

# BLOXHAM PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON MONDAY 4 JANUARY 2021 AT 7.30PM

**PRESENT:** Chairman, Councillor Steve Craggs: Councillors Sophie Floate, Gloria Lester-Stevens, Leonard Leigh, Mike Morris, Stephen Phipps, Nick Rayner and Heather Westbury.

**ALSO IN ATTENDANCE:** District Councillors Christine Heath and Andrew McHugh and four members of the public.

**APOLOGIES:** Councillor Joanna Barton submitted her apologies because she was unwell, the apologies were accepted and the absence was authorised.

District Councillor Mike Bishop also submitted his apologies.

The Chairman welcomed everyone to the meeting and requested Councillors/members of the public to advise the Parish Council if they were recording the meeting, to enable this to be facilitated.

**145/20 Declarations of Interest** – There were no declarations of interest.

**146/20 Minutes** – Prior to the meeting, the minutes of the meeting held on 7 December 2020 had been circulated to the Parish Council and were taken as read. An amendment to these minutes was discussed but rejected.

**Resolved** that the minutes of the meeting held on 7 December 2020 be approved and signed by the Chairman.

### **147/20 Matters Arising**

Minute Number 134/20, Planning, Primary School Car Park/Section 16 Funds – The Chairman reported that a request had been submitted to the County Council for up to date figures of all Section 106 funds allocated to Bloxham. Once that information had been received, any funds which had been allocated without consultation with the Parish Council, would be queried.

Minute Number 135/20, Environment/Village Matters, The Gogs and Hobb Hill – Councillor Nick Rayner advised that a meeting had been scheduled with Beth Rutterford, the County Council's Footpaths Officer for 18 January 2021.

### **148/20 Chairman's Announcements**

- Drop-in and Chat – Councillor Mike Morris advised that he had the key for Ex-Servicemen's Hall and the Drop-in and Chat book. He would drop these off to the Chairman. **Action MM**
- Flood and Sandbags – The Emergency Plan had been updated and John Lloyd had written an article for inclusion in the Broadsheet with regard to flooding. There was a discussion with regard to sandbags and it was agreed that the Chairman would liaise with John Lloyd on this matter. **Action SC**
- Councillor Amanda Baxter had resigned from the Parish Council and the Chairman felt that the Parish Council needed to be proactive about advertising the vacant roles which was agreed by the Parish Council **Action SC/TG**

**149/20 Open Forum** – Two residents of Little Bridge Road addressed the Parish Council with regard to the proposal by Bloxham School to increase the size of the layby in Park Close, to assist with the traffic flow, whilst the site was being used by the School, on a temporary basis, for School deliveries.

The residents highlighted their concerns about the Park Close site being used for such a high number of daily deliveries and the impact this was having on them. Residents felt that although the extended layby would allow for more parking, because of the volume, size and frequency of the delivery vehicles, it would not solve the problem.

The Chairman thanked the residents for their comments and advised the meeting that this item was due to be considered later on in the meeting, however it would be brought forward and discussed as the next item.

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Councillor Gloria Lester-Stevens reported that the Yeoman's Garage was up for sale. In the recent heavy rainfall, the site had flooded and it was possible that contaminated flood water had leaked into Sor Brook. It was agreed that this would be reported to Cherwell District Council and the Environment Agency. **Action TG**

Councillor Lester-Stevens also reported that the village Biodiversity Group had suggested a number of areas where wild flowers could be planted. This would be discussed at the next meeting. **Action GLS/TG**

Councillor Nick Rayner reported that residents had volunteered to litter pick in the village and had asked whether it could be coordinated by the Parish Council. Councillor Mike Morris agreed to take this forward. **Action MM**

Councillor David Bunn reported that he had received positive feedback with regard to the informal dog fouling signs which had been erected by Councillor Heather Westbury. It was agreed that investigations would be made into formalising the signs. **Action DB**

**150/20 Works to the Layby in Park Close** – Following on from the previous item, the Parish Council continued to discuss the proposal by Bloxham School, to extend the layby in Park Close.

