

BLOXHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 3 SEPTEMBER 2018 AT 7.00PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer), Carol MacKay, Emergency Planning Officer at Oxfordshire County Council and District Councillor Andrew McHugh.

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

Apologies were also received from County Councillor Kieron Mallon and District Councillors Mike Bishop and Christine Heath.

Parish Councillor Mike Hawtin was not present.

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.

58/18 DECLARATIONS OF INTEREST – There were no declarations of interest.

59/18 EMERGENCY PLANNING – The Chairman welcomed Carol MacKay, Emergency Planning Officer at Oxfordshire County Council.

Carol reported that she was Manager of the County's Emergency Planning Unit which was part of the County Council's Fire and Rescue Service. Her Unit was on call 24 hours a day, ready to respond to any emergency across the County.

Part of her role was to help villages become more resilient and one suggestion to assist in an emergency, was for everyone to have a 'message in a bottle' which was a plastic container stored in the fridge which gave medical information to the emergency services about the occupants of the house, if it was required.

Carol also had leaflets about what to do in an emergency, such as snow and flooding and these should be made available for everyone in the community.

There was also a leaflet about the Oxfordshire Flood Toolkit which provided information regarding flooding and how to prepare for it. Carol also highlighted that funding was available from the SSE Community Fund and applications could be submitted for up to £20,000 per year to make villages more resilient.

There were 'Oxfordshire Be Ready' leaflets which gave information about what to do if the gas, electricity and water supply was cut off. Those who had a child under 5, were aged over 65 years or had a medical disability could be on the priority register. There was no cost to registering with the utilities companies. Items such as generators and bottled water could then be provided to those people in this type of emergency.

There was also an information and alerts leaflet which provided emergency information about how to sign up for alerts.

There was also information about Business Continuity Planning which would be useful to small businesses or those who worked at home about how to prepare for an emergency.

BLOXHAM PARISH COUNCIL

Carol emphasised the importance of Community Emergency Plans and encouraged all villages to develop them. These Plans could feed into the 'Be Ready' leaflet and if there was an emergency in the village, residents could then make contact and check on vulnerable residents if there was snow, for example. If there was a county wide emergency, there were not enough Emergency Planning Officers to cover the whole county, so villages needed to plan and make their parish resilient.

Carol was thanked for attending the meeting and left at this point.

Resolved that:

- 1) the report be noted;
- 2) a supply of emergency planning leaflets be sent to the Clerk for distribution at the Drop-In and Chat sessions; **Action TG**
- 3) the emergency planning leaflets also be sent to the Clerk electronically so they can be loaded onto the Parish Council web site; **Action TG**
- 4) the Environment Committee to look into emergency planning in more depth at its next meeting; and **Action TG**
- 5) information be provided on emergency planning with possible attendance by Carol MacKay, at the Bloxham Fun Day 2019. **Action MG**

60/18 MINUTES - The minutes of the meeting held on 6 August 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 6 August 2018 be approved and signed by the Chairman.

61/18 MATTERS ARISING – There was a discussion about a possible Actions List and although the Chairman highlighted this had been used previously, but the decision had been taken to cease using it as it duplicated work and information already reported in the minutes. In view of the concern raised it would be more appropriately discussed further at the Strategic Plan meeting on 13 September 2018.

The Chairman asked whether the Barford Road Councillors had contacted their neighbours with regard to the proposal for possible additional street lighting on Barford Road. The Parish Council was advised that some neighbours had been contacted but this consultation would be continued when Councillor Nick Rayner had returned from holiday.

There had also been some positive feedback with regard to the new footpath on Barford Road.

Resolved that the reports be noted.

62/18 CHAIRMAN'S ANNOUNCEMENTS

- Update on Bloxham Service Station – A meeting had been facilitated by District Councillor Andrew McHugh with Cherwell District Council (CDC) officers on 28 August 2018 to discuss the issues at this site, including a possible review of the licence to sell alcohol 24 hours a day.

