.

150/19 Matters Arising – There were no matters arising.

151/19 Chairman's Announcements

The Chairman highlighted the need for volunteers to step forward to take ownership of various projects which the Parish Council was currently involved in. He highlighted that volunteers were needed to organise the Christmas lights switch-on, the bulb planting/liaison with the Queen Street Action Group and the management of the trees in the village.

The Chairman highlighted that Ian Cooper had kindly volunteered to assist the Parish Council to make the necessary arrangements and liaise with the appropriate companies, with regard to the installation of the Christmas lights.

It was agreed that the Chairman would contact Councillor Amanda Baxter with regard to the Christmas lights switch-on event, Councillor Kirsty Rose would make the arrangements for the planting of the bulbs and liaise with

BLOXHAM PARISH COUNCIL

the Queen Street Action Group and Councillor Sophie Floate would assist Councillor Nick Rayner with the management of the trees in the village. **Action SC/TG**

152/19 Open Forum – Councillor Mary Groves reported that Councillor Nick Rayner had taken photographs of vehicles parked on the pavement outside The Loft on the A361. This meant that anyone with a pushchair, mobility scooter or wheelchair could not get past and would have had to use the road. It was agreed that this matter would be referred to the village PCSO at Thames Valley Police to monitor this area as part of their patrols and John Groves would be asked to include an article on the Broadsheet web site. **Action TG/MG**

(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)

153/19 19/01886/F, Brickhouse Farm, Milton Road, Milton – The Parish Council considered an application for the change of use of three agricultural dwellings to D1 (non-residential institutions).

Gordon Storey, Chief Executive of ISSEE Ltd, which was the company wishing to rent the site from the applicant, attended the meeting along with Sunita Burke, who was the agent.

Mr Storey addressed the Parish Council and provided a lot of information which included background to their company, their current operations in Enstone, companies who use their services, noise levels, days and hours of use, positive financial impact on the community, employment opportunities, security and vehicle movements.

The Chairman thanked Mr Storey for the information which he had provided to the Parish Council.

Resolved that the Parish Council has no objection to application 19/01886/F. **Action TG**

154/19 Gladman Developments Limited – Planning Application 19/01705/OUT – The Chairman reported that there had not been any developments on this matter, except that the application would be considered at Cherwell District Council's Planning Committee on 14 November 2019, commencing at 4pm.

Resolved that:

- 3) the report be noted;
- 4) contact be made with residents to advise that the application will be considered by Cherwell District Council's Planning Committee on 14 November 2019 at 4pm in the Bodicote office; **Action TG**
- 5) the document produced by the Chairman highlighting the out of date documents which Gladman Developments Ltd have referred to as part of their application, be forwarded to Samantha Taylor at Cherwell District Council as a Parish Council submission rather than an individual one; **Action SC/TG**
- 6) contact be made to Oxfordshire County Council to establish why their officers do not have concerns and have not objected to the damage which this application will cause to the ridge and furrow field and the medieval hedge on the site, since was brought up as a matter of concern in Gladman's Archaeological report; and **Action TG**
- 7) establish why the failure of the soakaway test (7/10) and its impact on drainage feasibility is not deemed to be of concern and why it cannot be rectified prior to the application being considered by Cherwell District Council's Planning Committee on 14 November 2019. **Action TG**

155/19 Reports from County and District Councillors – Councillor Chris Heath reported that the Motor Fuel Group would recess the lights on the garage forecourt on South Newington Road, to reduce the light spill. Once the work had been completed, Cherwell District Council would carry out the necessary tests.

Cherwell District Council was still waiting for information from the applicant, with regard to the planning application at Exham House.

There was no report from County Councillor Kieron Mallon

Resolved that the report be noted.

BLOXHAM PARISH COUNCIL

156/19 Planning

ii) Planning Applications

- 19/01160/F, Exham House, Bloxham School, Banbury Road, Bloxham – The Parish Council considered the amendment to the application for the change of use to Exham House from D1 to a mixed D1/A3 to allow public use of a cafe and associated works.

Resolved that the Parish Council has no comments to add to its original position on application 19/01160/F. **Action TG**

- 19/01865/LB, 5 Merrivales Lane, Bloxham, Retrospective - The Parish Council considered an application for the erection of extension/ conservatory to rear.

Resolved that the Parish Council has no objection to retrospective application 19/01865/LB, subject to comments from the Conservation Officer, however there is a strong possibility that the extension/conservatory was erected much later than 1979, in the absence of a planning application. **Action TG**

- 19/01938/F, The Old Manor, Little Bridge Road, Bloxham - The Parish Council considered an application for a pedestrian and vehicular gates across the driveway.

Resolved that the Parish Council has no objection to application 19/01938/F, subject to comments from the Conservation Officer. **Action TG**

- 19/02032/F, Seal Cottage, Kings Road, Bloxham - The Parish Council considered an application for a stone wall to replace the existing trellis and a new oak gate within the wall to access the garden.

Resolved that the Parish Council has no objection to application 19/02032/F, subject to comments from the Conservation Officer. **Action TG**

- 19/02034/LB, The Old Manor, Little Bridge Road, Bloxham - The Parish Council considered an application for the conservation, repair and replacement of windows and doors.

Resolved that the Parish Council has no objection to application 19/02034/LB, subject to comments from the Conservation Officer. **Action TG**

- 19/02053/F, The Knoll, Little Bridge Road, Bloxham - The Parish Council considered an application for the reinstatement and realignment of a walled entrance with new vehicular and pedestrian gates

Resolved that the Parish Council has no objection to application 19/02053/F, subject to comments from the Conservation Officer. **Action TG**

157/19 Environment/Village Matters

- ii) Drop-In and Chat – Prior to the meeting, a report had been circulated regarding the Drop-In and Chat session held on 12 October 2019.

The first issue which had been reported related to the lack of a crossing on Milton Road, outside the Miller Homes development. However Councillors advised that for safety reasons, there had been a conscious decision to route a new footpath through the development to exit it at the opposite side, where there was a crossing.

The second issue related to inconsiderate and dangerous parking on Stone Hill. The Clerk was asked to contact Thames Valley Police to ask that their parking patrols monitored this area, as well as the A361 outside The Loft.

Resolved that:

BLOXHAM PARISH COUNCIL

- 1) the report be noted;
 - 2) Thames Valley Police be asked to carry out monitoring of the parking situation on Stone Hill and the A361; and **Action TG**
 - 3) the County Council be asked to confirm whether or not the line marking on the A361, mainly outside the Red Lion and Humber Street, has been completed. **Action TG**
- iii) Remembrance Day Parade – Prior to the meeting, a report on Remembrance Day and the arrangements for the Parade, which was on 10 November 2019, had been circulated to the Parish Council.

Resolved that contact be made with Robert Aplin, from the Royal British Legion, to confirm the number of marshals required for the road closure. **Action SC/TG**

- iv) Bench Next to War Memorial – The Parish Council discussed the maintenance of the memorial bench which surrounded the tree next to the War Memorial, on the green outside the Joiners Arms.

Resolved that Mr Dave Gibbard be asked to complete the necessary maintenance to the bench and the costs would be met by the Parish Council. **Action DB/TG**

- v) VE Day 75th Anniversary Celebrations – The Parish Council discussed whether or not it should arrange an event to mark the 75th anniversary of VE Day, or support another organisation/individual in doing so.

Resolved that:

- 1) the Royal British Legion be asked whether their members would like to arrange an event; and **Action SC**
 - 2) information from Cherwell District Council with regard to a grant for organising an event, be forwarded to the Royal British Legion, if and when it is received. **Action TG**
- vi) Christmas Tree Base – The Parish Council considered a quote for installing a permanent base for the Christmas tree, on the green outside the Joiners Arms.

Resolved that the quote from Bloxham School for £967.27 be accepted and the expenditure be allocated from New Homes Bonus. **Action TG**

- vii) New Grit Bin – The Parish Council discussed a request for a new grit bin in The Ridgeway.

Resolved that a new grit bin on The Ridgeway be approved at a cost of £250.00, plus VAT. **Action TG**

158/19 Parish Council Matters

- iv) Reports from Parish Council Representatives – Prior to the meeting, Councillor Mary Groves had circulated a report on the Deddington Depot Day and she encouraged others to attend next year as it had been a very interesting and worthwhile event.

Resolved that the report be noted.

- v) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated.

Resolved that the report be noted.

159/19 Finance

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

Resolved that the following accounts for payment be approved:

BLOXHAM PARISH COUNCIL

Payments	Amount	Cheque No.
Mr S Craggs – Expenses for printing leaflets	£304.98	1612
St Mary's Parish Rooms – Room Hire for April to June 2019	£170.00	1613
OCC Pension – Clerks Pension for Oct 2019	£370.85	1614
Mr N Rayner – Expenses for ONPA meeting	£94.30	1616

- iv) Section 106 Project, Jubilee Hall – Councillors David Bunn and Stephen Phipps advised the Parish Council that the windows had now been enlarged and work was continuing on the new entrance. Magnet had also been in contact with regard to competing the final survey.

The fire alarm system had not yet been handed over, however the changing rooms had been handed over and there were snagging issues to now address.

Councillor Phipps also advised that the canopies were not being brought off the shelf because they were too expensive. Therefore the services of a local carpenter had been engaged and he would be supplying a quote for both entrances.

Resolved that the report be noted.

- v) Budget 2020/2021 – Prior to the meeting, a draft budget for 2020/2021 had been circulated to the Parish Council.

Following a discussion on the Thursday Club and the Cherry Tree Centre, the Parish Council felt that the community donation in the Parish Council's budget for the Thursday Club should be increased to £5000 and more information on the financial status of the Cherry Tree Centre should be obtained.

It was agreed that more work on the budget was required and it was planned that the budget and precept would be agreed at the Parish Council meeting on 19 November 2019.

Resolved that:

- 3) the report be noted;
- 4) up to date financial information be requested from the Cherry Tree Centre; **Action TG**
- 5) the community donation in the Parish Council's budget for the Thursday Club be increased from £1500 to £5000; and **Action TG**
- 6) the grant applications to be reviewed at the Parish Council meeting on 4 November 2019; and **Action TG**
- 7) the budget and precept be agreed at the Parish Council meeting on 19 November 2019. **Action TG**

160/19 Correspondence – There was no further correspondence.

161/19 Queen Street Land – The Chairman reported that the residents of Queen Street had formed an action group to repair the damage which had been done to the land in Queen Street, by persons who claim to own the land. This ownership had not yet been proven and therefore, these persons had been requested not to enter the land again.

A skip had been ordered for Friday 18 October 2019 and the residents would be clearing the debris on Saturday 19 October 2019. Nigel Prickett had attended a site meeting with the Chairman and residents to discuss the erection of a fence.

Resolved that:

- 1) the report be noted;
- 2) residents be thanked for their support on the issue; and
- 3) the quotes from Nigel Prickett for a new fence on the larger piece of land and also a replacement fence for the smaller area of land in Queen Street be accepted; and **Action SC/TG**

BLOXHAM PARISH COUNCIL

- 4) Nigel Prickett be asked to carry out the maintenance on the smaller area of land and include this as a standard part of the Parish Council's grass cutting contract. **Action SC/TG**

162/19 Meeting Dates

Resolved that it be noted that, future meeting dates for Bloxham Parish Council are as stated below. They would all commence at 7.30pm (unless stated otherwise) in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- 4 November 2019
- 19 November 2019
- 2 December 2019 (Only one meeting in December 2019)
- 6 January 2020
- 15 January 2020
- 3 February 2020
- 18 February 2020
- 2 March 2020
- 18 March 2020
- 6 April 2020
- 16 April 2020 (Annual Parish Meeting)
- 14 April 2020

163/19 Items for Future Agendas

- Highway Officer to attend the future meeting
- Section 106 – Community benefits list
- External Auditor's report 2018/2019
- Apple Day

(The meeting ended at 9.40pm)

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 4 NOVEMBER 2019 AT
7.30PM

PRESENT: Councillors David Bunn, Mary Groves, Gloria Lester-Stevens, Mike Morris, Stephen Phipps, Nick Rayner and Kirsty Rose.

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

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

Councillor Joanna Barton submitted her apologies because of a member of her family was unwell, the apologies were accepted and the absence authorised.

Councillor Steve Craggs submitted his apologies because he was at on holiday, 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 Leonard Leigh submitted his apologies because he was at on holiday, the apologies were accepted and the absence authorised.

In the absence of the Chairman, Councillor Nick Rayner chaired the meeting.

The Chairman welcomed everyone to the meeting and also reminded the Councillors and the public that recording of the meeting was permitted. However, he asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

164/19 Declarations of Interest

Resolved that the interests be noted.

165/19 Minutes – Prior to the meeting, the minutes of the meeting held on 16 October 2019 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 16 October 2019 be approved and signed by the Chairman.

166/19 Matters Arising – There were no matters arising.

