

BLOXHAM PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 14 MAY 2018 AT 7.30PM

PRESENT: Chairman, Councillor Jenny Yates; Councillors David Bunn, Steve Craggs, Mary Groves, Gloria Lester-Stevens, Stephen Phipps and Sue Slater.

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

APOLOGIES: Parish Councillor Nick Rayner submitted his apologies because he was on holiday, the apology was accepted and the absence authorised.

Parish Councillor Mike Hawtin submitted his apologies because he was on holiday, the apology was accepted and the absence authorised.

Parish Councillor Leonard Leigh submitted his apologies because he had a hospital appointment, the apology was accepted and the absence authorised.

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

The Chairman welcomed everyone to the meeting, especially David Bunn as this was his first meeting of the Parish Council as a Councillor. The Chairman also reminded the Councillors and the public that recording of the meeting was permitted. However, she asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

1/18 SIGNING OF DECLARATIONS OF ACCEPTANCE OF OFFICE - All members completed their Declarations of Acceptance of Office forms and returned them to the Clerk and Responsible Financial Officer.

2/18 APPOINTMENT OF CHAIRMAN FOR 2018/2019 - Councillor Jenny Yates asked for nominations for the position of Chairman for 2018/2019. Councillor Yates was proposed and seconded for the position of Chairman.

Resolved that Councillor Jenny Yates be appointed as Chairman for 2018/2019.

3/18 APPOINTMENT OF VICE-CHAIRMAN FOR 2018/2019 - The Chairman asked for nominations for the position of Vice-Chairman for 2018/2019. Councillor Sue Slater was proposed and seconded for the position of Vice-Chairman.

Resolved that Councillor Sue Slater be appointed as Vice-Chairman for 2018/2019.

4/18 DECLARATIONS OF INTEREST – There were no declarations of interest.

5/18 MINUTES - The minutes of the meeting held on 9 April 2018 were taken as read and duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 9 April 2018 be approved.

6/18 MATTERS ARISING

Minute Number 164/17 - Silent Soldier– There had not been any progress with the purchase of the Silent Soldier and it was still unclear if the project was going ahead. It was suggested that if a Silent Soldier was purchased, then it could be located by the War Memorial, possibly on the gravel foot path leading to Old Bridge Road as it would be prominent place in the village. However some concerns were raised about whether it might get vandalised in that location. It was also suggested that it could be located at the Ex-Serviceman's Hall, possibly above the doorway. The RBL to be contacted for an update. **Action TG**

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Minute Number 165/17 – Replacement Seat for Courtington Lane – The replacement seat had been delivered and engraved and it was now ready to be installed. The Clerk was asked to send a letter of thanks to David Gibbard for all his assistance with this matter and for engraving the new bench. **Action TG**

Minute Number 167/17 – The Chairman reported that a meeting had not yet been arranged with the County Council about potholes, but it was being progressed by County Councillor Kieron Mallon. **Action KM**

Minute Number 172/17 - Annual Parish Meeting – The Chairman suggested that a review of the Annual Parish Meeting should be included on the Parish Council agenda for the June or July meeting. **Action TG**

7/18 CHAIRMAN'S ANNOUNCEMENTS – The Chairman reported on the following:

- It was agreed that a vote of thanks would be sent to Melanie Rayner for her work on the Bloxham village column in the Banbury Guardian. **Action TG**
- David Godfrey, former Clerk to the Parish Council had sadly passed away. The Chairman had sent a card to his family on behalf of the Parish Council.
- There was a National Association of Local Councils Survey for Councillors to complete and details were in the April edition of the OALC newsletter. The Clerk would forward the newsletter to Councillors again. **Action TG**
- Cherwell District Council's Parish Liaison Meeting was being held on 20 June 2018. It was suggested that items should include planning enforcement and notification of applications submitted to Cherwell District Council, under the Licensing Act. **Action TG**
- A meeting with PC Paul Smith from Thames Valley Police had been held on 14 May 2018 with regard to parking patrols and the list of problem areas would be forward to him. **Action TG**
- A meeting with Cherwell District Council was being held on 21 May 2018 with regard to air pollution.

8/18 RESIDENTS' ISSUES – A resident addressed the Parish Council with regard to public health protection. The resident gave background information on the subject and the potential impact on peoples' health and he had previously provided some information to the Parish Council. He referred to statements by MP's as well as national policy and MP's had summarised the issue as follows, 'air quality was a national health emergency'

The resident asked for information about where air quality was being monitored in the village and what data had been collected already. He was particularly concerned about the congestion around the High Street because cars were constantly slowing and accelerating when the concentration of pedestrians in this area was at its highest. It was at these peaks when peoples' health was affected the most, especially because the area around the shops also trapped fumes. The Chairman asked the resident to send to the Clerk, all of the information which he had gathered.

