

BLOXHAM PARISH COUNCIL

DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 1 OCTOBER 2018 AT 7.30PM

PRESENT: Chairman, Councillor Jenny Yates; Councillors Joanna Barton, Amanda Baxter, David Bunn, Gloria Lester-Stevens, Leonard Leigh, Stephen Phipps and Sue Slater.

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

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

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

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

Parish Councillor Mike Hawtin submitted his apologies because he had another appointment, the apology was accepted and the absence authorised.

Apologies were also received from District Councillors Mike Bishop and Christine Heath.

The Chairman welcomed everyone to the meeting and 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.

75/18 DECLARATIONS OF INTEREST

Minute Number 82/18 (iii) – Bloxham Service Station – Councillors Joanna Barton and Amanda Baxter declared an interest because they were neighbours to the site of the property.

76/18 MINUTES - The minutes of the meeting held on 3 September 2018 had been circulated to the Parish Council prior to the meeting and were taken as read.

Resolved that the minutes of the meeting held on 3 September 2018 be approved and signed by the Chairman.

77/18 MATTERS ARISING

Minute Number 59/18 Emergency Planning – The Chairman suggested that emergency bags could be provided at the November and December Drop-In and Chat sessions. They could also be made available at Bloxham Surgery and Bloxham Pharmacy. Carol MacKay would be contacted again about the leaflets to be included on the web site and whether the Parish Council could have a supply of the emergency bags. The availability of the bags would then be advertised around the village. **Action TG**

It was highlighted that the volunteers who distributed the Broadsheet were unable to assist with distributing the emergency planning leaflets. Therefore, it was suggested by a member of the public, that the Boys Brigade might be able to assist instead. The Clerk would make contact. **Action TG**

Minute Number 61/18 Matters Arising, Barford Road Street Lighting – Feedback from residents living on Barford Road with regard to additional street lighting, was still awaited.

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 5 November 2018

Minute Number 61/18 Matters Arising – The actions list would be discussed at the next meeting regarding the Strategic Plan.

Minute Number 63/18 Open Forum – District Councillor Andrew McHugh had contacted Cherwell District Council's (CDC) Enforcement Team with regard to businesses in residential areas within the village, two enforcement notices had already been issued. Officers would be visiting premises in Bloxham the following day.

Minute Number 63/18 Open Forum – The street light on Tadmarton Road had been included in the County Council's schedule to be replaced, but no fixed date had been given.

Minute Number 63/18 Open Forum – With regard to the proposed patrols by the Dog Warden, information had been posted on the village web sites and in the Broadsheet asking dog owners to keep their dogs on a lead in the Slade and on the Circular Walk. If this request was not met favourably, then the Dog Warden at CDC would be approached to assist with the issue.

Minute Number 63/18 Open Forum – The possible extension of the Circular Walk would be considered by the Environment Committee on 18 October 2018. **Action TG**

Minute Number 66/18 Village Matters – Bloxham School would be invited to purchase the container at Jubilee Park. **Action TG**

Minute Number 69/18 Correspondence – The Clerk confirmed that she had written again to the shops about the issue of the litter, but had not received a response.

Minute Number 71/18 Queen Street Maintenance Work – Nigel Prickett had been contacted and work would start in November 2018. Once he had a definite date, notices would be erected in Queen Street asking residents not to park their cars next to the main square when the work was being undertaken.

Minute Number 72/18 Christmas lights – There was a slight increase in costs of £40.00, which was approved by the Parish Council. Councillors Stephen Phipps and David Bunn raised a query with regard to donations from businesses in the village and the Clerk would contact Councillors Nick Rayner and Steve Craggs to clarify this point. **Action TG**

On the project so far, £17,981.47 had been spent on the infrastructure to convert the street lighting columns to enable the Christmas lights to be powered from them, including the leasing of the lights for the first year. No completion date was yet available.

Resolved that:

- 1) the reports be noted; and
- 2) the additional expenditure of £40.00 on the Christmas lights, be approved.

78/18 CHAIRMAN'S ANNOUNCEMENTS

- Community Infrastructure Fund Meeting held on Wednesday 5 September 2018 - There had been a good attendance from organisations in the village and also from Adderbury and Milcombe. Information provided by Sarah Burns had been circulated to all those organisations in attendance.
- Strategic Plan Meeting held on Thursday 13 September 2018 - A draft document had been circulated to the Parish Council and would be worked on at a future meeting. The Councillors felt that a minimum of eight Councillors should be in attendance at future meetings to move the Strategic Plan forward.
- Cherry Tree Centre Meeting on Monday 17 September 2018 - The Chairman, Clerk, Head Teacher of Bloxham Primary School and County Councillor Kieron Mallon had all attended. The services at the Centre were well subscribed and other funding sources would be initially investigated by the Parish Council, on behalf of the Centre. The view of Councillors was that there needed to be more input initiated by the Centre regarding fundraising.