167/19 Chairman's Announcements

- Skatepark in Bloxham – A request had been made for a new skatepark in Bloxham. Unfortunately, at this time, there was no funding nor any suitable land for a skatepark. However, should this situation change, the Parish Council would consider the request again.
- Barford Road Bridge – The 'owners' of the bridge were confirmed as Highways England (not Network Rail) and their field engineer had assessed it and reported that it was not in a state which required any repairs. Councillor Rayner had replied to Highways England suggesting that as a minimum, the trees and the weeds needed to be addressed before the bridge deteriorated further.
- Road Safety Meeting on A361/Bloxham Grove Road/Ells Lane Junction – A meeting was being held on Wednesday 20 November 2019 to discuss changes at this junction, following the approval of planning application for the SEND School on Bloxham Grove Road.
- Meeting with Oxfordshire County Council about A361 planters – Councillor Rayner had attended a meeting with Tara Jowett from Oxfordshire County Council and it had been agreed that due to the footpath being widened to 2.2m, the planter on the Ells Lane side of the road would be moved about 1.5m across. With

BLOXHAM PARISH COUNCIL

regard to the planter on the Bloxham Grove Road side of the road, Tara would liaise with Joanna Mellon before this relocation was agreed, as it could be impacted by the changes to the road junction but this was being delivered by the SEN contractors. Councillor Rayner would monitor the situation. **Action NR**

- Christmas Tree Festival – It was confirmed that Parish Councillors Amanda Baxter and Sophie Floate had agreed to dress the Parish Council's Christmas tree as part of the St Mary's Church Christmas Tree Festival.
- Meeting Dates – The Clerk had published the meeting dates for 2020, however some dates clashed with the PCC meetings and the Parish Council had been asked whether it would change some of its dates. This was agreed and the Clerk would amend the dates and list them at the end of the minutes. **Action TG**

168/19 Open Forum – Councillor Mike Morris reported that at the Drop-In and Chat session, a resident had asked whether there could be a crossing on Milton Road, outside of the Weavers Field development. Councillor Morris was advised that the footpath was intentionally located inside the development to direct pedestrians to cross further up the Milton Road. However, this request would be picked up by the Traffic Calming Working Group. **Action NR/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)

169/19 Gladman Developments Limited – Planning Application 19/01705/OUT – The Chairman reported that the application had been withdrawn by Gladman Developments Limited.

Resolved that the report be noted.

170/19 Reports from County and District Councillors – County Councillor Kieron Mallon reported that work was on-going on the A361 and no major issues with the work had been reported to him. There were some snagging issues and these were being addressed. Councillors reported that the area of the A361 from Strawberry Terrace to Chipperfield Park Road had not been resurfaced and Councillor Mallon agreed to check this with the County Council officers. **Action KM**

With regard to planning, District Councillor Christine Heath reported on the complicated situation with developers trying to exceed the figure in the CDC Local Plan of 750 houses for category A villages. This had been an issue in recent appeals and the outcome of one appeal was still awaited. However, an appeal in Ambrosden which had been allowed, was now the subject of an application for a Judicial Review.

District Councillor Andrew McHugh reported that he had attended a meeting with Victoria Prentis MP and the Chancellor of the Exchequer to discuss funding for the redevelopment of the Horton Hospital. Consultation with Matt Hancock, Secretary of State for Health and Social Care, was now being undertaken and a decision was awaited. There was significant support for a redevelopment of the site, which would include additional space for wards, theatres, clinical areas, car parking and key worker housing. The cost to engage architects and cost surveyors would be in the region of £1.5m.

Parish Councillors also highlighted the issue of parking on the pavement on the A361, outside The Loft and Councillor McHugh would raise this with Thames Valley Police.

Resolved that the reports be noted.

171/19 Planning

iii) Planning Applications

- 19/02274/F, High Walls, Steeple Close, Bloxham – The Parish Council considered an application for a replacement roof (with higher ridge and eaves) to create additional first floor bedroom, re-roofing of garage, breakfast room and utility room. Construction of dormer window to first floor bedroom.

Resolved that the Parish Council has no objection to application 19/02274/F, subject to comments from the Conservation Officer. **Action TG**

BLOXHAM PARISH COUNCIL

172/19 Environment/Village Matters

- i) Dog Friendly Stiles – Prior to the meeting, a report had been circulated to the Parish Council with regard to whether dog friendly stiles should be introduced on the PRow around the village.

Resolved that:

- 1) the report be noted; and
- 2) Councillor David Bunn to discuss the issue with the new Footpath Warden, Rodney Kane. **Action DB**

- ii) Bloxham Recreation Ground – Prior to the meeting, the play area inspection for Bloxham Recreation Ground had been circulated to the Parish Council.

Resolved that:

- 1) the play area inspection report be noted; and
- 2) it be suggested to the Recreation Ground Trustees that Pete Booth from Milcombe be approached with regard to the work which is required to the swings. **Action TG**

173/19 Parish Council Matters

- vi) Reports from Parish Council Representatives – Prior to the meeting, Councillor Mary Groves reported that Apple Day had been a successful, notwithstanding the poor weather on the day.

Resolved that:

- 1) the report be noted; and
- 2) the organisers be thanked for their hard work on the event.

- vii) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated.

Resolved that:

- 1) the report be noted; and
- 2) Alex Keene from Cherwell District Council be requested to hold another training session for Parish Councillors, relating to planning matters. **Action TG**

174/19 Finance

- vi) Accounts for Payment and Bank Reconciliation - The Clerk submitted to the Parish Council, the accounts for payment and the bank reconciliation as at 4 November 2019.

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

Payments	Amount	Cheque No.
T Goss – Salary for November 2019	£940.78	1618
T Goss – Expenses for November 2019	£39.81	1618
HMRC Monthly Payment	£345.14	1619
OCC Pension Fund – Clerks Pension for November 2019	£355.21	1620
Green Scythe Ltd – Grass cutting at Jubilee for Sept 2019	£319.20	1621
Oxon Neighbourhood Plan Alliance – Annual Subs	£50.00	1622
Walker Graham Architects – Jubilee Hall Project	£306.00	1623

BLOXHAM PARISH COUNCIL

OCC Pension Fund – Clerks Pension for October 2019	£355.21	1624
--	---------	------

Resolved that the payments made since the last meeting be approved:

Payments	Amount	Cheque No.
Cater Kwik – Kitchen equipment for Jubilee Hall	£1822.35	1617

- vii) Section 106 Project, Jubilee Hall – Councillors David Bunn and Stephen Phipps advised on a number of issues with the project and how they had been dealt with by the different parties.

Resolved that:

- 1) the report be noted; and
- 2) the Chairman and Vice-Chairman to arrange a meeting with SCM and Richard Walker to discuss the project. **Action TG**

- viii) Section 106 – Community Benefits List – The Chairman reported that since the Gladman planning application had been withdrawn, the possible Community benefits from a planning application, could be discussed at a later date.

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

- ix) External Auditor’s Report 2018/2019 – Prior to the meeting, the External Auditor’s report for 2018/2019 had been circulated to the Parish Council.

Resolved that the report be noted.

- x) Parish Council Grants 2020/2021 – Prior to the meeting, the applications for Parish Council grants for 2020/2021 had been circulated

Resolved that the grants for 2020/2021 be approved as follows:

Organisation	Grant for 2020/2021
Bloxham Senior Citizen's Club	£300.00
Royal British Legion	£400.00
Ex-Servicemen’s Hall	£1000.00
St Mary's Parish Rooms	More information required
Tree Work St Mary’s Church yard, church yard up-keep and grass cutting.	£1000.00
Ellen Hinde Hall	More information required

BLOXHAM PARISH COUNCIL

Bloxham Pre School	£1350.00
First Bloxham Scout Group	£600.00
Flower Club	£200.00
Bloxham Fun Day	£2000.00
Standing the Gap	More information required

- xi) Bloxham Recreation Ground – Prior to the meeting, a report on the electrical works to the Recreation Ground pavilion, which had been approved by the Parish Council on 13 May 2019 had been circulated to the Parish Council.

The Recreation Ground Trustees hoped to have this work completed shortly to enable them to reduce the cost of their insurance when it was due for renewal on 4 January 2020. However, the work was being paid for from Section 106 funds from the Sanctuary Housing Oak Farm Phase 2 development in Milcombe, which Cherwell District Council was yet to receive. Therefore, the Trustees had requested that the Parish Council forward funds the project and reclaims the costs at a later date from Cherwell District Council.

Resolved that:

- 1) the report be noted;
- 2) advice be sought from Cherwell District Council with regard to Section 106 funds from other Bloxham developments being allocated to this project, whilst the funds from the Sanctuary Housing Oak Farm Phase 2 development are being awaited; **Action TG**
- 3) if Section 106 funds held by Cherwell District Council cannot be used at this time, their officers be asked to approve the expenditure on the electrical work to enable to Parish Council to meet the costs and then those costs be reimbursed once the Section 106 funding from Sanctuary Housing has been received; and **Action TG**
- 4) the Recreation Ground Trustees be requested to provide information on how their Community Donation from the Parish Council of £2500.00 will be spent, once their insurance costs have decreased. **Action TG**

175/19 Correspondence – There was no further correspondence.

176/19 Queen Street Land – The Chairman reported that the fence had been erected and Councillor Kirsty Rose reported that a meeting had been arranged by David Green for 20 November 2019 and she would be attending.

The Clerk also reported that a quote had been received for legal advice on the ownership issue of the Queen Street land. However, Councillors felt that in the absence of the Councillor Steve Craggs and Councillor Leonard Leigh, a decision on this expenditure should be taken at the next meeting.

Resolved that:

- 5) the report be noted; and
- 6) a decision of the expenditure for the legal advice be considered at the next meeting. **Action TG**

177/19 Meeting Dates

Resolved that it be noted that, future meeting dates for Bloxham Parish Council are as stated below. They would all commence at 7.30pm (unless stated otherwise) in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- Tuesday 19 November 2019
- Monday 2 December 2019 (Only one meeting in December 2019)
- Monday 6 January 2020
- Wednesday 15 January 2020

BLOXHAM PARISH COUNCIL

- Monday 3 February 2020
- Tuesday 18 February 2020
- Monday 2 March 2020
- Tuesday 17 March 2020
- Monday 6 April 2020
- Tuesday 14 April 2020
- Thursday 16 April 2020 (Annual Parish Meeting, venue TBC)
- Monday 4 May 2020
- Wednesday 20 May 2020
- Monday 1 June 2020
- Tuesday 16 June 2020
- Monday 6 July 2020
- Tuesday 14 July 2020
- Monday 3 August 2020 (Only meeting in August 2020)
- Monday 7 September 2020
- Tuesday 15 September 2020
- Monday 5 October 2020
- Tuesday 20 October 2020
- Monday 2 November 2020
- Tuesday 17 November 2020
- Monday 7 December 2020

178/19 Items for Future Agendas

- Highway Officer to attend the future meeting
- Section 106 – Community Benefits List
- Budget & Precept 2020/2021
- Dog Friendly Stiles
- Queen Street legal advice

(The meeting ended at 9.20pm)

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, BLOXHAM ON TUESDAY 19 NOVEMBER 2019 AT
7.30PM

PRESENT: Chairman, Councillor Steve Craggs; Councillors Joanna Barton, David Bunn, Sophie Floate, Mary Groves, Gloria Lester-Stevens, Leonard Leigh, Mike Morris, Stephen Phipps and Kirsty Rose.

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

APOLOGIES: Councillor Amanda Baxter 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 Christine Heath also submitted her apologies.

The Chairman welcomed everyone to the meeting and also reminded the Councillors and the public that recording of the meeting was permitted. However, he asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

179/19 Declarations of Interest – There were no declarations of interest.

180/19 Minutes – Prior to the meeting, the minutes of the meeting held on 4 November 2019 had been circulated to the Parish Council and were taken as read. The following amendment was proposed, seconded and agreed:

Minute Number 168/19, Open Forum – Councillor Mike Morris proposed that the words 'at the refuge' be removed.

Resolved that the minutes of the meeting held on 4 November 2019 be approved and signed by the Chairman, with the above amendment. **Action TG**

181/19 Matters Arising – There were no matters arising.

182/19 Chairman's Announcements

- Planting of bulbs – The bulbs would be planted by 4th Corner on Friday 29 November 2019 at 8am. The Chairman agreed to meet the contractors on site and their advice would be sought with regard to how many bulbs should be planted in each of the two areas, on opposite sides of Tadmarton Road. The two areas were by the bench and the land opposite. **Action SC**
- Planning training – This was being held at Cherwell District Council on Thursday 23 January 2020 at 6pm at Bodicote House. Councillors should advise the Clerk if they wish to attend. **Action ALL**
- Highway Safety Meeting – The meeting with OCC/CDC about highway safety following the approval of the planning application for the SEND School in Bloxham Grove Road, had been re-scheduled for Wednesday 27 November 2019. The Chairman would be attending the meeting. **Action SC**
- Christmas Tree – The base for the Christmas Tree had been installed earlier that day and the tree would now be located further up the hill and closer to the A361.

183/19 Open Forum – A member of the public addressed the Parish Council and he felt that District Councillor Christine Heath had made some very good points at Cherwell District Council's Planning Committee in relation to the planning application at Exham House.

Councillor Gloria Lester-Stevens reported the following residents' matters:

- Gardens in Quarry Close had been water logged during the heavy rain last week.
- Drains were still blocked on Tadmarton Road

BLOXHAM PARISH COUNCIL

- Ditches on Tadmarton Road had still not been cleared.
- With regard to the balancing pond on the Miller Homes site on Tadmarton Road, the brick culvert and surrounding walls were dissolving and water was flowing around the culvert. Also the culvert pipe was too small and was also blocked.
- The Red Brick sign which was outside of the Millers Home development on Tadmarton Road, had still not been removed.

The Clerk agreed to contact Millers Homes and ask when the Red Bick sign would be removed. Cherwell District Council's Enforcement Team would also be notified, if it was appropriate. **Action TG**

The Clerk would arrange a site meeting with Araya Yohannes, Highways Officer at Oxfordshire County Council to discuss the issues with the drains and ditches on Tadmarton Road. **Action TG**

The Clerk would arrange a meeting with Tim Screen from Cherwell District Council, once the Chairman had checked the condition of the balancing pond. **Action SC/TG**

Councillor David Bunn had received a report from a resident about the poor the air quality in front of the Co-op. Councillors felt that a further air quality survey should be undertaken in the next year or two. It was agreed to load Cherwell District Council's air quality report onto the Parish Council web site. **Action TG**

Councillor David Bunn also reported that he was still investigating dog friendly stiles around the village.

