

BLOXHAM PARISH COUNCIL

TUESDAY 21 MAY 2019

Clerk & Responsible Financial Officer
Theresa Goss
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Middleton Cheney
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15 May 2019

Dear Councillor,

A meeting of the Parish Council will be held on **Tuesday 21 May 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.

7:40pm – 7:45pm

4. **Minutes** - To confirm the minutes of the meetings held on 13 May 2019. **(Attached)**
7:45pm – 7:50pm
5. **Matters Arising** - To discuss any issues arising from the minutes of 13 May 2019. **7:50pm – 8:00pm**
6. **Chairman's Announcements**
8:00pm – 8:10pm

7. **Open Forum** - Residents of the village are invited to raise any items which concern the Parish.
8:10pm – 8:20pm

8. **Reports from County and District Councillors** - To receive reports from the Bloxham County Councillor and District Councillors.
8:20pm – 8:30pm

9. Planning

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

- 19/00812/F - 14 Courtington Lane Bloxham Demolition of existing outbuilding for the erection of 2 storey rear extension, single storey front extension and single storey outbuilding.
- 19/00753/F – Croyde, South Newington Road, Bloxham for the change of use from a two bedroomed semi-detached house to a first floor, self-contained, one-bedroom flat and ground floor conversion for additional facilities for the adjacent veterinary surgery.

Plans can be viewed at <https://www.cherwell.gov.uk/info/115/planning/443/see-or-comment-on-a-planning-application23as>
8:30pm – 8:40pm

10. **Environment/Village Matters**

i) Dog Fouling/Dogs on Leads on Footpaths in Bloxham – To discuss the issue of dog waste not being collected and dogs being kept under control along the Circular Walk, Public Rights of Way and Permissive Footpaths in the village, following a meeting held on 24 April 2019. **(Report to follow)**

ii) Parking Around the Primary School – To consider a request from a resident for two more signs to encourage drivers to park safely and considerately around Bloxham Primary School. **(Report to follow)**

iii) Good Neighbour Scheme – To receive a report from Councillor David Bunn on the Good Neighbour Scheme and how this could be introduced into Bloxham. **(Report to follow)**

iv) Queen Street Land – To receive a progress report from Councillor Leonard Leigh on the issue of the ownership of land in Queen Street. **(Report to follow)**

v) New Litter and Dog Waste Bins for Bloxham Recreation Ground – To consider a request from the Trustees of the Recreation Ground for two new litter bins and to replace a dog waste bin with a bigger bin.

8:40pm – 9:00pm

11. **Parish Council Matters**

i) Parish Council Representatives - To receive reports from the Parish Council's Representative on other bodies.

ii) 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
- 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

iii) Councillors Training Courses – The following training courses are available to Councillors:

Date	Subject	Half/full day	location
Wednesday June 19 th	Roles and Responsibilities for new councillors and clerks	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Saturday 6 th July	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	Chairmanship skills	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday September 18 th	Roles and Responsibilities for new councillors and clerks	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday October 2 nd	Budgeting and financial management for councillors	Half/ morning	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF
	VAT for clerks (and councillors)	Half/ afternoon	

9:00 – 9:10pm

12. Financial Matters

- i) Accounts for Payment - To approve the accounts for payment. **(To follow)**
- ii) Section 106 Funds - To receive an update on the progress with the following projects:
 - Jubilee Hall; and
 - Ex-Serviceman's Hall.

9:10pm – 9:20pm

13. **Correspondence** - Items of correspondence will be circulated to members. **9:20pm**

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:

- 3 June 2019
- 18 June 2019
- 1 Jul 2019
- 16 July 2019
- 5 August 2019
- 21 August 2019
- 2 Sept 2019
- 17 Sept 2019

- 7 Oct 2019
- 16 Oct 2019
- 4 Nov 2019
- 19 Nov 2019
- 2 Dec 2019 (Only one meeting in December 2019)

9:20pm

15. Items for the Next Agenda/Items of Information 9:20pm

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: Saturday 8 June 2019 at **Bloxham Funday, Jubilee Park, Bloxham**

All reports and minutes are available on the Parish Council website

www.bloxhamparishcouncil.co.uk