The resident highlighted that air pollution from vehicles affected peoples' health, caused early death, asthma and lung problems and the fumes were especially bad for young children. He felt that problems of traffic volume and congestion were separate issues and at the current time, his concern were around public health issues.

The Chairman reminded the Parish Council that a meeting was scheduled with Trevor Dixon at Cherwell District Council on Monday 21 May 2018 where she hoped that a number of these questions would be answered.

The resident then went on to raise the issue of the potholes in the village and that his wife's car had been damaged by a pothole. He had submitted a claim to the County Council, supported by Councillor Kieron Mallon but officers had refused to compensate her and pay the bill of £585 because they did not feel that the Council was liable, even though the pothole had been reported on Fix My Street a number of times.

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There was a discussion with Councillor Mallon about the potholes repairs and also the highway issues which had been raised with County Officers during a meeting with the Parish Council in April 2017, which had included reference to the A361. The Clerk confirmed that Councillor Mallon had been invited to that meeting.

The Chairman thanked the resident for addressing the Parish Council.

9/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Prior to the meeting, County Councillor Kieron Mallon had circulated his report to the Parish Council.

Councillor Andrew McHugh reported that most of the issues which had been brought to his attention related to the Esso Garage and Councillor Christine Heath would be taking the matter forward. The issue of potholes had also been raised with him.

Resolved that the report be noted.

10/18 PLANNING

- i) Planning Items (not covered within the minutes of the Planning & Strategy Committee meeting held on 23 April 2018) – The Chairman of the Committee, Sue Slater, gave a brief report on the planning applications which had been submitted to Cherwell District Council by Mr John Wyatt. Mr Wyatt was present at the meeting.

Councillor Slater reported that the stables had been erected in 2001. In 2014, the Parish Council had not objected to the application for the conversion of the stables nor to the application for the erection of the polytunnels. These had been approved by CDC with conditions relating to landscaping and retail sales. During 2014, some conditions had been discharged, however this had been a split decision at CDC's Planning Committee.

In 2015, the Parish Council did not object to an application for another polytunnel. However the application was withdrawn as CDC planning officers raised concerns about the siting of the tunnel and its impact on the rural nature of the site. In addition, the development was outside of the built limits of the village and Mr Wyatt's agent withdrew the application.

In 2016, an application for a polytunnel was resubmitted and the Parish Council did not object and the application was approved by CDC. Also in 2016, the Parish Council did not object to the removal of a condition relating to retail sales.

In 2017, the Parish Council objected to the application for the conversion of the stables into a dwelling as it was outside the built limits of the village and contrary to the Bloxham Neighbourhood Development Plan and CDC's Local Plan policies. A query was raised about the need for a worker because not enough evidence had been provided. CDC planning officers advised Mr Wyatt to withdraw the application because they would refuse permission for these reasons and others. An email to this effect from the case officer, was available on CDC's Planning Portal.

Between 2014 and 2018, Mr Wyatt had attended meetings of the Parish Council's Planning & Strategy Committee and of the full Parish Council to talk about his applications. After the last withdrawal, the Chairman and Vice-Chairman of the Parish Council met with Mr Wyatt, they advised him to contact CDC for some professional pre-application advice. The advice, that he received from CDC, which he shared with the Parish Council, was that an application would be refused for all the reasons previously stated, however it was suggested that if he wanted to reapply, then he should include robust evidence to demonstrate why a worker was needed on site and that all other avenues had been explored.

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In 2018 a new application with supporting evidence had been submitted and this application would be discussed at the Parish Council's Planning & Strategy Committee on 24 May 2018. Therefore, it would not be procedurally correct to have any discussion about the application until that meeting as it could appear that the application had been predetermined by Councillors. It was also highlighted that this application did not include a tearoom.

When the application was considered by the Planning & Strategy Committee, comments submitted to CDC would be made based on planning policy, not on the personal feelings or opinions the Councillors had about the applicant or the application.

The Councillors discussed whether the opinions of the public would be considered during the process. The Chairman advised that the village had made their opinions clear when they voted in favour of the Bloxham Neighbourhood Plan which included reference to developments outside the built limits of the village. Therefore, the Parish Council may submit comments based on that policy, as well as national policy and the Local Plan.