Councillor Kirsty Rose reported that the Queen Street land residents meeting was being held on Tuesday 26 November 2019 at 7pm at St Mary's Parish Rooms.

(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)

184/19 Reports from County and District Councillors – There were no reports from the County and District Councillors.

185/19 Planning

- iv) Planning Applications: None
- v) Bloxham Neighbourhood Development Plan (BNDP) – The Parish Council considered a report regarding updates to the BNDP.

Resolved that no updates be made to the Bloxham Neighbourhood Development Plan.

186/19 Environment/Village Matters

- i) Jubilee Hall Access Road – Prior to the meeting, a report had been circulated to the Parish Council with regard to repairs to the Jubilee Hall access road. The access road was owned by the Parish Council and Bloxham School had a right of access across it.

Resolved that:

- 3) the report be noted;
- 4) the quote from ASC for £1537.85 plus VAT be accepted; **Action TG**
- 5) Bloxham School be asked to share the cost of the work and authority be delegated to the Chairman and Clerk to accept any offer from Bloxham School; and **Action SC/TG**
- 6) if Bloxham School is not willing to share the cost, the Parish Council will meet the full cost of the works. **Action TG**

BLOXHAM PARISH COUNCIL

187/19 Parish Council Matters

- viii) Drop-in and Chat – The Parish Council received a report on the session held on 9 November 2019. There had been one attendee.

Resolved that the report be noted.

- ix) Reports from Parish Council Representatives – There were no reports.

- x) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated.

Resolved that the report be noted.

188/19 Finance

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

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

Payments	Amount	Cheque No.
NR Prickett – Fencing work for Queen Street land	£876.00	1625
NR Prickett – Grass cutting for November 2019	£774.00	1625
Viking – Stationery	£132.89	1626
Bloxham Mill – Room Hire	£76.50	1627
Angel Electrical Services – Fire Alarm System at Ex-Servicemen’s Hall	£822.00	1629
Angel Electrical Services – Power for the new Defibrillator	£168.00	1629
Angel Electrical Services – Electrical Work at the Ex-Servicemen’s Hall	£2748.00	1629
ACS Bower Ltd – Installation of three new benches	£1737.57	1630
Wicksteed Leisure Ltd – Play area inspection at Recreation Ground	£85.20	1631
St Mary’s Parish Rooms – Room hire July to Oct 2019	£210.00	1632

- xiii) Section 106 Project, Jubilee Hall – Prior to the meeting, Councillor Stephen Phipps had circulated a report on the project at Jubilee Hall.

Resolved that:

- 3) the report be noted;
- 4) the quote from Angel Electrical Services for £1615.00 plus VAT be accepted; **Action SP/TG**
- 5) the quote from B&L Shutter for £877.00 plus VAT be accepted; **Action SP/TG**
- 6) the quote from Green Scythe Limited for £248.00 plus VAT be accepted; and **Action SP/TG**
- 7) these additional costs be funded from Section 106 funds.

- xiv) Parish Council Grants/Community Donations 2020/2021 – Prior to the meeting, a report on the grant applications which the Parish Council had required further information, had been circulated.

Resolved that the grants/community donations for 2020/2021 be approved as follows:

BLOXHAM PARISH COUNCIL

Organisation St Mary's Parish Rooms	Grant for 2020/2021 £400.00
Ellen Hinde Hall	Defer until a quote has been received and request confirmation as to whether or not this essential work to ensure the safety of the building.
Standing the Gap	Refused
Organisation	Community Donation 2020/2021
Bloxham Recreation Ground	£2500.00 (for running costs including insurance, services, ground/tree/hedge maintenance, tools maintenance and vandalism repairs)

- xv) Budget/Precept 2020/2021 – The Parish Council discussed the budget and precept for 2020/2021, including a request from Burford Town Council for funds to address weight limit issues relating to lorries using the A361 through their village.

Resolved that:

- 1) Marie Jones be contacted about the progress of the purchase of a camera for The Slade; **Action TG**
- 2) CCTV cameras at Jubilee Hall be investigated; **Action DB**
- 3) information be obtained on accessible kissing gates to replace the current stiles etc. on the public rights of way and permissive footpaths around the village and these be funded from the 2019/2020 budget; **Action DB**
- 4) the request from Burford Town Council be refused;
- 5) a letter be sent to Burford Town Council advising that their request has been refused and that the Parish Council does not believe that any Town and Parish Councils should be contributing to measures to address weight limits on the highway, given this is a County Council responsibility; and **Action TG**
- 6) the budget for 2020/2021 be approved and the precept for 2020/2021 be set at £96,676.00. **Action TG**

189/19 Correspondence – There was no further correspondence.

190/19 Queen Street Land – The Chairman reported that it had now been confirmed by Oxfordshire County Council that it owned a significant portion of the bigger piece of land and the Parish Council had been granted permission for a fence to be erected, as long as the County Council retained access to the site.

Following a discussion, it was felt that the Chairman and Councillor Leonard Leigh should meet with the Parish Council's Solicitor, ORG Stock Denton and seek further advice on the matter.

Resolved that:

- 7) the report be noted; and
- 8) a meeting with ORG Stock Denton be arranged and the Chairman and Councillor Leonard Leigh be authorised to attend on behalf of the Parish Council. **Action TG**

191/19 Meeting Dates

BLOXHAM PARISH COUNCIL

Resolved that it be noted that, future meeting dates for Bloxham Parish Council are as stated below. They would all commence at 7.30pm (unless stated otherwise) in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- Monday 2 December 2019 (Only one meeting in December 2019)
- Monday 6 January 2020
- Wednesday 15 January 2020
- Monday 3 February 2020
- Tuesday 18 February 2020
- Monday 2 March 2020
- Tuesday 17 March 2020
- Monday 6 April 2020
- Tuesday 14 April 2020
- Thursday 16 April 2020 (Annual Parish Meeting, venue TBC)
- Monday 4 May 2020
- Wednesday 20 May 2020
- Monday 1 June 2020
- Tuesday 16 June 2020
- Monday 6 July 2020
- Tuesday 14 July 2020
- Monday 3 August 2020 (Only meeting in August 2020)
- Monday 7 September 2020
- Tuesday 15 September 2020
- Monday 5 October 2020
- Tuesday 20 October 2020
- Monday 2 November 2020
- Tuesday 17 November 2020
- Monday 7 December 2020

192/19 Items for Future Agendas

- Highway Officer to attend the future meeting
- Section 106 – Community Benefits List
- Dog Friendly Stiles
- Queen Street legal advice
- Kissing gates
- The Slade

(The meeting ended at 9.30pm)

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 2 DECEMBER 2019 AT
7.30PM

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

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

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

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

District Councillor Andrew McHugh also submitted his apologies.

The Chairman welcomed everyone to the meeting and also reminded the Councillors and the public that recording of the meeting was permitted. However, he asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

193/19 Declarations of Interest – There were no declarations of interest.

194/19 Minutes – Prior to the meeting, the minutes of the meeting held on 19 November 2019 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 19 November 2019 be approved and signed by the Chairman.

195/19 Matters Arising

Minute Number 182/19, Chairman's Announcements, Christmas Tree – The Christmas tree and lights had been erected and there had already been positive feedback. Ian Cooper was thanked for all of his hard work making the arrangements for the Christmas lights and liaising with the necessary contractors.

Minute Number 186/19 (i), Jubilee Hall Access Road – The Chairman reported that Bloxham School had agreed to meet half of the cost of the repair work to the access road to Jubilee Hall and Dewey Hall. The responsibility for the maintenance lay with the Parish Council and Bloxham School was making a contribution as a gesture of good will.

Minute Number 182/19, Chairman's Announcements, Bulb Planting – The Chairman reported that the bulbs had been planted in Courtington Lane by 4th Corner Ltd. Residents had been advised that Boys' Brigade did not complete the planting, due to health & safety concerns and safeguarding issues relating to the children planting so many bulbs, on a busy road through the village.

196/19 Chairman's Announcements

- Traffic Survey - The traffic survey had been completed and results were awaited, however it had been highlighted to the County Council that due to the roadworks on the A361, the Parish Council was not confident that the results would give an accurate reflection of true traffic flows in and out of the village.
- Christmas Tree Festival – Councillors Mike Morris, Nick Rayner and Kirsty Rose would be dressing the Parish Council Christmas tree on Thursday 5 December 2019.
- Book of Condolence – The book would be stored in the Church Office and the Clerk would be obtaining photographs of senior members of the Royal Family to accompany the book.
- Meeting at Bloxham School on 26 November 2019 – The School currently faced a number of challenges and following the General Election, if there was a Labour Government, it was possible that the School could lose its charitable status and have to charge with VAT on school fees. With regard to the lighting situation at

BLOXHAM PARISH COUNCIL

Dewey Hall, new lighting drawings had been obtained and another amended planning application would be submitted to Cherwell District Council.

197/19 Open Forum – A resident from Tadmarton Road was in attendance to hear the report on the discussions with the County Council's highways officers.

Councillor Mary Groves reported that there were loose paving slabs on the footpath which ran outside The Loft. This would be reported to the County Council. **Action TG**

Councillor Nick Rayner also reported that vehicles parking on this footpath was still an on-going issue and Thames Valley Police would be advised of the issue by Councillor Mary Groves at the Rural Community Forum on 4 December 2019. **Action MG**

The Clerk was also asked to clarify with County Councillor Kieron Mallon whether or not the line marking on the A361 through the village had been completed. **Action TG**

Richard Brown, Manager at Bloxham Mill, introduced himself to the Parish Council and offered to support the Parish Council where he was able to. The Chairman thanked Mr Brown for his offer.

(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)

198/19 Reports from County and District Councillors – Councillor Christine Heath reported on some minor planning issues and she would also check with Cherwell District Council, on the current status of Yeoman's garage. **Action CH**

199/19 Planning

- vi) Planning Applications: None
- vii) Road Safety Meeting – The Chairman reported on the meeting which was held on 27 November 2019 relating to the A361/Bloxham Grove Road/Ells Lane junction following the planning application which had been approved for the SEND School.

The Chairman advised on a number of issues which he had highlighted with the County Council officers and they had agreed to investigate these further. These included railings, bollards in the grass verges at the junctions and parking bays for coaches. However there was no movement on the installation of the refuge island and the right hand turn lanes and these would still be included in the new road layout. Double yellow lines would not be part of the scheme because there were no officers to enforce them.

Resolved that:

- 1) the report be noted; and
 - 2) Councillor Kieron Mallon be asked for an explanation as to why double yellow lines are not feasible in Bloxham, especially around this junction. **Action TG**
- viii) Bloxham Conservation Area Re-Appraisal Consultation – Prior to the meeting, information on Cherwell District Council's Conservation Area Re-Appraisal had been circulated to the Parish Council.

Resolved that the Chairman will speak to Jennifer Ballinger at Cherwell District Council and obtain further information on the re-appraisal. **Action SC**

200/19 Environment/Village Matters

BLOXHAM PARISH COUNCIL

- i) Oxfordshire County Council, Highways Meeting – Prior to the meeting, the Parish Council had received a report on a meeting which was held with the County Council to discuss the clearance of drains and ditches on Tadmarton Road.

The Chairman reported that two officers from the County Council had attended the meeting and the ditches and drains which were inspected, had been completely blocked. These would be cleared by the County Council and the ditch by the School which was flowing, still needed some clearance work completing.

The ditch which ran alongside the Miller Homes site was the responsibility of Miller Homes and as the riparian owner, the County Council would be contacting them about the issues.

There were also a number of issues with the balancing pond and these had been reported to Tim Screen at Cherwell District Council.

Resolved that the report be noted.

- ii) Bloxham Footpath No 21. Modification Order – Prior to the meeting the modification to footpath 21, which now runs from Queen Street to Green Hills Park, had been circulated to the Parish Council.

Resolved that the modification to the footpath be supported.

201/19 Parish Council Matters

- xi) Reports from Parish Council Representatives – There were no reports.

Councillor Nick Rayner reported that there was a meeting of the Oxfordshire Neighbourhood Plan Alliance on Monday 9 December 2019, but he was unable to attend. Councillor Mary Groves reported that she was attending the Rural Community Forum on Wednesday 4 December 2019.

Resolved that the reports be noted.

- xii) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated.

Resolved that the report be noted.

202/19 Finance

- xvi) Accounts for Payment & Bank Reconciliation - The Clerk submitted to the Parish Council, the accounts for payment and the bank reconciliation as at 2 December 2019.

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

Payments	Amount	Cheque No.
T Goss – Salary for December 2019	£940.78	1634
T Goss – Expenses for December 2019	£32.45	1634
HMRC – Monthly Payment	£345.14	1635
OCC Pension Fund – Clerks Pension for December 2019	£355.21	1636
Geoff Stone (Oxford Fire Solutions) – Supply, fit and commission fire alarm Ex-SH	£1194.00	1637
Green Scythe Ltd – Grass cutting at Jubilee Park	£319.20	1638
Pixel Concepts – PC web site hosting and work to web site	£236.40	1639
OALC – Planning training for Mike Morris	£60.00	1640

BLOXHAM PARISH COUNCIL

ACS Bower Ltd – Christmas tree base	£1160.72	1641
Magnet Ltd – Jubilee Hall Kitchen	£2559.60	1642
Bloxham Mill Ltd – Room Hire	£36.00	1643
LB Carpentry – Jubilee Hall Kitchen	£852.00	1644
Walker Graham Architects – Jubilee Hall Project Management	£306.00	1646
4 th Corner Ltd – Bulb Planting	£852.00	1647
Bloxham Mill Ltd – Room Hire	£63.00	1648

- xvii) Section 106 Project, Jubilee Hall – Prior to the meeting, Councillor Stephen Phipps had circulated a report on the project at Jubilee Hall.

