

BLOXHAM PARISH COUNCIL

MONDAY 7 JANUARY 2019

Clerk & Responsible Financial Officer
Theresa Goss
3 Tanners Close
Middleton Cheney
Banbury, OX17 2GD

(01295) 710965
bloxhampc@aol.com
www.bloxhamparishcouncil.co.uk

21 December 2018

Dear Councillor,

A meeting of the Parish Council will be held on **Monday 7 January 2019 at 7.30pm** in **St Mary's Parish Rooms, Bloxham**, to transact the business set out in the Agenda below, and you are summoned to attend.

The District Councillors Christine Heath, Mike Bishop and Andrew McHugh and County Councillor Kieron Mallon are also invited to attend.

T.Goss
Clerk to the Parish Council

A G E N D A

1. **Welcome** – To welcome the Councillors and the public to the meeting. **7:30pm**
2. **Apologies for absence** - To receive any apologies for absence from the meeting. **7:30pm**

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting as, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

3. **Declarations of Interest**

(a) To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.

(b) To consider any Dispensation Requests received by the Parish Clerk and not previously considered.

Advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice cannot be given to Councillors at Parish Council meetings.

7:30pm – 7:35pm

4. **Minutes** - To confirm the minutes of the meetings held on 3 December 2018. **(Attached)**
7:35pm – 7:40pm
5. **Matters Arising** - To discuss any issues arising from the minutes of 3 December 2018.
7:40pm – 7:50pm

6. **Chairman's Announcements**

7:50pm – 8:00pm

7. **Open Forum** – Members of the public are invited to raise any items which concern the Parish.

8:00pm – 8:10pm

8. **Reports from County and District Councillors** - To receive reports from the Bloxham County Councillor and District Councillors.

8:10pm – 8:20pm

9. **Planning Matters**

- i) To note the following appeal and discuss whether the Parish Council wishes to submit further comments:

18/01144/Q56, Barn At Wooden Hill Farm Barford Road Bloxham – Appeal against refusal of planning permission for the change of use to convert existing agricultural building into two dwellinghouses.

- ii) To consider the following planning applications:

- 18/00480/DISC, Former The Bungalow Queen Street Bloxham - Discharge of Condition 7(c) - (landscaping details) of 10/00551/F

- iii) To consider the following Tree Preservation Orders (TPO's):

- 18/02080/TPO, Hill House Workhouse Lane Bloxham, Sycamore (T1) - fell tree. Tree subject to TPO 17/2010

- iv) 18/01113/F - Bloxham Petrol Station - To consider a response to the lighting report produced by Designs for Lighting relating to this application. **(Lighting report previously circulated)**

Plans can be viewed at <https://www.cherwell.gov.uk/info/115/planning/443/see-or-comment-on-a-planning-application>

- v) To consider the following planning matters affecting the village

- Miller Homes: Tadmarton Road - Update on the status of the work to the pavement adjacent to Tadmarton Road and the landscaping and fencing works to the Country Park, adjacent to The Slade Nature Reserve.
- Miller Homes Milton Road - Update on the Enforcement Action regarding storage of soil in the Amenity Area.
- Local Plan Hearing Oxford Unmet Need - Date of Hearing confirmed as 5 February 2019 and to consider whether the Parish Council:

- a) is content to rely its original representations;
- b) wishes to submit further written comments on the matters identified by the Inspector (if agreed, the comments to be confirmed at the Parish Council meeting on 16 January 2019); or
- c) wishes to participate in the hearing discussions themselves (as above).

- Consultation on the Oxfordshire Plan Statement of Community Involvement – Comments on the consultation to be discussed (closing date 11 January 2019).
- Consultation on Cherwell District Council's Draft Housing Strategy 2018-2023 – Comments on the consultation to be discussed (closing date 25 January 2019).