It appeared from the meeting that there had not been a coordinated approach between the planning and licensing departments at Cherwell District Council (CDC), however Richard Webb had now taken responsibility for the matter. Mr Webb would be seeking to devise an efficient logging system to capture all data reported to CDC by residents and it was hoped that all relevant departments would now work together.

There was a discussion regarding whether or not the Parish Council should obtain legal advice regarding a review of the granting of a licence to sell alcohol 24 hours a day and this action would be considered in more depth at a future meeting.

BLOXHAM PARISH COUNCIL

- Community Infrastructure Fund Meeting – Wednesday 5 September 2018 at 7pm at Jubilee Hall for all Councillors and village organisations interested in receiving more information on the Fund.
 - Strategic Plan Meeting – Thursday 13 September 2017 at 7.30pm at Godswell Park for all Councillors.
 - Cherry Tree Centre Meeting – Monday 17 September 2018 at 1.30pm at Bloxham Primary School for the Chairman, Vice-Chairman, Clerk and County Councillor Kieron Mallon.
 - CPRE 'Fight for Beauty' – Tuesday 18 September 2018 at Doctorow Hall, St Edmund Hall, Oxford for all Councillors to attend.
 - CPRE JSSP – Monday 17 September 2018 at 7.00pm to 9.00 pm in Banbury for all Councillors to attend.
 - 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 open to all Councillors to attend.
 - Rural Community Forum – The Chairman had attended a meeting of the Rural Community Forum and a lot of information had been presented. Thames Valley Police and Oxfordshire Fire Brigade would be holding joint events and attending meetings where the most relevant members of the communities were present, to offer advice and guidance.
- Volunteers were also required to assist with the Community Speed Watch Scheme to try and address speeding in the County. Councillor Amanda Baxter agreed to assist with this in the village. **Action TG/AB**
- Parking Patrols – The Clerk was waiting for information on the parking patrols from Cherwell District Council and Thames Valley Police.

63/18 OPEN FORUM – Councillor Gloria Lester-Stevens raised an issue with regard to a business in residential areas. She highlighted concerns that home based businesses did not have any restrictions on the times work could start and finish and that work could also be carried out on bank holidays and weekends. Information on this issue would be sent to District Councillor Andrew McHugh and he would follow it up with the Planning Department at Cherwell District Council. **Action GLS/AMc**

The Clerk was asked to contact the County Council to establish when the street light on Tadmerton Road was due to be replaced. **Action TG**

The Chairman asked whether the policy of dogs being kept on leads at The Slade could be enforced. The Clerk would ask the Dog Warden at CDC whether he could to patrol the area. **Action TG**

Councillor David Bunn reported that part of a footpath from The Ridgeway to Warriner School, had been blocked recently by the land owner. This was not an official Right of Way but had been walked for around 40 years. It was suggested that it could be included as part of Circular Walk at a later date. Councillor Bunn would identify the area on a map and it was agreed that the location be forwarded to the County Council. **Action DB/TG**

Resolved that the report be noted.

64/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – A report from County Councillor Kieron Mallon had been circulated prior to the meeting.

Councillor Andrew McHugh reported that he would be attending the Thames Valley Police Crime Panel and would be raising the issue of speeding and road safety in Bloxham.

Councillor McHugh also reported that Oxfordshire villages and Banbury were being targeted by drug gangs from Birmingham, Coventry and London and residents were asked to be vigilant.

BLOXHAM PARISH COUNCIL

Also a Joint Working Committee had been set up between CDC and the County Council to enable the joint working project to progress.

Resolved that the report be noted.

65/18 PLANNING - Councillor Sue Slater, Chairman of the Committee, had no further planning matters to bring to the attention of the Parish Council.

Resolved that the report be noted.

66/18 VILLAGE MATTERS

i) Parish Council's Storage Container at Jubilee Park – The Parish Council discussed the removal and/or disposal of the container stored at Jubilee Park before work on Jubilee Hall commenced. An alternative site would also be required for the contents currently stored in the container.

Resolved that:

- 1) the report be noted;
- 2) Bloxham School and Smiths of Bloxham be approached to establish whether they would like to buy the container; and
- 3) the Recreation Ground Trustees be asked whether the contents of the container could be stored in the Pavilion at Bloxham Recreation Ground. **Action TG**

67/18 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 Monday 24 September 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** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for Monday 10 September 2018 at 7.30pm. The application for new floodlights at Bloxham School would be considered at this meeting.