Resolved that:

- 8) the report be noted; and
 - 9) the LB Carpentry payment of £852.00 be approved for funding from Section 106 funds.
- xviii) Parish Council Grants – Prior to the meeting, further information on the grant application from Ellen Hinde Hall had been circulated to the Parish Council.

Resolved that the 2020/2021 grant application from Ellen Hinde Hall for £2000.00 be approved. **Action TG**

- xix) Section 106, Community Benefits List – Prior to the meeting, a community benefits list had been circulated to the Parish Council for review.

Resolved that any suggested items for inclusion in the community benefits list be emailed to the Clerk and these will be considered at a future meeting. **Action ALL**

203/19 Correspondence – The Countryside Voice magazine had been received from the CPRE.

204/19 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 205/19 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

205/19 Queen Street Land – The Chairman reported that the Parish Council was waiting for the Solicitor to respond with a date for a meeting, which he would attend along with Councillor Leonard Leigh.

Councillor Kirsty Rose updated on the Parish Council on the residents' meeting which was held 26 November 2019. A lot of effort was being put into tidying up the site and future plans included a community orchard and supporting wildlife.

Resolved that:

- 9) the report be noted;
- 10) the residents be thanked for all their work on the site and they be advised of the modification to footpath 21 which runs over the larger piece of land into Green Hills Park; and
- 11) Smiths of Bloxham be thanked for supplying the three skips to enable the clearance of the land.

206/19 Meeting Dates

Resolved that it be noted that, future meeting dates for Bloxham Parish Council are as stated below. They would all commence at 7.30pm (unless stated otherwise) in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- Monday 6 January 2020

BLOXHAM PARISH COUNCIL

- Wednesday 15 January 2020 (At Bloxham Primary School)
- Monday 3 February 2020
- Tuesday 18 February 2020
- Monday 2 March 2020
- Tuesday 17 March 2020
- Monday 6 April 2020
- Tuesday 14 April 2020
- Thursday 16 April 2020 (Annual Parish Meeting at Warriner School Hall)
- Monday 4 May 2020
- Wednesday 20 May 2020 (At Bloxham Primary School)
- Monday 1 June 2020
- Tuesday 16 June 2020
- Monday 6 July 2020
- Tuesday 14 July 2020
- Monday 3 August 2020 (Only meeting in August 2020)
- Monday 7 September 2020
- Wednesday 16 September 2020 (At Bloxham Primary School)
- Monday 5 October 2020
- Tuesday 20 October 2020
- Monday 2 November 2020
- Tuesday 17 November 2020
- Monday 7 December 2020

206/19 Items for Future Agendas

- Highway Officer to attend the future meeting
- Dog Friendly Stiles
- Queen Street legal advice
- Kissing gates
- The Slade

(The meeting ended at 9.05pm)

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 6 JANUARY 2020 AT
7.30PM

PRESENT: Chairman, Councillor Steve Craggs; Councillors David Bunn, Mary Groves, Gloria Lester-Stevens, Leonard Leigh, Mike Morris and Stephen Phipps.

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

APOLOGIES: Councillor Joanna Barton submitted her apologies because there had been a bereavement in her family, the apologies were accepted and the absence authorised.

Councillor Amanda Baxter 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 a personal matter which had to be dealt with, the apologies were accepted and the absence authorised.

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

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

County Councillor Kieron Mallon and District Councillor Mike Bishop also submitted their apologies.

The Chairman welcomed everyone to the meeting and also reminded the Councillors and the public that recording of the meeting was permitted. However, he asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

207/19 Declarations of Interest – There were no declarations of interest.

208/19 Minutes – Prior to the meeting, the minutes of the meeting held on 2 December 2019 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 2 December 2019 be approved and signed by the Chairman.

209/19 Matters Arising

Minute Number 195/19 – Matter Arising – Bloxham School – Councillor Stephen Phipps reported that the street lamp in the middle of the access road to Dewey Hall/Jubilee Hall had not been lit for a number of weeks. The Clerk was asked to contact Bloxham School about the issue. **Action TG**

Minute Number 197/19 – Open Forum – Councillor Stephen Phipps reported that some of the old paving stones along the footpath outside The Loft were broken and needed to be repaired. It was also reported that the vehicles parked on the footpaths in that area, mainly outside The Loft and opposite The Loft, belonged to residents and not customers of The Loft. A list of all of the issues on the A361 in Bloxham would be sent to Oxfordshire County Council and County Councillor Kieron Mallon and a meeting be arranged in due course. **Action TG**

Minute Number 200/19, Oxfordshire County Council, Highways Meeting – Councillor Gloria Lester-Stevens reported that the ditches on Tadmarton Road had been cleared, except for the Miller Homes ditch. Also the issues at the balancing pond not been rectified and the gate was still locked. There should also be fencing between 1 and 2 Quarry Close which was not in place.

The Chairman asked the Clerk to thank the OCC highways officer for attending their meeting prior to Christmas and for arranging for the drains and ditches to be cleared, but further contact needed to be made with Miller Homes to ensure they addressed their responsibilities. **Action TG**

BLOXHAM PARISH COUNCIL

The Clerk would also contact Tim Screen at Cherwell District Council and request another meeting with Miller Homes. **Action TG**

210/19 Chairman's Announcements

- Christmas Tree and Lights - Joe Gray and Kirsty Carpenter were thanked for supplying the power for the village Christmas tree lights. It had been suggested by a member of the public that next year, there could be some baubles on the Christmas tree too, so it looked more decorative during the daytime when the lights were not switched on.
- Traffic Survey – The survey had been completed by the County Council, however some measurements would be undertaken again at no extra charge. It had been acknowledged by the County Council that because the survey had been completed during the major road works to the A361, this would have an impact on the accuracy of the results.
- Community Benefits List – Councillors were reminded to pass to the Clerk, their comments on the list.
Action ALL
- Parish Council meeting 14 April 2020 – As the Bloxham Annual Parish Meeting was being held on 16 April 2020, the Parish Council meeting scheduled for 14 April 2020 was cancelled. **Action TG**

211/19 Open Forum – Councillor David Bunn reported that the new grit bin had not been installed on the Ridgeway. Councillor Gloria Lester-Stevens also reported that the other grit bins in the village had not been topped up this winter. The Clerk would contact Oxfordshire County Council about both of these issues. **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)

212/19 Reports from County and District Councillors – Councillor Christine Heath reported that with regard to the Motor Fuel Ltd garage on the A361, the work to the recessed lighting should have been completed on Christmas Eve. A CDC officer would be checking this work on Tuesday 7 January 2020. If there were no issues with the work, the planning application would be submitted to CDC's Planning Committee in February 2020.

The planning application relating to the Dewey Hall car park lights had been submitted to Cherwell District Council and would be discussed at the next meeting of the Parish Council.

Councillor Heath had received a report with regard to two loose manhole covers on the A361. The Chairman reported that he was already dealing with this matter and it had been reported to the County Council highways officers and County Councillor Kieron Mallon. The Chairman would contact Councillor Mallon about this matter again. **Action SC**

Councillor Heath also read out an email which she had received thanking her and the Parish Council for all their work.

213/19 Planning

ix) Planning Applications:

- 19/02283/F, Framar, Barford Road, Bloxham – The Parish Council considered a retrospective application for an extension to an existing rear balcony.

Resolved that the Parish Council has no objections to application 19/02283/F, subject to comments from the Conservation Area. **Action TG**

- 19/02773/F, Naylands Farm, Ells Lane, Bloxham – The Parish Council considered an application for a detached oak framed garage.

Resolved that the Parish Council has no objections to application 19/02773/F. **Action TG**

BLOXHAM PARISH COUNCIL

- x) Bloxham Conservation Area Re-Appraisal Consultation – The Chairman reported that he had met with Jennifer Ballinger, Senior Conservation Officer at Cherwell District Council and they had a good discussion about the Conservation Area Re-Appraisal. A report for Councillors had been stored in Drop Box.

Resolved that:

- 1) the report be noted;
- 2) the Conservation Area be discussed at the Annual Parish Meeting on 16 April 2020;
- 3) Jennifer Ballinger be invited to a future Parish Council meeting to discuss issues surrounding the Conservation Area; and **Action TG/SC**
- 4) comments on the Conservation Area Re-Appraisal be forwarded to the Clerk by Friday 10 January 2020. **Action ALL**

214/19 Environment/Village Matters

- iii) Dog Waste Bin at Tadmarton Road Country Park – The Parish Council discussed whether or not it should install a new dog waste bin outside the County Park on Tadmarton Road. There was a discussion about the ownership of the land in that area and where would be a suitable location.

Resolved that a dog waste bin be purchased for installation in a suitable location which is in the vicinity of the County Park on Tadmarton Road. **Action TG**

- iv) Circular Walk – The Parish Council discussed the issues land owners were having with users of the public rights of way and permissive paths, some of which included the village Circular Walk. There had been reports that gates had been left open which had resulted in cattle escaping and subsequently getting injured. To prevent this happening again, the Smith family had put locks on the gates, however they had been vandalised and superglued together. If issues kept arising on the permissive paths, it was possible that the land owners would withdraw their support and close them.

Councillor David Bunn suggested that a meeting was arranged with Tom Smith to discuss the issues and discuss how the Parish Council could help to resolve them.

Resolved that:

- 1) a meeting be arranged between Councillor David Bunn and Tom Smith to discuss how the Parish Council can help to resolve the issues on the public rights of way and permissive paths; and **Action DB**
 - 2) a note be included in the Broadsheet asking users of the public rights of way and permissive pathways to respect the land owners and use the footpaths properly. **Action TG**
- v) Traffic Calming Working Party – In the absence of Councillor Nick Rayner, the discussion with regard to traffic calming and the future work of the Working Party, would be covered at a future meeting.

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

215/19 Parish Council Matters

- xiii) Reports from Parish Council Representatives – There were no reports.

- ii) Gascoigne Way Land – The Chairman reported that the transfer of land in Gascoigne Way had been agreed with Kibswell and the transfer documents were ready to sign.

Resolved that:

- 1) the report be noted;
- 2) the Chairman, Vice-Chairman be authorised to sign the necessary documents to complete the transfer; and **Action SC/NR/TG**
- 3) the Clerk be authorised to witness the necessary documents to complete the transfer. **Action TG**

BLOXHAM PARISH COUNCIL

- xiv) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated.

Resolved that the report be noted.

216/19 Finance

- xx) Accounts for Payment & Bank Reconciliation - The Clerk submitted to the Parish Council, the accounts for payment and the bank reconciliation as at 6 January 2020.

Resolved that the bank reconciliation be noted and following accounts for payment and those payments made since the last meeting, be approved:

Payments	Amount	Cheque No.
T Goss – Salary for January 2020	£940.78	1653
T Goss – Expenses for January 2019	£57.70	1653
HMRC – Monthly Payment	£345.14	1654
OCC Pension Fund – Clerks Pension for January 2020	£355.21	1655
T Goss – Photographs and frames for Book of Condolence	£45.52	1656
Aplins Solicitors – Application for Adverse Possession in Queen Street	£508.40	1657
Aplins Solicitors – Land registry documents	£66.00	1657
Green Scythe Ltd – Stump grinding and grass cutting	£392.40	1658
David J Andrews (Electrical) – Power for Christmas tree lights	£193.20	1659
Walker Graham Architects – Jubilee Hall Project	£300.00	1660
Came and Company – Insurance for Jubilee Hall project	£157.56	1661

Payments made since the last meeting	Amount	Cheque No.
Mrs J Myson – Bloxham Christmas Lunch 2019	£300.00	1651

- xxi) Section 106 Project, Jubilee Hall – Councillor Stephen Phipps gave an update on the project at Jubilee Hall. Councillor Phipps covered a number of issues and problems with the project and how it was hoped they would be resolved.

Resolved that:

- 10) the report be noted; and
- 11) the Chairman and Councillor Stephen Phipps to arrange a meeting with Richard Walker to discuss the matter further. **Action SP/SC**

- iii) Section 106 Funds – The Parish Council discussed the allocation of Section 106 funds, currently held by the County Council, which could be spent in the village. The Chairman had circulated to the Parish Council, information provided by Oxfordshire County Council officers.

Resolved that:

- 1) the report be noted;
- 2) a Working Party be set up to review the Section 106 funds held at the County Council and how they can be spent; and
- 3) clarification be sought from the County Council with regard to whether or not their officers had started projects using the allocated funds. **Action TG**

BLOXHAM PARISH COUNCIL

217/19 Correspondence – There was no further correspondence.

218/19 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 219/19 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

219/19 Queen Street Land – The Chairman reported that the Parish Council had received a letter from a resident suggesting that the land in Queen Street, could be sold for a small sympathetic development. The Chairman advised that the Parish Council did not own the land and the main proportion was owned by Oxfordshire County Council.

Resolved that the report be noted.

220/19 Meeting Dates

Resolved that it be noted that, future meeting dates for Bloxham Parish Council are as stated below. They would all commence at 7.30pm (unless stated otherwise) in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- Wednesday 15 January 2020 (At Bloxham Primary School)
- Monday 3 February 2020
- Tuesday 18 February 2020
- Monday 2 March 2020
- Tuesday 17 March 2020
- Monday 6 April 2020 (Only one meeting in April 2020)
- Thursday 16 April 2020 (Annual Parish Meeting at Warriner School Hall)
- Monday 4 May 2020
- Wednesday 20 May 2020 (At Bloxham Primary School)
- Monday 1 June 2020
- Tuesday 16 June 2020
- Monday 6 July 2020
- Tuesday 14 July 2020
- Monday 3 August 2020 (Only one meeting in August 2020)
- Monday 7 September 2020
- Wednesday 16 September 2020 (At Bloxham Primary School)
- Monday 5 October 2020
- Tuesday 20 October 2020
- Monday 2 November 2020
- Tuesday 17 November 2020
- Monday 7 December 2020 (Only one meeting in December 2020)

221/19 Items for Future Agendas

- Highway Officer to attend the future meeting
- Dog Friendly Stiles
- Queen Street legal advice
- Kissing gates
- Marie Jones, Warden at The Slade
- Jennifer Ballinger, Senior Conservation Officer

(The meeting ended at 8.55pm)

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
BLOXHAM PRIMARY SCHOOL, TADMARTON ROAD, BLOXHAM ON
WEDNESDAY 15 JANUARY 2020 AT 7.30PM

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

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

APOLOGIES: Councillor Joanna Barton submitted her apologies because there had been a bereavement in her family, 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.