Residents comments would be considered and referenced in the Parish Council response to the application. If residents wished to support the application, their comments should be submitted to CDC and would be taken into consideration when CDC's Planning Committee considered the application.

Resolved that the report be noted.

11/18 PARISH COUNCIL MATTERS

- i) Co-option – The Parish Council considered two applications for co-option from Amanda Baxter and Joanna Barton.

Resolved that Joanna Barton and Amanda Baxter be co-opted onto the Parish Council. **Action TG**

- ii) Committee Memberships, Terms of Reference, Responsibilities and Appointments to Outside Bodies – Prior to the meeting, the list of Committee Memberships, responsibilities and appointments to outside bodies had been circulated to the Parish Council. Councillors noted that following her resignation, Gillian Roberts had offered her support as a non voting member on a Council Committee.

Resolved that:

- 1) the Committee Memberships, Terms of Reference, Responsibilities and Appointments to Outside Bodies be approved, as detailed in appendix 1 to the minutes; and
- 2) Gillian Roberts be invited to be a non-voting member of the Environment Committee. **Action TG**

- iii) Committee Minutes and Recommendations.

- **Environment Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for 7 June 2018.
- **Resources Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for 5 July 2018.
- **Planning & Strategy Committee** – Prior to the meeting, the minutes of the Planning & Strategy Committee meeting held on 23 April 2018 had been circulated to the Parish Council.

Resolved that the minutes be noted.

- **Staffing Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council.

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- iv) Drop-In and Chat – Session had been held on 14 April 2018 and 12 May 2018 – The report from the Drop-in and Chat on 14 April 2018 had been circulated and was available on the Parish Council website. No one had attended the session on 12 May 2018. The next session was on Saturday 9 June 2018 at Bloxham Fun Day.

Resolved that the report be noted.

- v) General Data Protection Regulations (GDPR) Compliance – Prior to the meeting, the Clerk had circulated a number of documents relating to GDPR.

Resolved that:

- a) the Data Map be approved;
- b) the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention be approved;
- c) the Privacy Notice be approved;
- d) it be noted that completed Security Compliance Checklists were received from Councillors;
- e) new Parish Council email addresses would be used from 25 May 2018;
- f) it be noted that the Parish Council is already registered as a Data Controller with the Information Commissioners Office; and
- g) it be noted that there is no legal requirement for the Parish Council to appoint a Data Protection Officer.

12/18 FINANCE

- i) General Power of Competence - The Clerk reported that the General Power of Competence gave Councils the power to do anything an individual could do, provided it was not prohibited by other legislation. The criteria was that a Parish Council must have two thirds of its Councillors appointed by an election and a Clerk who had the Certificate in Local Council Administration (CiLCA).

Resolved that Bloxham Parish Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk and has the General Power of Competence.

- ii) 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
Theresa Goss – Salary for May 2018	£922.04	1328
Theresa Goss – Expenses for May 2018	£50.58	1328
Olivia William – Salary for April 2018	£42.92	1329
HMRC – Payment for May 2018	£390.43	1330
OCC Pension Fund – May 2018 payment	£353.98	1331
Pixel Concepts – Deposit for new web site	£519.74	1352
St Mary's Parish Rooms – Room Hire	£220.00	1333
NR Prickett – Grass Cutting	£1,218.00	1334
Wicksteed Playgrounds – Play equipment at Bloxham Recreation Ground	£6,949.80	1335
Eton College – Permissive path	£1.00	1336
Mr D Chandler - Removal of estate agents boards	£50.00	1337
Green Scythe Ltd - Grass cutting for Jubilee Park on 26.03.18	£89.40	1338
Came and Company - Parish Council Insurance for 2018/2019	£775.22	1339
The Warriner Multi-Academy Trust – Room Hire	£48.00	1340

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Grant Payments	Amount	Cheque No
St Mary's Parish Rooms – Grant 2018/2019	£500.00	1341
Bloxham Pre-School – Grant 2018/2019	£1948.00	1342
First Bloxham Scouts – Grant 2018/2019	£528.98	1343
Alan Griffin – Church Clock Maintenance 2018/2019	£150.00	1344
Bloxham Flower Club – Grant 2018/2019	£450.00	1345
Ellen Hinde Hall – Grant 2018/2019	£1000.00	1346
Ex-Serviceman's Hall – Grant 2018/2019	£1000.00	1347
Oxfordshire County Council – Cherry Tree Centre	£5000.00	1348
Bloxham Recreation Ground – Grant 2018/2019	£2500.00	1349
St Mary's Thursday Club – Grant 2018/2019	£1500.00	1350
Bloxham May Festival – Grant 2018/2019	£2000.00	1351

- iii) Bank Reconciliation– Prior to the meeting, the bank reconciliation as at 14 May 2018, had been circulated to the Parish Council.

