

BLOXHAM PARISH COUNCIL

WEDNESDAY 5 MAY 2021

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

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

27 April 2021

Dear Councillor,

The Annual Meeting of the Parish Council will be held on Zoom on **Wednesday 5 May 2021 at 7.30pm** 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.

The Zoom joining details are as follows:

<https://us02web.zoom.us/j/89882787751?pwd=aW1PdG9UWUovWUF1YkVBUG05NGw0UT09>

Meeting ID: 898 8278 7751

Passcode: 565497

Members of the public are invited to attend the meeting, however please note that this will be for the purposes of viewing the meeting only and public participation will only be permitted during the Open Forum. The 3 minute public speaking rule, as per the Parish Council's Standing Orders, will apply.

T.Goss
Clerk to the Parish Council

A G E N D A

1. **Welcome/Recording of Meetings** – To welcome Councillors and the public to the meeting and advise on the procedure for the recording of meetings.
7:30pm
2. **Apologies for absence** - To receive any apologies for absence from the meeting.
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.
7:30pm
3. **Appointment of Chairman 2021/2022** – To appoint a Chairman of the Parish Council for 2021/2022.
7:30pm – 7:35pm
4. **Appointment of Vice-Chairman 2021/2022** – To appoint a Vice-Chairman of the Parish Council for 2021/2022.
7:35pm – 7:40pm

5. **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.

7:40pm – 7:45pm

6. **Minutes** - To confirm the minutes of the meetings held on 12 April 2021. **(Attached)**

7:45pm – 7:50pm

7. **Matters Arising** - To discuss any issues arising from the minutes of 12 April 2021.

7:50pm – 7:55pm

8. **Chairman's Announcements**

- Geoff Mollard, former Councillor and Parish Council Chairman passed away on 21 April 2021.
- District Councillor Christine Heath steps down as Bloxham's District Councillor following the elections on 6 May 2021.

7:55pm – 8:00pm

9. **Open Forum** - Residents of the village are invited to raise any items which concern the Parish.

8:00pm – 8:10pm

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

8:10pm – 8:20pm

11. **Planning**

i) Planning Applications - To consider the following planning applications:

- 21/00734/F & 21/00735/LB, Seymour Cottage , Queens Street, Bloxham - Single storey rear extension
- 21/01156/F, Tythe Barn, Goose Walk, Bloxham - Erection of gym/annexe outbuilding and greenhouse
- 21/01086/F, Chebli, Banbury Road, Bloxham - Two storey side extension, single storey rear extension and loft conversion to habitable accommodation (resubmission of 20/02995/F)
- 21/00840/F, 7 Painters Close, Bloxham - Conversion of garage to habitable accommodation and erection of new front porch, Incorporating new windows/doors.
- 21/00797/F, 19 Colesbourne Road, Bloxham - Garage conversion, flat roof changed to pitched roof, two new rooflights, porch enlargement and material and fenestration alterations
- 20/03351/F, Land Adjacent Ells Lane, Ells Lane, Bloxham - Erection of two agricultural buildings

Plans can be viewed at <https://www.cherwell.gov.uk/info/115/planning/443/see-or-comment-on-a-planning-application23as>

8:20pm – 8:50pm

12. **Environment/Village Matters**

- i) Climate Change 'The Great Big Green Week' – To discuss whether the Parish Council should support the 'The Great Big Green Week' <https://greatbiggreenweek.com>

8:50pm – 8:55pm

13. **Financial Matters**

- i) Accounts for Payment and Bank Reconciliation - To approve the accounts for payment and bank reconciliation. **(Report to follow)**
- iii) Governing 'Levelling up' Funds – To discuss how the Parish Council could access the Community Renewal Fund, the Levelling Up Fund and the Community Ownership Fund for the benefit of the village or make the village aware this funding is available. **(Information previously circulated)**

8:55pm – 9:00pm

14. **Parish Council Matters**

- i) Vacancies – To consider any applications for co-option onto the Parish Council.
- ii) Parish Council Responsibilities/Appointments to Other Bodies – To discuss Parish Councillor responsibilities. **(Report attached)**
- iii) Parish Councillor Training – To remind Councillors to book onto the following training courses, via the Clerk: Roles and Responsibilities, Employment and Code of Conduct.
- iv) Parish Council Documents – To review the following Parish Council documents, which are available to view on the Parish Council web site <https://www.bloxhamparishcouncil.co.uk/documents.php>:

- Asset Register
- Risk Management Log and Risk Schedule
- Financial Regulations
- Standing Orders
- Code of Conduct
- Complaints Policy
- Vexatious Complaints Procedure
- Freedom of Information Policy
- Dispute Resolution Process
- Dignity at Work Policy
- Grievance Procedure
- Data Breach Policy
- Data Protection Policy
- Records Retention Policy
- Subject Access Request Procedure
- Press and Media Policy
- Safeguarding Policy
- Training Policy

9:00pm – 9:20pm

15. **Correspondence** – Items of correspondence will be circulated to members. **9:20pm**

16. **Public and Press** – To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for items numbered 17 & 18 on the grounds that it could involve the likely disclosure of private and confidential information. **9:20pm**

17. **Tree Management** – To consider a quote for maintenance works to a tree in Winters Way. **9:20pm – 9:25pm**

18. **Jubilee Hall Project** – To discuss the project at Jubilee Hall.
9:20pm – 9:30pm
19. **Meeting Dates** – Future meeting dates for Bloxham Parish Council are stated below. They will commence at 7.30pm and will be held on Zoom until further notice. Please contact the Clerk for the joining details.
- Wednesday 19 May 2021
 - Monday 7 June 2021
 - Tuesday 22 June 2021
 - Monday 5 July 2021
 - Tuesday 20 July 2021
- 9:30pm**
20. **Items for the Future Agendas/Items of Information**
- Dog waste bins and litter bins, Bloxham Grove Road
- 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 usually 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 Session: Cancelled Until Further Notice

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