County Councillor Kieron Mallon and District Councillors Christine Heath and Mike Bishop also submitted their apologies.

The Chairman welcomed everyone to the meeting and also reminded the Councillors and the public that recording of the meeting was permitted. However, he asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

222/19 Declarations of Interest

Minute Number 228/19 – 19/02889/F, Randles Cottage, Humber Street, Bloxham - Councillor Amanda Baxter declared an interest because the applicants were friends of hers.

Minute Number 228/19 – 19/02826/F, Bloxham School, Dewey Sports Centre, Barley Close, Bloxham – Councillors Mike Morris and Kirsty Rose declared an interest because they were employed by Bloxham School. Councillor Sophie Floate declared an interest because her husband was employed by Bloxham School.

Resolved that the interests be noted.

223/19 Minutes – Prior to the meeting, the minutes of the meeting held on 6 January 2020 had been circulated to the Parish Council and were taken as read.

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

224/19 Matters Arising

Minute Number 209/19 Matters Arising, Bloxham School – Councillor Stephen Phipps advised that the street light in the middle of the access to Dewey Hall and Jubilee Hall was still not working. The Clerk reported that she had made contact with Bloxham School and lights within the Dewey car park and the unit at the gateway have been switched off for approximately 12 months due to a planning issue. This is in the issue of being resolved with a new planning permission application.

Minute Number 209/19 Matters Arising, Highways Issues – The Clerk confirmed that the list of highways issues along the A361 had been sent to County Councillor Kieron Mallon and to the County Council's highways officers.

Minute Number 210/19 – Chairman's Announcements, Christmas Tree – Councillor Stephen Phipps suggested that rather than putting baubles on the Christmas tree next Christmas, which would be time consuming and they risked being stolen, the lights stayed switched on all day and night. The Chairman agreed this would be considered later in the year.

225/19 Chairman's Announcements

- Christmas Tree – The Chairman advised that the tree needed to be removed and he asked for volunteers to help him. Councillor David Bunn offered to help and the tree would be removed shortly. **Action SC/DB**

BLOXHAM PARISH COUNCIL

- Bloxham Mill – The Chairman and Councillor Mary Groves had attended the Christmas get-together at Bloxham Mill. The Chairman advised that the café would no longer be open to the public and would only be for the use of the businesses at the Mill and their clients.
- Declaring a Climate Emergency – Some Town and Parish Councils were now declaring a climate emergency and the Chairman asked Councillors to consider this matter further. If the Parish Council did declare a climate emergency it could provide some benefits to the Parish Council and the village. It would be discussed again at a future meeting. **Action ALL**

226/19 Open Forum – A resident addressed the Parish Council in objection to planning application 19/02831/F, Hornton House, Chapel Street, Bloxham. There were a number of areas of objection including the height of the roof, the type of materials, the type of windows, visitor parking and removal of trees and shrubs.

Another resident asked the Parish Council if it had received any details with regard to the annual Spring Clean. The Clerk advised that Cherwell District Council had not yet advised of the dates for this year's event. The resident agreed to send her contact details to the Clerk in readiness.

The resident also asked if there could be a link between The Slade and the new Country Park on the Miller Homes site. They were advised that the planning application did not accommodate a link between the two sites.

Councillor David Bunn reported that two hockey balls had come over from Bloxham School today. The Clerk was asked to report this to Bloxham School. **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)

227/19 Reports from County and District Councillors – There were no reports from County and District Councillors.

228/19 Planning

xi) Planning Applications:

- 19/02831/F, Hornton House, Chapel Street, Bloxham – The Parish Council considered an application for the demolition of an existing greenhouse, carport, garage and porch, the extension and alterations of Hornton House, the erection of 3 bed dwelling house and adjoining new ironstone boundary wall and the creation of 2 driveways to enable 4 cars to park off Chapel Street.

Resolved that the Parish Council objects to application 19/02831/F because it is contrary to the following Bloxham Neighbourhood Development Plan policies:

BL4 – Visitor parking is not provided in a location convenient to the dwelling; Chapel Street is very narrow and parking is extremely limited.

BL9(a) – The proposal does not ensure that the living conditions of neighbouring residents are not materially harmed because there will be overlooking into neighbouring properties and gardens. The bedrooms of the property will also have a straight sight line into Ellen Hinde Hall which raises a safeguarding issue when the hall is hired out for activities, in particular children and vulnerable people.

BL9 (c) – The addition of another residence on Chapel Street creates additional usage that it can ill afford given the current difficulties for traffic using it.

BL10 – The proposal does not preserve or enhance the character/appearance of the conservation area and the Conservation Officers needs to comment on this fully. It makes the plot congested and some materials do not seem appropriate for the area (eg limestone render)

BLOXHAM PARISH COUNCIL

BL11 – The proposal 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 our rural heritage, landscape and sense of place. In particular

BL11 (a) – The proposal makes the plot very congested

BL11 (b) – Two pairs of cars nose to tail coming down to the pavement is visually intrusive in that area

BL11 (e) – Removal of trees is to the detriment of the area

BL11 (f) – The proposal fills in the open space on the plot

BL11 (i) - The local wildlife and biodiversity, including swifts will be disturbed, causing irreversible damage.

BL12 (a) – This proposed development is within, and near, the key views identified in the Conservation Area Appraisal 2007 and it does not ensure that these key features of the view can continue to be enjoyed.

BL12 (b) - The development has an unacceptable impact in relation to the visual qualities of those views.

BL12 (c) - Developments in residential gardens will not usually be permitted

- 19/02826/F, Bloxham School, Dewey Sports Centre, Barley Close, Bloxham – The Parish Council considered an application for car park lighting and security lighting

Resolved that the Parish Council has no objection to application 19/02826/F, however there should be a condition which states that the car park lighting and security lighting both be switched off at 10.30pm.

Action TG

- 19/02889/F, Randles Cottage, Humber Street, Bloxham – The Parish Council considered an application for a partial demolition of existing extension and create enlargement of existing extension

Resolved that the Parish Council has no objection to 19/02889/F, subject to comments from the Conservation Officer. **Action TG**

229/19 Environment/Village Matters

- i) Dog Waste Bin – The Chairman reported that the dog waste bin which had been located in Tadmerton Road had been removed and the Parish Council was asked to consider replacing it.

Resolved that a new dog waste bin be purchased and replaced on Tadmerton Road. **Action TG**

230/19 Parish Council Matters

- xv) Reports from Parish Council Representatives – Prior to the meeting, the Chairman had circulated a report on the Oxfordshire Neighbourhood Plan Alliance meeting which he had attended.

Resolved that the report be noted.

- ii) Drop-In and Chat – Prior to the meeting, a report from the Drop-In and Chat held on 11 January 2020 had been circulated to the Parish Council and included issues with the Miller Homes site on Tadmerton Road.

Resolved that:

- 1) the report be noted; and
- 2) the Chairman be authorised to make contact with Tim Screen at Cherwell District Council, with a view to rectifying the many outstanding issues on the Miller Homes site on Tadmerton Road. **Action SC**

- xvi) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated.

Resolved that the report be noted.

BLOXHAM PARISH COUNCIL

231/19 Finance

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

Resolved that the following accounts for payment be approved:

Payments	Amount	Cheque No.
Cotswold Kindling – Christmas Tree	£75.00	1662
Haymarket Media Group Ltd – Planning Resource	£450.00	1663
W Page – Ex-Servicemen’s Hall Project	£2,672.16	1664

232/19 Correspondence – There was no further correspondence.

233/19 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 234/19 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

234/19 Section 106 Project, Jubilee Hall – The Chairman and Councillor Stephen Phipps gave an update on the project at Jubilee Hall and the issues which were still outstanding.

Resolved that:

- 1) the report be noted;
- 2) the Chairman be authorised to arrange a meeting with SCM to discuss the outstanding issues and agree a way forward;
- 3) further payments to SCM not be made until the Parish Council has agreed at its meeting on 3 February 2020, that there has been a satisfactory outcome from the discussions with the Chairman; and
- 4) this matter be discussed further at the meeting on 3 February 2020. **Action TG**

235/19 Meeting Dates

Resolved that it be noted that, future meeting dates for Bloxham Parish Council are as stated below. They would all commence at 7.30pm (unless stated otherwise) in St Mary’s Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- Monday 3 February 2020
- Tuesday 18 February 2020
- Monday 2 March 2020
- Tuesday 17 March 2020
- Monday 6 April 2020 (Only one meeting in April 2020)
- Thursday 16 April 2020 (Annual Parish Meeting at Warriner School Hall)
- Monday 4 May 2020
- Wednesday 20 May 2020 (At Bloxham Primary School)
- Monday 1 June 2020
- Tuesday 16 June 2020
- Monday 6 July 2020
- Tuesday 14 July 2020
- Monday 3 August 2020 (Only one meeting in August 2020)
- Monday 7 September 2020
- Wednesday 16 September 2020 (At Bloxham Primary School)

BLOXHAM PARISH COUNCIL

- Monday 5 October 2020
- Tuesday 20 October 2020
- Monday 2 November 2020
- Tuesday 17 November 2020
- Monday 7 December 2020 (Only one meeting in December 2020)

236/19 Items for Future Agendas

- Highway Officer to attend the future meeting
- Dog Friendly Stiles
- Queen Street legal advice
- Kissing gates
- Marie Jones, Warden at The Slade
- Jennifer Ballinger, Senior Conservation Officer
- Declaring a Climate Emergency

(The meeting ended at 8.55pm)

BLOXHAM PARISH COUNCIL
MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING HELD AT
JUBILEE HALL, BARLEY CLOSE, BLOXHAM ON TUESDAY 21 JANUARY 2020 AT
7.30PM

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

ALSO IN ATTENDANCE: None.

APOLOGIES: Councillor Joanna Barton submitted her apologies because there had been a bereavement in her family, 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.

Councillor Mary Groves was injured on arrival at the meeting and returned home.

County Councillor Kieron Mallon and District Councillors Christine Heath and Mike Bishop also submitted their apologies. District Councillor Andrew McHugh left before the start since the meeting was only covering the one topic.

The Chairman welcomed everyone to the meeting and also reminded the Councillors and the public that recording of the meeting was permitted. However, he asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

237/19 Declarations of Interest – There were no declarations of interest.

238/19 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 239/19 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

239/19 Section 106 Project, Jubilee Hall – The Chairman and Councillor Stephen Phipps gave an update on the project at Jubilee Hall. This included the issues which were still outstanding, details of the meeting with the contractors and the Parish Council's agent held following the decision at the previous Parish Council meeting to withhold payment of the Valuation 6 SCM invoice.

Prior to the meeting, the Parish Council's agent had recommended two possible surveyors who could assess the new roof and confirm whether it was fit for purpose or whether remedial actions were required. The other main topic was consideration of the outstanding invoice for Valuation 6 which was now overdue for payment.

Resolved that:

- 5) the quote from the London firm of surveyors be rejected because it is too expensive; **Action SC**
- 6) the Chairman and Clerk be authorised to accept a quote up to £1500 plus VAT for an alternative surveyor; and **Action SC/TG**
- 7) the invoice from SCM which covers valuation 6 invoice to be paid. **Action SC**

(The meeting ended at 8:55pm)

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, HIGH STREET, BLOXHAM ON MONDAY 3
FEBRUARY 2020 AT 7.30PM

PRESENT: Chairman, Councillor Steve Craggs; Councillors David Bunn, Sophie Floate, Mary Groves, Gloria Lester-Stevens, Leonard Leigh and Mike Morris.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer), County Councillor Kieron Mallon, District Councillor Christine Heath and five members of the public.

APOLOGIES: Councillor Joanna Barton submitted her apologies because there had been a bereavement in her family, the apologies were accepted and the absence authorised.

Councillor Amanda Baxter submitted her apologies because she 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.

Councillor Kirsty Rose submitted her apologies because her children were unwell, the apologies were accepted and the absence authorised.

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

District Councillor Andrew McHugh also submitted his apologies.

The Chairman welcomed everyone to the meeting and also reminded the Councillors and the public that recording of the meeting was permitted. However, he asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

240/19 Declarations of Interest – There were no declarations of interest.

241/19 Minutes – Prior to the meeting, the minutes of the meetings held on 15 & 21 January 2020 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meetings held on 15 & 21 January 2020 be approved and signed by the Chairman.

242/19 Matters Arising

Minute Number 226/19 – Open Forum, Spring Clean – Councillor Mike Morris asked the Clerk to forward to him, information on Cherwell District Council's Spring Clean. The Clerk had also forwarded this information to the Bloxham WI. **Action TG**

Minute Number 229/19 – Dog Waste Bins – The Clerk confirmed that Miller Homes would not allow the Parish Council to install a dog waste bin in the area of Country Park on Tadmarton Road. Therefore the Clerk would only order one new dog waste bin and one new litter bin for Tadmarton Road. **Action TG**

Minute Number 237/19 – Section 106 Project, Jubilee Hall – The Chairman reported that he would provide an update on the project later in the meeting, however the invoice from SCM for valuation six had now been paid.