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- Oxfordshire County Council's 'Commitment to Thriving Communities' Event - Thursday 4 October 2018 at Banbury Town Hall, 1 Bridge Street, Banbury from 6 to 9pm and was open to all Councillors to attend. The Chairman and Councillor Sue Slater would attend.
- Minute Number 81/18 - Planning – The Chairman withdrew the motion regarding the reports by CDC's Planning officers and it was removed from the agenda and referred to the Planning & Strategy Committee.
- Apple Day – This was being held on Sunday 7 October 2018.

79/18 OPEN FORUM – A resident from Chapel Street, Bloxham addressed the Parish Council with regard to the planning application for floodlights at Bloxham School. The resident felt that, in their opinion, at the Planning & Strategy Committee on 10 September 2018, mis-leading statements had been made by representatives from Bloxham School.

A resident thanked the Chairman for attending CDC's Planning Committee even though the application had been recommended for deferral, due to the poor quality of the Planning officers report. They also asked for clarification on the procedure for agreeing the proposed conditions.

The Chairman advised that following CDC's Planning Committee, Planning officers should now be getting in touch with the Parish Council and Bloxham School to discuss the conditions requested by the Parish Council, however this had not yet happened. Also, clarified that the School had not requested an extension to the time allowed for the application to be considered, the extension had been due to the quality of the CDC Report as reported by CDC.

The Chairman reported that she had attended CDC's Planning Committee to ensure that if the Committee did consider the application, then the Parish Council was not mis-represented. District Councillors Christine Heath and Colin Clarke had been very supportive and had also felt that the Planning Officer's report should not be considered by CDC's Planning Committee due to the many inaccuracies.

Andrew McHugh offered his support with this matter together with District Councillors Chris Heath and Colin Clarke.

Councillor Stephen Phipps reported his concerns on the Parish Council's submission on Bloxham School's application for floodlights at the Dewey Centre and it was agreed to discuss this at a future meeting of the Parish Council's Planning & Strategy Committee.

It was requested that there should be a discussion at the next Planning & Strategy Committee regarding the format of the Parish Council's comments on planning applications, when they were submitted to CDC.

Resolved that:

- 1) the report be noted;
- 2) the Parish Council's response to Bloxham School's planning application for floodlights at the Dewey Centre, be discussed at a future meeting of the Planning & Strategy Committee; and **Action TG**
- 3) the format of the Planning & Strategy Committee's comments to Cherwell District Council on planning applications, be considered at the next meeting of the Committee. **Action TG**

80/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There was no report from County Councillor Kieron Mallon.

District Councillor Andrew McHugh reported that he could assist with the monitoring of speeding on South Newington Road (A361) because he was also addressing speeding issues in Adderbury and Milcombe too.

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However, he highlighted that it was a complicated process for the Police to monitor speeding and a Community Speed Watch would perhaps be more useful. The Clerk would follow this up with Thames Valley Police. **Action TG**

Councillor McHugh also gave an update on Assistance Dogs in taxis, an exercise relating to child exploitation carried out in Banbury and reported that the Partnership Network for Health and Social Care had met for the first time last week.

Resolved that the report be noted.

81/18 PLANNING - Councillor Sue Slater, Chairman of the Committee, had no further planning matters to bring to the attention of the Parish Council.

Councillors David Bunn and Stephen Phipps raised their concerns with the Parish Council's submission on the Bloxham School floodlights planning application. Although the submission had been an objection and this had been agreed by the Planning & Strategy Committee, they felt it needed to be clearer.

Resolved that the report be noted.

82/18 VILLAGE MATTERS

- i) Warriner School Defibrillator/Additional Defibrillator – The Parish Council considered a request for funding from Warriner School for a cabinet for their defibrillator so that it was available for the community to use. There was also a discussion about applying for funding from SSE for an additional defibrillator which could either be located centrally in the village or with the third Community First Responder who lived in the village.

Resolved that:

- 1) investigations be made into: obtaining funding from sources such as SSE for a defibrillator for the village; a defibrillator for a Community First Responder; and a cabinet for the defibrillator which had already been purchased by Warriner School; **Action DB**
 - 2) the Community First Responder be contacted and asked whether a defibrillator is required; **Action TG**
 - 3) a stand-alone unit to be located in the centre of the village, possibly around the Co-op or Ex-serviceman's and appropriate landowners will be contacted for their permission: and **Action DB**
 - 4) if a defibrillator can be purchased for the Community First Responder, using grant funding, the Ambulance Service be asked if they will maintain it. **Action DB/TG**
- ii) Purple for Polio – The Parish Council had not received a quote for the planting of the bulbs to support 'Purple for Polio.'