Resolved that the bank reconciliation as at 14 May 2018 be noted.

- iv) Section 106 Funds

- a) The Parish Council received an update on the following issues:

- Jubilee Hall – A meeting was being held on 21 May 2018 to review the progress of the project.
- Ex-Serviceman's Hall – The planning application was ongoing and the Hall would be asked whether an external plug point at the Hall could be accommodated for the Christmas lights.
- Phase 2 of Play Equipment Projects – Prior to the meeting, the costings for phase two of the play equipment projects at Jubilee Park and Bloxham Recreation Ground had been circulated to the Parish Council. Section 106 funds of £36,500 had been allocated to the project and the total of the quotes came to approximately £12,500 more than that figure. Jubilee Hall had also asked for a contingency of £1500.
- Legal agreements for all of the projects – The legal agreements for the play equipment projects had been signed by the Clerk, Chairman and Vice-Chairman and they still needed to be signed by Cherwell District Council and the sub-agreements needed to be signed by the Trustees at Jubilee Hall and Bloxham Recreation Ground.

Resolved that:

- 1) the reports be noted;
 - 2) the Ex-Serviceman's Hall be asked whether an external plug point could be accommodated for the Christmas lights; and
 - 3) the quotes for phase 2 of the play equipment projects at Jubilee Park and Bloxham Recreation Ground be approved. **Action TG**
- b) Update on the progress with the amenity land on the Miller Homes, Milton Road site – The Vice-Chairman reported that a meeting had been held with Bob Duxbury and Paul Almond at Cherwell District Council and they had been advised that because the developer wanted the land to be transferred to the Management Company, they had no power to challenge that decision.

Resolved that the report be noted.

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- v) Accounts 2017/2018 – The Parish Council considered the Annual Return for the year ended 31 March 2018 and the Receipts and Payments as at 31 March 2018.

Resolved that:

- i) the Receipts & Payments Account as at 31 March 2018 be approved; and
- ii) the Annual Governance Statement 2017/2018 (Section 1) and the Accounting Statement for 2017/2018 (Section 2) be approved. **Action TG**

13/18 VILLAGE MATTERS

- i) Bloxham Fun Day – Saturday 9 June 2018 – Councillor Mary Groves reported that the meeting held on 29 April 2018 had been successful and the Parish Council was thanked for the grant of £2000.

Resolved that the report be noted.

- ii) Land in Gascoigne Way and Queen Street – The Chairman reported that the transfer of land from Kibswell to the Parish Council, in Gascoigne Way was progressing and that further information was being sent to the Land Registry to support the application for adverse possession in Queen Street.

Resolved that the report be noted.

- iii) Garage on A361 in Bloxham – The Chairman reported that a meeting was being held on 15 May 2018 at Cherwell District Council with District Councillors Christine Heath and Colin Clarke and the relevant officers from planning and enforcement. Residents had been asked to keep a log of the issues at the site and to forward this to the Parish Council and Councillor Heath.

The planning application had now been submitted to Cherwell District Council for the signage and would hopefully be considered by the Parish Council's Planning & Strategy Committee at its meeting on 24 May 2018. The application for the lighting had not yet been submitted to Cherwell District Council. However there were also issues with the deliveries to the site and the noise from the lorries during the early hours of the morning.

Resolved that the report be noted.

- 14/18 CORRESPONDENCE** – There had been a number of items of correspondence which related to issues including a busker outside the Co-op, the proposed wooden bollards on Kings Road and the planning application at Chequer Tree Farm. These items of correspondence had been acknowledged and where appropriate referred to the appropriate authority for action.

15/18 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 16/18 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

- 16/18 CLERK AND RESPONSIBLE FINANCIAL OFFICER** – The Chairman reported that the national pay scales for the salary for the Clerk for 2018/2019 had been increased.

Resolved that the report be noted and the pay increase be approved.

17/18 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:

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- 4 June 2018
- 2 July 2018
- 6 August 2018
- 3 September 2018

(The meeting ended at 9.45pm)

Chairman – 4 June 2018