243/19 Chairman's Announcements

- Miller Homes – The Chairman reported that he had been in contact with Miller Homes and had requested that the work to the car park and the Country Park be completed, as well as the ditch clearance. However,

BLOXHAM PARISH COUNCIL

there had not been any progress. Therefore the Parish Council asked for these matters to be reported to the Enforcement Section at Cherwell District Council. **Action SC/TG**

- Highways Meeting – There had been a site meeting with Cherwell District Council and Oxfordshire County Council to discuss the Ells Lane/A361/Bloxham Grove Road junction. More information would be provided later in the meeting.

244/19 Open Forum – A member of the public addressed the Parish Council and asked for the Parish Council's support for planning application 19/02968/F at Chequer Tree Farm, Ells Lane, Bloxham. He corrected the Parish Council with regard to a number of rumours in the village which Councillors might have heard about the application and that he had support from residents of Crabtree Close.

An employee from Bloxham Nursery also addressed the Parish Council and advised on the support from customers of the Nursery.

A resident asked also highlighted the number of vehicles parking on the grass verge outside Seal Cottage, Kings Road, Bloxham. The Chairman agreed to locate some 'No Parking' signs in this location. **Action SC**

(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)

245/19 Reports from County and District Councillors – County Councillor Kieron Mallon confirmed that the manhole covers on A361 had not been repaired that day, as the Highways officers had previously advised. Councillor Mallon would follow this up with the Highways officers. **Action KM**

Councillor Sophie Floate asked Councillor Mallon if the A361, from St Mary's Church to the mini roundabout, would be resurfaced. Councillor Mallon advised that this stretch of road would not be resurfaced as part of the highway safety works currently being undertaken on the A361. However, it would be completed as part of the County Council's rolling maintenance programme.

District Councillor Christine Heath reported it was likely that planning application 19/02831/F, Hornton House, Chapel Street, Bloxham would be refused. Also, the application from ISSEE related to Brickhouse farm had not yet been considered by Cherwell District Council's Planning Committee.

246/19 Planning

xii) Planning Applications:

- 19/02968/F, Chequer Tree Farm, Ells Lane, Bloxham – The Parish Council considered an application for the erection of a building to provide a tea room, including a food preparation area, toilets and training room as ancillary use to existing horticultural nursery.

Resolved that Bloxham Parish Council has no objection to planning application 19/02968/F because the application falls within Bloxham Neighbourhood Development Plan policies, BL14 and BL16.
Action TG

- 20/00061/LB, The Malt House, Queen Street, Bloxham – The Parish Council considered an application for the installation of a log-burning stove.

Resolved that Bloxham Parish Council has no objection to planning application 20/00061/LB, subject to comments from the Conservation Officer. **Action TG**

- R3.0037/18 at The Warriner School, Banbury Road, Bloxham - The Parish Council considered an application for the reinstatement of damaged hardstanding, comprising compacted tarmac planings with a new surface of permeable macadam, following works approved under permission R3.0037/18.

BLOXHAM PARISH COUNCIL

Resolved that Bloxham Parish Council has no objection to planning application R3.0037/18. **Action TG**

- 18/01243/OCC (R3.0037/18) at The Warriner School, Banbury Road, Bloxham – The Parish Council considered the details pursuant to condition 3 (Travel Plan) of planning permission 18/01243/OCC (R3.0037/18) at The Warriner School, Banbury Road, Bloxham.

Resolved that Bloxham Parish Council makes the observation that closing the school carpark to sixth form students to enable more staff parking, was moving the parking issue over to the village community, exacerbating parking problems for residents and other village users. The school should instead provide additional parking on site. **Action TG**

- xiii) Highways Meeting, A361/Ells Lane/Bloxham Grove Road Junction – As referred to earlier in the meeting, the Chairman gave an update on the meeting with Cherwell District Council and Oxfordshire County Council, relating to the highways concerns, following the approval of the planning application for a new SEN School. This was the second meeting between the Parish Council, Oxfordshire County Council and Cherwell District Council.

The County Council agreed to investigate further, the installation of railings and double yellow lines together with a number of measures at Warriner School. The VAS would also be repositioned. The next step is for County Councillor Kieron Mallon and the Chairman to research available S106 funding held by the County Council that could be used to fund some of the measures discussed. **Action SC/KM**

Resolved that the report be noted.

247/19 Environment/Village Matters

- ii) St Mary's Church Improvement Project – Councillor Mary Groves reported on the project to improve facilities at St Mary's Church, Bloxham. There were plans to improve the floor, seating, lighting and audio equipment, as well as an extension to the vestry. It was hoped that the Church would be open seven days a week, including a community café. If residents were planning a wedding, they would need to contact the Vicar to discuss this further, as there would be interruptions to services held at the Church during the works.

Resolved that the report be noted.

- iii) Royal British Legion Centenary Year Celebrations and VE Day 75th Anniversary Celebrations – The Parish Council had been contacted by the Royal British Legion with regard to whether it could work together on the Royal British Legion Centenary Year celebrations and VE Day celebrations.

Resolved that a representative from the Royal British Legion be invited to attend a future meeting of the Parish Council to discuss this matter further. **Action TG**

- iv) Access to Public Rights of Way – Prior to the meeting, a report had been circulated to the Parish Council with regard to improving the access to Public Rights of Way and other footpaths in the village, by replacing stiles with kissing gates.

Resolved that the proposal to replace three stiles with kissing gates be supported and funding for the project be investigated. **Action TG/DB**

- v) Outdoor Fitness Equipment – Prior to the meeting, a report had been circulated to the Parish Council, with regard to installing outdoor fitness equipment in the village.

Resolved that the proposal to install outdoor fitness equipment be supported and funding for the project be investigated. **Action TG/DB**

- vi) Bloxham Annual Parish Meeting – The Parish Council noted that the Annual Parish Meeting was being held on Thursday 16 April 2020 and all residents were invited to attend.

Resolved that the report be noted.

BLOXHAM PARISH COUNCIL

248/19 Parish Council Matters

- xvii) Parish Council Representatives – Councillors reported that the planning training session held at Cherwell District Council on 23 January 2020 had been very useful and informative.

Resolved that the report be noted.

- xviii) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated.

Resolved that the report be noted.

249/19 Finance

- xxiii) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment and the bank reconciliation as at 3 February 2020.

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

Payments	Amount	Cheque No.
Theresa Goss – Salary for February 2020	£940.78	1701
Theresa Goss – Expenses for February 2020	£37.41	1701
HMRC Payment for February 2020	£345.14	1702
OCC Pension Fund – Clerk’s Pension Payment for February 2020	£355.21	1703
John Groves – Domain renewal for Bloxham Neighbourhood Plan Web Site	£7.99	1704
Arrow Accounting – Internal Audit 2019/2020	£355.00	1705
Magnet Ltd – Kitchen at Jubilee Hall	£301.38	1706
Stuart Morgan – Fit three doors and labour at Jubilee Hall	£1109.23	1707
W Page – Supply and fit new door at Ex-Servicemen’s Hall	£936.00	1708
Mr S Craggs – Voucher for residents who supplied power to the Christmas Tree lights	£30.00	1709

- 250/19 Correspondence – There was no further correspondence.

251/19 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 252/19 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

- 252/19 Section 106 Project, Jubilee Hall – The Chairman gave an update on the project at Jubilee Hall, the issues which were still outstanding and the progress which had been made.

Resolved that the report be noted.

253/19 Meeting Dates

Resolved that it be noted that, future meeting dates for Bloxham Parish Council are as stated below. They would all commence at 7.30pm (unless stated otherwise) in St Mary’s Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- Tuesday 18 February 2020
- Monday 2 March 2020

BLOXHAM PARISH COUNCIL

- Tuesday 17 March 2020
- Monday 6 April 2020 (Only one meeting in April 2020)
- Thursday 16 April 2020 (Annual Parish Meeting at Warriner School Hall)
- Monday 4 May 2020
- Wednesday 20 May 2020 (At Bloxham Primary School)
- Monday 1 June 2020
- Tuesday 16 June 2020
- Monday 6 July 2020
- Tuesday 14 July 2020
- Monday 3 August 2020 (Only one meeting in August 2020)
- Monday 7 September 2020
- Wednesday 16 September 2020 (At Bloxham Primary School)
- Monday 5 October 2020
- Tuesday 20 October 2020
- Monday 2 November 2020
- Tuesday 17 November 2020
- Monday 7 December 2020 (Only one meeting in December 2020)

254/19 Items for Future Agendas

- Highway Officer to attend the future meeting
- Dog Friendly Stiles
- Queen Street legal advice
- Kissing gates
- Marie Jones, Warden at The Slade
- Jennifer Ballinger, Senior Conservation Officer
- Declaring a Climate Emergency
- Royal British Legion Centenary & 75th anniversary of VE Day celebrations

(The meeting ended at 9.40pm)

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, HIGH STREET, BLOXHAM ON TUESDAY 18
FEBRUARY 2020 AT 7.30PM

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

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

APOLOGIES: Councillor Joanna Barton submitted her apologies because there had been a bereavement in her family, the apologies were accepted and the absence authorised.

Councillor Amanda Baxter submitted her apologies because she was on holiday, 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.

District Councillor Mike Bishop also submitted his apologies.

The Chairman welcomed everyone to the meeting and also reminded the Councillors and the public that recording of the meeting was permitted. However, he asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

255/19 Declarations of Interest – There were no declarations of interest.

256/19 Minutes – Prior to the meeting, the minutes of the meetings held on 3 February 2020 had been circulated to the Parish Council and were taken as read.

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

257/19 Matters Arising

Minute Number 242/19 - Village Spring Clean – Councillor Mike Morris reported that the spring clean would be held on 4 & 5 April 2020 and he had ordered the kits from Cherwell District Council. Councillor Morris would also be liaising with the WI. **Action MM**

Minute Number 243/19, Miller Homes – The Chairman reported that he had been in contact with the Enforcement Officers at Cherwell District Council about the outstanding issues on the Miller Homes site, on Tadmarton Road. They had agreed to take action, but there had still not been any progress. The Chairman will look to escalate the issue. The Parish Council had particular concerns about the lack of a carpark surface and the state of the balancing pond because the walls were eroding, which could result in water from the balancing pond causing flooding in the village. **Action SC**

Minute Number 244/19 – Open Forum, 'No Parking' Signs – The Chairman reported that the 'No Parking' signs still needed to be erected and he asked for volunteers to help with this matter. Councillor Kirsty Rose agreed to assist the Chairman. **Action SC/KR**

Minute Number 245/19 – Reports for County and District Councillors, Resurfacing – The Chairman reported that the resurfacing on the A361 from Strawberry Terrace to Warriner School would be competed as part of the County Council's maintenance programme, not as part of the A361 safety works. The Clerk was asked to contact County Councillor Kieron Mallon about this specific area and when it would be resurfaced. **Action TG**

Minute Number 245/19 – Reports for County and District Councillors, Manhole Covers – The manhole covers on the A361 had now been fixed.

BLOXHAM PARISH COUNCIL

Minute Number 246/19 – 19/02968/F Chequer Tree Farm, Ells Lane, Bloxham – Councillor Stephen Phipps advised that BL14 and BL16 should not have been used to support this application. This was acknowledged by the Parish Council. The Chairman also advised that this application had now been withdrawn.

258/19 Chairman's Announcements

- Oxfordshire High Sheriff's Award – The Parish Council's nomination of District Councillor Christine Heath had been successful and an awards ceremony was being held on 24 March 2020.
- Motorfuel Limited – The application at the petrol station on South Newington Road for recessed lighting had now been approved, however there were tight conditions on the approval.
- Meeting with Oxfordshire County Council about highways issues on the A361 - Mike Wasley from the County Council would assist the Parish Council with traffic calming matters in the village.
- Declaring a Climate Emergency – A number of issues which could be taken into consideration when declaring a climate emergency were highlighted to the parish Council by the Chairman. It was agreed this would be discussed at the next meeting. **Action TG**

259/19 Open Forum – Mr Bill Richardson, the President of the Bloxham Branch of the Royal British Legion addressed the Parish Council with regard to a request from the Soldiers, Sailors and Airforce Families Association for the Parish Councils to arrange events to commemorate the 75th anniversary of VE Day. These would take place over the bank holiday weekend, starting on Friday 8 May 2020. The Royal British Legion would be organising the services on Sunday 10 May 2020.

It was agreed that a request would be made in the village asking for volunteers to organise an event, possibly at Jubilee Hall on Saturday 9 May 2020. This matter would also be discussed again at the next Parish Council meeting with a view to the Parish Council making a donation to support an event. **Action TG**

Mr Richardson was thanked for attending the meeting.

A member of the public addressed the Parish Council with regard to three rare trees which were planted in the village and he advised that these needed to be protected. The resident agreed to email this information to the Clerk so that the matter could be pursued further.

The resident also offered to assist with the purchase of trees for the Queen Street land too, if help was required.

(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)

260/19 The Slade – Prior to the meeting, Marie Jones, Warden at The Slade had circulated a report to the Parish Council. Marie highlighted that the boardwalks needed some maintenance work, the meadow cut had been a success and the children's group had been very popular.

Marie had forwarded to the Clerk, information on a camera which would be suitable for use in The Slade.

There was also a discussion about access to The Slade from the Miller Homes Country Park and that the two gates to the balancing pond had still not been locked.

Marie was thanked for attending the meeting.

Resolved that:

- 1) the report be noted
- 2) a Bushnell Aggressor 24MP HD camera be purchased and it be delivered to Marie Jones at Warriner Farm;
- 3) the two gates which provide access to the balancing pond be locked with padlock and chain. Millers Homes be advised of the lock code and also the Parish Council's safety concerns; and **Action SC/KR**

BLOXHAM PARISH COUNCIL

- 4) a plan of the site be sent to all Councillors. **Action MM**

261/19 Reports from County and District Councillors – There were no report from County Councillor Kieron Mallon.