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.

ii) Drop-In and Chat – The last session had been held on Saturday 11 August 2018 and a report was in Drop Box. Issues raised during this session were being addressed by the Parish Council.

The next session was on Saturday 8 September 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:

- Code of Conduct – Wednesday 12 September 2018 at 5pm at Cherwell District Council, Bodicote House, Bodicote, Banbury for all Councillors, especially new Councillors

BLOXHAM PARISH COUNCIL

- Roles & Responsibilities – Wednesday 19 September 2018 at Civic Hall, Britwell Road, Didcot for new and less experienced Councillors (full day)
- 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.

68/18 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 September 2018	£881.20	1397
Theresa Goss – Expenses for September 2018	£23.58	1397
HMRC – Payment for September 2018	£361.65	1398
OCC Pension Fund – September 2018 payment	£336.48	1399
Green Scythe Ltd – Grass Cutting at Jubilee Park for July 2018	£291.60	1400

- ii) Bank Reconciliation– Prior to the meeting, the bank reconciliation as at 3 September 2018, had been circulated to the Parish Council.

Resolved that the bank reconciliation as at 3 September 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 and negotiations were ongoing. It was hoped that work would start in October 2018.
- 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 – It was hoped that work would start at Jubilee Park and the Recreation Ground in September 2018.

Resolved that:

- 1) the reports be noted; and
- 2) SCM be approved as the preferred contractor for the work at Jubilee Hall and their quote be accepted, subject to further negotiations. **Action SS**

- iv) Internal Audit 2018/2019 – The Parish Council considered the Letter of Engagement from Arrow Accounting to complete the Internal Audit for 2018/2019.

Resolved that Arrow Accounting be appointed to complete the internal audit for 2018/2019. **Action TG**

- 69/18 CORRESPONDENCE** – There had been an email from a resident with regard to litter outside of the shop on the High Street. A letter be sent to the Co-op and the Pharmacy asking them to ensure litters bins were emptied regularly. **Action TG**

BLOXHAM PARISH COUNCIL

70/18 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 minutes numbered 71/18 & 72/18 on the grounds that, it could involve the likely disclosure of private and confidential information which was not in the public domain.

71/18 QUEEN STREET MAINTENANCE WORK – The Parish Council considered a quote from Nigel Prickett for the work to the land in the Queen Street square. He had also agreed to clear, free of charge, the footpath from Queen Street to Greenhills Park.

Resolved that the quote from Nigel Prickett for the work to the land in the Queen Street square be accepted and approved. **Action TG**

72/18 CHRISTMAS LIGHTS – The Parish Council considered a report tabled by Councillor Craggs providing quotes and various costed options with regard to the Christmas lights for 2018.

Resolved that:

- 1) the report be noted;
- 2) if possible, the new bench on The Memorial Green required as part of the Christmas Lights project be made from wood; **Action SC**
- 3) a leasing agreement from Field and Lawn for 3 years for the Christmas lights, (not including icicles for the first year) be approved; **Action SC/TG**
- 4) the quote from Amey LG Ltd, for competing the work to the infrastructure to the lighting columns be approved; **Action SC/TG**
- 5) St Mary's Church and Bloxham School be requested to make a contribution; **Action SC**
- 6) the owners of the shops on the High Street be asked if they would like to include the icicles, at their expense; and **Action SC**
- 7) authority be delegated to Councillor Steve Craggs, in consultation with the Chairman and Clerk & Responsible Financial Officer, to continue negotiations with the contractors and make any urgent decisions.

73/18 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:

- 1 October 2018
- 5 November 2018
- 3 December 2018

74/18 ITEMS FOR THE NEXT AGENDA

- Bloxham Service Station – Review of 24 Hour Alcohol Licence
- Speeding on A361 through Bloxham and volunteers for the Community Speed Watch Scheme

(The meeting ended at 9.45pm)

Chairman – 1 October 2018