8:20pm – 8:50pm

10. **Environment/Village Matters**

- i) Britain in Bloom – To discuss the Parish Council’s participation in Britain in Bloom 2019. **(Report to follow)**
- ii) Traffic Calming Working Group – To discuss the appointment of a Traffic Calming Working Group. **(Report to follow)**

8:50pm – 9:00pm

11. **Parish Council Matters**

- i) Code of Conduct - Review the Parish Council’s Code of Conduct, following advice from Cherwell District Council’s Monitoring Officer. **(Report to follow)**
- ii) Planning & Strategy Committee – To note the draft minutes from the meeting held on Tuesday 11 December 2018. **(Previously circulated)**
- iii) Co-option – To consider any applications for co-option onto the Parish Council.
- iv) Working Practices – To discuss the suggestions by Councillor Stephen Phipps, with regard to Parish Council working practices. **(Report to follow)**
- v) Drop-In and Chat – Report from the Drop-In and Chat held on Saturday 8 December 2018. The next session at the Ex-Servicemen’s Hall is being held on Saturday 12 January 2019. **(Report to follow)**
- vi) Reports from Parish Council Representatives – To receive reports from the Parish Council’s Representative on other bodies. **(Report to follow)**
- vii) Councillors Training Courses – The following training courses are available to Councillors:

Date	Subject	Half/full day	location
Thursday January 10th	1. Understanding Internal Audit	Half /morning 10-12.30	Warwick Hall, Burford OX18 4RY
	2. So you want to be an Internal Auditor?	Half /afternoon 2-4.30	
Tuesday January 22 nd	Planning	7pm to 830pm	Godswell House, Bloxham
Thursday January 24th	3. Preparing for End of Year Audit	Full day	Warwick Hall, Burford OX18 4RY
Wednesday February 27th	4. RFO’s Year, month by month, the key duties	Full day	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF
Wednesday 13 th March	5. Minutes and agendas; a guide to good practice	Half/ morning	West Oxfordshire District Council OX28 1NB
Thursday March 21 st	6. The Clerks Year, essential tasks on a month by month basis	Full day	Warwick Hall, Burford OX18 4RY
Wednesday April 17th	7. Risk Management for parish councils	Half/morning	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
	8. Strategic Planning. Where is your council	Half/afternoon	

	going? Thinking more strategically about serving your community		
Wednesday May 15 th	9. Allotment management for parish councils	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday June 19 th	10. Roles and Responsibilities for new councillors and clerks	full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Saturday 6 th July	11. Roles and Responsibilities for new councillors and clerks	full day note 9.30am start	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday July 17 th	12. Chairmanship skills	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday September 18 th	13. Roles and Responsibilities for new councillors and clerks	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday October 2 nd	14. Budgeting and financial management for councillors	Half/ morning	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF
	15. VAT for clerks (and councillors!)	Half/ afternoon	

9:00pm – 9:15pm

12. Financial Matters

- i) Accounts for Payment and Bank Reconciliation - To approve the accounts for payment and note the bank reconciliation. **(To follow)**
- ii) Section 106 Funds – To receive an update on the project at Jubilee Park. **(Report to follow)**

9:15pm – 9:30pm

13. Correspondence - Items of correspondence will be circulated to members. **9:30pm**

14. Meeting Dates - Future meeting dates for Bloxham Parish Council are stated below. They will commence at 7.30pm in St Mary's Parish Rooms, Bloxham, unless stated otherwise:

- 16 January 2019
- 4 February 2019
- 20 February 2019
- 4 March 2019
- 20 March 2019
- 1 April 2019
- 24 April 2019 (Annual Parish Meeting)

9:30pm

15. Items for the Next Agenda/Items of Information 9:30pm

Councillors are asked to note that in the exercise of their functions, they must take note of the following: Equal Opportunities (race, gender, sexual orientation, marital status and any disability); Crime & Disorder, Health & safety and Human Rights.

Parish Council 'Drop-in and Chat' Sessions are held on second Saturday of the month, at the Ex-Serviceman's Hall from 10.30am to 11.30am. Residents are invited along to meet their Parish Councillors and discuss any items affecting the village.

**Next Sessions: Saturday 12 January 2019 and Saturday 9 February 2019
at the Ex-Servicemen's Hall, Bloxham**

**All reports and minutes are available on the Parish Council website
www.bloxhamparishcouncil.co.uk**