District Councillor Christine Heath thanked the Parish Council for the successful nomination for her High Sheriff's Award. She would be attending the Award's Ceremony on 24 March 2020.

Councillor Heath also reported that Alan Plumb from Milton Parish Meeting had contacted her about the planning application from ISSEE at Brickhouse Farm. The Parish Council would be considering this application at its next meeting on 2 March 2020.

It was highlighted that Motorfuel Limited had installed an Amazon collection point at the garage on South Newington Road, which they did not have planning permission for. This had been reported to Enforcement at Cherwell District Council and they would be taking the necessary action.

Councillor Heath advised that John Wyatt had withdrawn his planning application because it was going to be refused by the planning officers at Cherwell District Council.

Councillor Heath also suggested that it would be a good idea to declare a climate emergency because it would be of benefit to the village.

Councillor Heath was thanked for her reports.

262/19 Planning

xiv) Planning Applications:

- 19/02979/F, 8 Collins Drive, Bloxham, Retrospective – The Parish Council considered an application for the erection of a shed.

Resolved that Bloxham Parish Council cannot comment on application 19/02979/F because there were no plans available on the Cherwell District Council web site. **Action TG**

- 20/00119/F, Potters Mill, Hogg End, Bloxham - The Parish Council considered an application for the erection of a garage.

Resolved that Bloxham Parish Council has no objection to application 20/00119/F, subject to comments from the neighbours. **Action TG**

- 19/02547/F, 32 Brookside Way, Bloxham - The Parish Council considered an application for the refurbish and re-position of an existing greenhouse, replacing two existing shed structures with a single combined shed and wood-store.

Resolved that Bloxham Parish Council has no objection to application 19/02547/F. **Action TG**

- xv) Highways Meeting, A361/Ells Lane/Bloxham Grove Road Junction – Prior to the meeting, the Chairman had circulated a report with regard to the meeting held on 13 February 2020 with the County Council.

Resolved that:

- 1) the report be noted; and
- 2) contact be made with Dave Harrison at the County Council with regard to organising a meeting to discuss reinstating the bus services in the village, particularly on Tadmarton Road. **Action SC/TG**

263/19 Environment/Village Matters

BLOXHAM PARISH COUNCIL

- vii) Oxfordshire County Council's Fix My Street Super Users – Prior to the meeting, information had been circulated to the Parish Council on the County Council's Fix My Street Super User initiative.

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

- viii) Bloxham Annual Parish Meeting – The Parish Council noted that the Annual Parish Meeting was being held on Thursday 16 April 2020 and all residents were invited to attend.

Resolved that:

- 1) the report be noted; and
- 2) the WI be asked to provide the tea/coffee for the Annual Parish Council Meeting. **Action TG**

264/19 Parish Council Matters

- xix) Drop-In and Chat – Prior to the meeting, a report on the Drop-In and Chat held on 8 February 2020 had been circulated to the Parish Council.

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

- xx) Parish Council Representatives – Prior to the meeting, Councillor Mary Groves had circulated a report on Bloxham Funday. Councillor Nick Rayner also reported on a meeting with Oxfordshire Neighbourhood Plan Alliance.

Resolved that the reports be noted.

- xxi) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated.

Resolved that the report be noted.

265/19 Finance

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

Resolved that the following accounts for payment be approved:

Payment	Amount	Cheque no.
Theresa Goss – Ticket for Mike Morris to attend Wild Oxfordshire event	£22.15	1667
Glyn Williams – Line marking at Jubilee Hall	£864.00	1668
W Page – Ex-Servicemen's Hall Project	£900.00	1669

- xxv) Internal Audit 2019/2020 – Prior to the meeting, the Internal Audit Report for 2019/2020 had been circulated to the Parish Council.

Resolved that the report be noted and approved.

- iii) Parish Remuneration Panel – The Parish Council considered the recommendations within the report of the Independent Parish Remuneration Panel 2020/2021, which had been circulated prior to the meeting.

Resolved that:

- 1) the report be noted;
- 2) basic allowances not be paid in 2020/2021;
- 3) travel and subsistence allowances be paid to Councillors in 2020/2021; and

BLOXHAM PARISH COUNCIL

- 4) comments supporting the introduction of a carers allowance as part of the Allowances Scheme be submitted to Cherwell District Council and the Oxfordshire Association of Local Councils.. **Action TG**

266/19 Correspondence – The Clerk reported that a resident had been in contact with the Parish Council with regard to dog mess in Kings Road. It was agreed that a note be included in the Broadsheet asking dog owners to pick up their dogs' mess. **Action TG**

267/19 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 267/19 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

268/19 Section 106 Project, Jubilee Hall – The Chairman and Councillor Stephen Phipps gave an update on the project at Jubilee Hall, the issues which were still outstanding and the progress which had been made.

Resolved that the report be noted.

269/19 Meeting Dates

Resolved that it be noted that, future meeting dates for Bloxham Parish Council are as stated below. They would all commence at 7.30pm (unless stated otherwise) in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- Monday 2 March 2020
- Tuesday 17 March 2020
- Monday 6 April 2020 (Only one meeting in April 2020)
- Thursday 16 April 2020 (Annual Parish Meeting at Warriner School Hall)
- Monday 4 May 2020
- Wednesday 20 May 2020 (At Bloxham Primary School)
- Monday 1 June 2020
- Tuesday 16 June 2020
- Monday 6 July 2020
- Tuesday 14 July 2020
- Monday 3 August 2020 (Only one meeting in August 2020)
- Monday 7 September 2020
- Wednesday 16 September 2020 (At Bloxham Primary School)
- Monday 5 October 2020
- Tuesday 20 October 2020
- Monday 2 November 2020
- Tuesday 17 November 2020
- Monday 7 December 2020 (Only one meeting in December 2020)

270/19 Items for Future Agendas

- Dog Friendly Stiles
- Queen Street legal advice
- Kissing gates
- Jennifer Ballinger, Senior Conservation Officer
- Declaring a Climate Emergency
- VE Day Celebrations & Parish Council Funding
- Fencing for The Slade and access points to The Slade
- Oxfordshire County Council's Fix My Street Super Users
- Drop-In and Chat – 8 February 2020

BLOXHAM PARISH COUNCIL

(The meeting ended at 9.40pm)

BLOXHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT
ST MARY'S PARISH ROOMS, HIGH STREET, BLOXHAM ON MONDAY 2 MARCH
2020 AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer), District Councillor Christine Heath, Marie Jones (Warden at The Slade), Jennifer Ballinger (Cherwell District Council's Conservation Officer) and eight members of the public.

APOLOGIES: Councillor David Bunn submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

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

Councillor Mike Bishop also submitted his apologies.

The Chairman welcomed everyone to the meeting and also reminded the Councillors and the public that recording of the meeting was permitted. However, he asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

271/19 Declarations of Interest

Minute Number 279/19, Planning Application 20/00272/F, Bloxham School, Banbury Road, Bloxham

Councillor Mike Morris declared an interest in this application because he was an employee of Bloxham School.

Councillor Kirsty Rose declared an interest in this application because she was an employee of Bloxham School.

Councillor Sophie Floate declared an interest in this application because her husband was an employee at Bloxham School.

Resolved that the interests be noted.

272/19 Conservation Area Re-Appraisal – Jennifer Ballinger, Cherwell District Council's Conservation Officer attended the meeting to discuss the Bloxham Conservation Area Re-Appraisal. Part of the discussion included reference to Article 4 of the Town and Country Planning (General Permitted Development) Order 1995.

Jennifer advised on the changes which had been made to the previous Appraisal, including amendments which reflected changes to the village. There had also been tweaks to the boundary since the previous appraisal in 2007. Jennifer encouraged the Parish Council to make reference to the Appraisal when making comments on planning applications.

The deadline for comments on the consultation process was 23 March 2020 and the Chairman advised that this matter would be discussed at the meeting on 17 March 2020. The Parish Council's comments would then be submitted to Cherwell District Council.

The Chairman raised the issue of the use of Article 4 of the Town and Country Planning (General Permitted Development) Order 1995. Jennifer advised that if the Parish Council wished to use Article 4, which involved the removal of permitted development rights, it could be handled as a separate consultation. Articles 4's had not yet been designated anywhere in the District but a request could be made for Bloxham in the feedback on the consultation process. However Jennifer emphasised that if Article 4 was applied to Bloxham, it would not stop permission being granted for changes to buildings in the Conservation Area, it would mean that permission for

BLOXHAM PARISH COUNCIL

changes usually allowed under permitted development rights, would now involve making a planning application for them, in the usual way. If the Parish Council supported the application of Article 4, there could be a referendum in the village to establish whether or not this was supported by residents.

Jennifer confirmed that the Appraisal cross-referenced with the Bloxham Neighbourhood Development Plan and if the Parish Council declared a climate emergency, this could also be included in the Appraisal.

Jennifer was thanked for attending the meeting and left that this point.

Resolved that the report be noted.

273/19 Minutes – Prior to the meeting, the minutes of the meetings held on 18 February 2020 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meetings held on 18 February 2020 be approved and signed by the Chairman.

274/19 Matters Arising

Minute Number 257/19, Matters Arising, 'No Parking' Signs – The Chairman advised that he would pass the signs to Geoff Mollard to be placed in grass verge at the end of Kings Road. Councillor David Bunn had also spoken to the contractors who had been working at a property in Little Bridge Road and works to reinstate the grass verge outside the Joiners Arms, would be undertaken once the project had been completed.

Minute Number 257/19 Matters Arising, Miller Homes – The Chairman reported that he was still following up with Cherwell District Council, all of the outstanding issues at the site.

Minute Number 257/19 Matters Arising, Resurfacing of A361 – The Clerk and Councillor Stephen Phipps had both contacted County Councillor Kieron Mallon with regard to the resurfacing of the A361 from Strawberry Terrace to Warriner School, but were yet to receive a response. **Action SC**

Minute Number 259/19, Open Fourm, 75th Anniversary of VE Day – Councillor Stephen Phipps reported that the Jubilee Hall Management Committee had considered holding an event at the Hall. However, the Hall was already booked on 8 May 2020 and because it was so close to Bloxham Funday, the Committee did not have the resources to organise an additional event.

Minute Number 266/19, Correspondence, Dog Mess in Kings Road – The Chairman reported that he had contacted the resident who had been keen to see the Parish Council take action on this matter, inviting him to take forward new initiatives to address this issue. The Chairman was awaiting a response.

275/19 Chairman's Announcements – No items.

276/19 Open Forum – A resident addressed the Parish Council with regard to her concerns relating to climate issues and supported the Parish Council's consideration of declaring a climate emergency.

A resident also addressed the Parish Council with regard to the recommendations of the Warden at The Slade, that there should only be one entrance to the Local Nature Reserve, which was via the Recreation Ground.

(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)

277/19 Reports from County and District Councillors – There was no report from County Councillor Kieron Mallon.

District Councillor Christine Heath reported that the planning application for the food waste machine at Bloxham School would probably be approved by Cherwell District Council. Councillor Heath had spoken to Cherwell District Council planning officers about the screening and the colour of the shed.

BLOXHAM PARISH COUNCIL

With regard to application 19/02849/F at Brickhouse Farm, Bloxham Road, Milton, information from Milton Parish Meeting had been forwarded to the Parish Council.

Councillor Heath also advised that she had received a report from a resident with regard to work which had been completed at the entrance to Bloxham Nursery in Ells Lane. Councillor Heath did not believe that permission had been obtained for these works and she would contact Cherwell District Council about the matter. The Clerk was also asked to contact the Planning Officer for the original application and ask for confirmation as to whether the changes which had been made were approved within that application, or whether a new application was required.

Action TG

Councillor Heath was thanked for her reports.

Resolved that the reports be noted.

278/19 Planning

xvi) Planning Applications:

- 20/00272/F, Bloxham School, Banbury Road, Bloxham - The Parish Council considered a retrospective application for the installation of an environmentally friendly food waste machine to the north of the main school kitchen, set within a wooden shed and landscaping and associated works.

Resolved that the Parish Council has no objection to application 20/00272/F, subject to the structure being painted green to ensure it complements the surrounding buildings and landscapes and the shrubs which shield the structure, must be retained. **Action TG**

- 19/02849/F, Brickhouse Farm, Bloxham Road, Milton – The Parish Council considered an application for the change of use of land and three agricultural buildings to a D1 Training Use.

Resolved that Bloxham Parish Council has no objection to application 19/02849/F. **Action TG**

279/19 Environment/Village Matters

- i) Replacement Benches – Prior to the meeting, the Parish Council had received a report with regard to replacing two benches in the village.

Resolved that:

- 1) two new benches be purchased and quotes be obtained; **Action DB/TG**
- 2) one bench be located at the junction of Station Road and Queens Street; and
- 3) authority be delegated to the Chairman and Councillor David Bunn to decide where the other bench will be located. **Action SC/DB**

- ii) Fencing/Access Points to The Slade – Prior to the meeting, the Parish Council had received a report with regard to the access points to The Slade and also the fencing between The Slade and the Miller Homes Country Park.

Resolved that:

- 1) it be confirmed that there is only one access to the Slade from Bloxham Recreation Ground and there be no additional access from the Country Park on the Miller Homes site;
- 2) a quote be obtained for new fencing around The Slade to ensure there is no access between Country Park and The Slade, to protect the environment; **Action TG**
- 3) the third gate around the balancing pond be locked; and **Action KR/SC**
- 4) contact be made with David Peckford with regard Miller Homes not completing the fencing between the site and The Slade. **Action SC**

BLOXHAM PARISH COUNCIL

- iii) Bloxham Annual Parish Meeting – The Parish Council noted that the Annual Parish Meeting was being held on Thursday 16 April 2020 and all residents were invited to attend.