District Councillor Andrew McHugh offered to obtain the necessary information from the Rotary Club and forward it to the Clerk

Resolved that this item be deferred to the Environment Committee. **Action TG**

- iii) Bloxham Service Station – The Parish Council discussed whether an appeal should be submitted to Cherwell District Council with regard to reviewing the 24 hour licence to sell alcohol at Bloxham Service Station. However, Councillors felt that the lighting was the main issue which needed to be addressed at this point rather than the 24 hour alcohol licence.

Councillor Baxter had a number of photographs of the issues which had arisen at the Service Station and she would forward these to Councillor McHugh.

Councillor McHugh had also set up a reporting site to record incidents.

It was also reported that although CDC had commissioned a lighting survey, it had not yet been undertaken.

Resolved that:

- 1) the report be noted; and
- 2) the review of the 24 hour alcohol licence not be progressed at this time, however, it be reviewed as and when necessary.

83/18 PARISH COUNCIL MATTERS

i) 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 Thursday 18 October 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 Thursday 15 November 2018.
- **Planning & Strategy Committee** – Prior to the meeting, the draft minutes of the Planning & Strategy Committee meeting held on 10 September 2018 had been circulated to the Parish Council. The next meeting was scheduled for Thursday 11 October 2018 at 7.30pm at Bloxham Primary School.

Resolved that the minutes be noted and the recommendations be approved.

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

ii) Drop-In and Chat – The last session had been held on Saturday 8 September 2018 and a report was in Drop Box.

The next session was on Saturday 13 October 2018 at the Ex-Servicemen’s Hall.

Resolved that the report be noted.

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

- GDPR, Progress on Implementation – Wednesday 17 October 2018 at Civic Hall, Britwell Road, Didcot for all Councillors (half day)
- Planning, How Town and Parish Councils fit into the planning system and how to make effective responses to planning applications – Thursday 15 November 2018 at Committee Rooms 1 and 2, Woodgreen Office, West Oxfordshire District Council, Witney (half day).

Resolved that the report be noted.

84/18 FINANCE

i) 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 October 2018		
Theresa Goss – Expenses for October 2018		
HMRC – Payment for October 2018		
OCC Pension Fund – October 2018 payment		

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Field and Lawn – Lights for the Christmas Tree	£8610.00	1408
Green Scythe Ltd – Grass Cutting Jubilee Park	£145.80	1409
Cherwell District Council – Emptying Dog Waste Bins for Summer period	£1921.92	1410
S J Aplin Playgrounds Ltd – Jubilee Park new play equipment	£14,659.20	1411
Jubilee Park Management Committee – Room Hire	£20.00	1412
Viking – Stationery for Clerk/Councillors	£39.46	1413
Kompan – Playground equipment	£2304.36	1414
Moore Stephens – External Audit 2017/2018	£636.00	1415
St Mary's Parish Rooms – Room Hire	£140.00	1416
Jubilee Park Management Committee – Room Hire	£25.00	1417

Payments made since the last meeting:

Payments	Amount	Cheque No.
Bloxham Mill Ltd – Room Hire	£36.00	1402
Amey LG Ltd - Christmas light infrastructure	£4,663.46	1403
Amey LG Ltd - Christmas lights/benches and batteries	£4,708.61	1404

- ii) Bank Reconciliation– Prior to the meeting, the bank reconciliation as at 1 October 2018, had been circulated to the Parish Council.

Resolved that the bank reconciliation as at 1 October 2018 be noted.

- iii) Section 106 Funds

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

- Jubilee Hall – The preferred contractor had been selected, negotiations were ongoing and there was a further meeting this week.
- Ex-Serviceman's Hall – The project was progressing and the application for building regulations had been submitted to Cherwell District Council.
- Phase 2 of Play Equipment Projects – Work had been completed at both Jubilee Park and the Recreation Ground and the post installation inspections would be completed on Wednesday 3 October 2018.

Resolved that the reports be noted.

- iv) Ellen Hinde Hall – The Parish Council considered a request from the Trustees to use their 2018/2019 grant for works in the upper room of the Hall, instead of it being spent on the refurbishment of the meeting room.

Resolved that the request be approved. **Action TG**

85/18 CORRESPONDENCE – The Chairman highlighted the email from Tom Smith with regard to dogs not being on leads on permissive paths on his land. A notice had been put into the Broadsheet and signage, up to a cost of £100, would be purchased and erected on the Circular Walk. **Action TG**

86/18 MEETING DATES

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 5 November 2018

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:

- 5 November 2018
- 3 December 2018
- 7 January 2019
- 4 February 2019
- 4 March 2019

87/18 ITEMS FOR THE NEXT AGENDA

- Community Speed Watch – Contact TVP about Speed Watch in Bloxham
- Defibrillator for the village and cabinet for defibrillator at Warriner School

(The meeting ended at 9.40pm)

Chairman – 5 November 2018

DRAFT