Resolved that:

- 1) the report be noted; and
- 2) Bloxham WI be asked to provide the refreshments for the meeting. **Action TG**

- iv) Declaring a Climate Emergency – The Parish Council discussed whether or not it should declare a climate emergency in Bloxham and prior to the meeting, the Chairman had circulated a report.

Resolved that a climate emergency be declared in Bloxham and this be progressed at future meetings.
Action SC/TG

280/19 Parish Council Matters

- xxii) Drop-In and Chat – Prior to the meeting, a report on the Drop-In and Chat held on 8 February 2020 had been circulated to the Parish Council.

Resolved that:

- 1) the report be noted; and
- 2) Bloxham School be contacted to alert them to the fact that the drain under the Deer Park, is potentially blocked. **Action TG**

- xxiii) Parish Council Representatives – Prior to the meeting, Councillor Gloria Lester-Stevens had circulated a report on the meeting with residents with regard to the Queen Street land.

Councillor Nick Rayner advised the Parish Council that he would be forwarding to Dave Harrison at Oxfordshire County Council, the initial list of potential traffic calming measures which the Parish Council would like to be introduced in the village.

Resolved that the reports be noted.

- xxiv) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated.

Resolved that the report be noted.

281/19 Finance

- xxvi) Accounts for Payment & Bank Reconciliation - The Clerk submitted to the Parish Council, the accounts for payment

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

Payments	Amount	Cheque No.
Theresa Goss – Salary for March 2020	£940.78	1670
Theresa Goss – Expenses for March 2020	£42.51	1670
HMRC Payment for March 2020	£345.14	1671
OCC Pension Fund – Clerk’s Pension Payment for March 2020	£355.21	1672
Oxfordshire Association of Local Councils – Annual Subs	£724.27	1673
Oxfordshire Playing Field Association – Annual Subs	£53.00	1674
St Mary’s Parish Rooms – Room Hire	£90.00	1675
Theresa Goss – Drop Box Annual Renewal	£95.88	1676

BLOXHAM PARISH COUNCIL

Theresa Goss – Camera for The Slade	£231.87	1677
Viking – Stationery	£37.42	1678
S. Craggs – Locks for gates at the Miller Homes balancing pond	£341.96	1679

282/19 Correspondence – There was no further correspondence.

283/19 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 284/19 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

284/19 Section 106 Project, Jubilee Hall – The Chairman and Councillor Stephen Phipps gave an update on the project at Jubilee Hall, the issues which were still outstanding and the progress which had been made.

Resolved that the report be noted.

285/19 Meeting Dates

Resolved that it be noted that, future meeting dates for Bloxham Parish Council are as stated below. They would all commence at 7.30pm (unless stated otherwise) in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- Tuesday 17 March 2020
- Monday 6 April 2020 (Only one meeting in April 2020)
- Thursday 16 April 2020 (Annual Parish Meeting at Warriner School Hall)
- Monday 4 May 2020
- Wednesday 20 May 2020 (At Bloxham Primary School)
- Monday 1 June 2020
- Tuesday 16 June 2020
- Monday 6 July 2020
- Tuesday 14 July 2020
- Monday 3 August 2020 (Only one meeting in August 2020)
- Monday 7 September 2020
- Wednesday 16 September 2020 (At Bloxham Primary School)
- Monday 5 October 2020
- Tuesday 20 October 2020
- Monday 2 November 2020
- Tuesday 17 November 2020
- Monday 7 December 2020 (Only one meeting in December 2020)

286/19 Items for Future Agendas

- Bloxham Conservation Area Re-Appraisal Comments, including Article 4
- Fencing at The Slade
- Dog Friendly Stiles
- Queen Street legal advice
- Kissing gates
- VE Day Celebrations & Parish Council Funding
- Oxfordshire County Council's Fix My Street Super Users
- Lamp post in Barford Road

BLOXHAM PARISH COUNCIL

MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING WAS HELD USING ZOOM ON THURSDAY 9 APRIL 2020 AT 7.30PM

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

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

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

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

District Councillors Christine Heath and Councillor Mike Bishop also submitted their apologies.

The Chairman welcomed everyone to the meeting and advised Councillors that for security reasons, the facility to record the meeting on Zoom had been switched off.

287/19 Declarations of Interest

Minute Number 280/19, Bloxham Service Station, South Newington Road, Bloxham – Councillor Joanna Barton declared an interest because she was a neighbour to the site of the application.

288/19 Minutes – Prior to the meeting, the minutes of the meetings held on 2 March 2020 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meetings held on 2 March 2020 be approved and signed by the Chairman.

289/19 Matters Arising

Minute Number 20/19 (ii), Parish Council Matters – Councillor Nick Rayner confirmed that he had contacted Dave Harrison at Oxfordshire County Council with the initial list of potential traffic calming measures which the Parish Council would like to be introduced in the village, but he was yet to receive a reply.

290/19 Chairman's Announcements

- Bloxham Conservation Area Re-Appraisal – Cherwell District Council had extended the Parish Council's deadline for comments on the re-appraisal.
- Gladman Developments had recently lost a number of appeals and their CEO had made a statement that the company felt there was no benefit to submitting refused applications for appeal because it not economically viable. However, the Chairman suspected this was a comment directed at the Government and their policy to build more houses in the UK.
- Councillors were reminded that the next meeting of the Parish Council was the Annual Meeting when the Chairman for 2020/2021 would be appointed. He prompted Councillors to think about whether they would like to be Chairman. The Chairman advised that there was a time commitment to the role and he would be happy to discuss this with any Councillors who would be interested in the role.

291/19 Open Forum – There were no members of the public present.

(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)

293/19 Reports from County and District Councillors – There was no report from County Councillor Kieron Mallon.

BLOXHAM PARISH COUNCIL

District Councillor Andrew McHugh reported that he had spoken to Bloxham Surgery and they were prioritising patients who were shielding from Covid-19. Personal Protective Equipment was still an issue and NHS England was trying to get supply lines in place. However, it appeared that cases of Covid-19 were slowing down so it was hoped the peak would happen shortly.

Councillor Gloria Lester-Stevens asked Councillor McHugh how charities could obtain funding during the Covid-19 crisis. Councillor McHugh advised that there was a fund at Cherwell District Council and each Councillor had £2000 to help alleviate some of the Covid-19 issues. The Chairman advised that funds were available from other sources too and any ideas should be forwarded to the Clerk. **Action ALL**

294/19 Planning

xvii) Planning Applications:

- 20/00843/AGN, Land North of Bloxham Road, Milcombe – The Parish Council considered an application for the erection of an agricultural building for machinery and hay/silage storage.

Resolved that the Parish Council has no objection to application 20/00843/AGN. **Action TG**

- 20/00912/F, 11 South Newington Road, Bloxham – The Parish Council considered an application for a two storey side extension, a single storey rear extension and new a garage.

Resolved that the Parish Council objects to application 20/00912/F because the application is contrary to the Bloxham Neighbourhood Development Plan Policy BL9 (a) in that the application does not ensure that the living conditions of neighbouring residents are not materially harmed, due to the loss of light to the neighbours and the over development of the site. The Parish Council also has concerns that it appears the neighbours at number 12 South Newington Road have not been consulted. **Action TG**

- 20/00691/F, Bloxham Service Station, South Newington Road, Bloxham – The Parish Council considered a retrospective application for the erection of an Amazon click and collect locker with fluorescent lighting over the locker.

Resolved that the Parish Council objects to retrospective application 20/00691/F because it is contrary to the Bloxham Neighbourhood Development Plan Policy BL9 (a) in that the application does not ensure that the living conditions of neighbouring residents are not materially harmed, due to the additional light, noise and vehicle movements which approval of this application will entail. The Parish Council also has concerns that the application form has not been completed accurately and the measurements on the plans are incorrect. **Action TG**

xviii) Bloxham Conservation Area Re-Appraisal – The Parish Council discussed the consultation document and Article 4 of the Town and Country Planning (General Permitted Development) Order 1995.

Resolved that the following comments be submitted to Cherwell District Council:

- 1) the following first sentence and subsequent paragraph of 'Settlement and Views' be removed:

'The settlement of Bloxham has largely lost its rural, agricultural setting'

and it be replaced with:

'Despite some development on the boundaries of Bloxham, the Parish Council works hard to retain its rural, agricultural setting, still being surrounded by agriculture and with many, many rural and historic features and buildings within the settlement';

- 2) the following sentence on page 32, 9.11, 'Character and Appearance' be removed:

BLOXHAM PARISH COUNCIL

'Bloxham is predominantly built-up with a largely urban character, despite its status as a village.'

and be replaced with:

'Despite a number of developments over the last few years, Bloxham still retains its rural, agricultural setting, surrounded by agriculture and with many rural and historic features and buildings within the settlement;'

- 3) the boundary changes be approved; and
- 4) an Article 4 Order for Bloxham be progressed, this not be applied retrospectively and without the need for a Referendum.

295/19 Environment/Village Matters

- (i) Bloxham Annual Parish Meeting – The Parish Council discussed the delay to the Bloxham Annual Parish Meeting which had been scheduled for Thursday 16 April 2020, due to Covid-19.

Resolved that:

- 1) the report be noted;
- 2) it be noted that the meeting might be held at the end of May 2020 and a decision will be taken nearer the time; and
- 3) irrespective of whether or not the Annual Parish Meeting is convened, the following reports be published on the Parish Council web site; the Chairman's report for 2019/2020, accounts for the year ending 31 March 2020 and the County and District Council reports. **Action TG**

296/19 Parish Council Matters

- i) Emergency Executive – The Parish Council discussed delegating to the Chairman, Vice-Chairman and Clerk the authority to take any decisions on behalf of the Parish Council, during the Covid-19 crisis, if a Parish Council meeting is unable to be held, either virtually or physically.

Resolved that now virtual meetings of the Parish Council are permitted legally, this delegation is no longer necessary.

297/19 Finance

- xxvii) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment and the bank reconciliation as at 9 April 2020.

Resolved that:

- 1) the following accounts for payment be approved and the bank reconciliation be noted:

Payments	Amount	Cheque No.
Theresa Goss – Salary for April 2020	£949.54	1687
Theresa Goss – Expenses for April 2020	£57.13	1687
HMRC – April 2020 payment	£336.38	1688
Cherwell District Council – Emptying Dog Waste Bins for winter period	£1287	1689
Walker Graham – Architects fees for Jubilee Hall Project	£204.00	1690
Bourton Drain Services Ltd – Work at Jubilee Hall	£183.60	1691
Viking – Stationery order	£21.92	1692
TaxAssist Accountants – Payroll services for 2020/2021	£268.64	1694
OCC Pension Fund – April 2020 payment	£355.21	1695
Bloxham Mill Ltd – Room hire	£63.00	1696
David J Andrews – Work at Bloxham Recreation Ground Pavilion	£3112.80	1697

BLOXHAM PARISH COUNCIL

- 2) the signatories on the Parish Council bank accounts be confirmed as Councillors Steve Craggs, Leonard Leigh, Mike Morris, Nick Rayner and the Clerk, Theresa Goss. **Action TG**

298/19 Correspondence – Councillor David Bunn reported on the section of the shorter Circular Walk, by the Ridgeway which had been closed by the land owner. Despite a number of warnings and polite requests, the decision had been made because users were not showing respect for the farmers or the countryside by leaving dog waste on the ground and allowing their dogs to run in fields where there were pregnant ewes and new born lambs. This decision was supported by the Parish Council.

299/19 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 300/19, 301/19 & 301/19 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

300/19 Grass Cutting – The Parish Council considered a quote for the grass cutting at Jubilee Park for 2020/2021 from Green Scythe Ltd.

Resolved that the quote for a 3 years contract be accepted and only the cuttings in the play area be collected. **Action TG**

301/19 Fencing at The Slade – The Parish Council considered a quote for fencing between The Slade and the Miller Homes Country Park, from Mr Nigel Prickett.

Resolved that:

- 1) the quote for the stock netting (post and wire) fence be approved;
- 2) the two trees which cross the boundary from The Slade and the Country Park be removed; and **Action TG**
- 3) Marie Jones be asked to send a photograph of the trees to enable suitable companies to be approached to remove them. **Action TG**

302/19 Section 106 Project, Jubilee Hall – The Chairman and Councillor Stephen Phipps gave an update on the project at Jubilee Hall, the issues which were still outstanding and the progress which had been made.

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

303/19 Meeting Dates – The Chairman reported that until further notice, Parish Council meetings would be virtual meetings held on Zoom. They would all commence at 7.30pm.

However due to the current situation with Covid-19, he also highlighted that these meeting dates are subject to change at short notice and details would be published on the Parish Council web site.

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

- Monday 4 May 2020
- Wednesday 20 May 2020
- Monday 1 June 2020
- Tuesday 16 June 2020
- Monday 6 July 2020
- Tuesday 14 July 2020
- Monday 3 August 2020 (Only one meeting in August 2020)
- Monday 7 September 2020
- Wednesday 16 September 2020
- Monday 5 October 2020

BLOXHAM PARISH COUNCIL

- Tuesday 20 October 2020
- Monday 2 November 2020
- Tuesday 17 November 2020
- Monday 7 December 2020 (Only one meeting in December 2020)

303/19 Items for Future Agendas

- Dog Friendly Stiles
- Play equipment at Bloxham Recreation Ground
- Funding of project at Bloxham Recreation Ground
- Oxfordshire County Council's Fix My Street Super Users – To discuss the County Council's Fix My Street Super User initiative.
- Street Lighting in Barford Road – To discuss the street lighting in Barford Road
- Vacancy
- Staffing Committee Minutes 12 March 2020
- Drop-In and Chat 14 March 2020
- Parish Council Representatives

(The meeting ended at 9.25pm)

BLOXHAM PARISH COUNCIL