The Chairman gave an update based on information from District and Councils and the School. The School raised the idea of extending the layby as a possible approach to ease the traffic situation for residents. The intention of the School and its long term solution was to update their main site, to enable all deliveries to be made there and also build a new car park. In the meantime, Park Close was being used on a temporary basis for some of their deliveries.

The County Council had already been consulted on this proposal and they had indicated that as part of the works, they would require the School to fund re-surfacing the layby, which would be expensive. In addition, Cherwell District Council had confirmed that planning permission would be required. Given these factors, it was unlikely that the works to the layby would now go ahead.

Following a discussion, Councillors felt that another solution was required from the School to minimise the impact of the delivery vehicles and parking on the residents of Little Bridge Road.

### **Resolved that:**

- 1) the report be noted; and
- 2) Bloxham School be requested to find an alternative solution to reduce the impact of the deliveries and parking on residents of Little Bridge Road. **Action SC**

*(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents within its minutes, unless they were speaking in an official capacity)*

**151/20 Reports from County and District Councillors** – There was no report from County Councillor Kieron Mallon.

District Councillor Chris Heath reported that she had been trying to obtain an update from the Planning Officers with regard to the planning application at Chebli on Bloxham Road. However she had so far been unsuccessful.

With regard to the application at Wheatlands Cottage in Kings Road, there had been a number of administration errors at Cherwell District Council resulting in information not being posted on the planning portal, and this was being investigated further.

Councillor Heath also reported that a resident had highlighted that the electric fence signs for Hobb Hill had not yet been erected.

District Councillor Andrew McHugh advised that the 'Community Nature Plan' would now be included as part of the process when planning application were being considered.

Councillor McHugh would also raise with Richard Webb at Cherwell District Council, the matter of the flooding at Yeomans Garage and the potential for contamination of Sor Brook from the flood water. **Action AMcH**

**152/20 Planning**

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### i) Planning Applications:

- 20/03267/F & 20/03268/LB, Joiners Arms, Old Bridge Road, Bloxham – The Parish Council considered an application for a single storey extension to rear and renovation & alteration of toilet area to include new disabled facilities.

**Resolved** that the Parish Council has no objection to applications 20/03267/F & 20/03268/LB, subject to comments from the Conservation Officer. **Action TG**

- 20/03374/F, 13 Milton Road, Bloxham - The Parish Council considered an application for a single storey extension and extension over existing garage.

**Resolved** that the Parish Council has no objections to application 20/03374/F. **Action TG**

- 20/02995/F, Chebli, Banbury Road, Bloxham - The Parish Council considered an application for a two storey side extension, single storey rear extension and loft conversion.

**Resolved** that the Parish Council objects to application 20/02995/F because it is contrary to the following polices in the Bloxham Neighbourhood Development Plan:

BL5 - the proposal will result in a reduction of off-street parking;

BL9(i) - the proposal will impact on the amenity value of the neighbours property as there will be a loss of light; and

BL11 - the site is on the edge of the Conservation Area and it does not relate in scale and massing to the current building and it is not in-keeping with characteristics of the area.

If the Planning Committee is minded to approve the application, the Parish Council requests that cladding is not permitted and the building is rendered. **Action TG**

- 20/03259/F, 17 Lawrence Leys, Bloxham - The Parish Council considered an application for the erection of porch and rear and part side extension, with associated internal and external works.

**Resolved** that the Parish Council has no objections to application 20/03259/F. **Action TG**

- 20/03445/F, 1 Lawrence Leys, Bloxham - The Parish Council considered an application for a single storey rear extension.

**Resolved** that the Parish Council has no objections to application 20/03445/F subject to confirmation from Cherwell District Council that the proposal is not an overdevelopment of the site and that the neighbours do not have any objections.

*For reference, the previous application which was refused, specified Building Control's position that: 'Total area of windows, roof lights and doors should not exceed 25% of the floor area, plus the total area of windows and doors that are no longer existing or exposed. If 25% is exceeded, the client should demonstrate that the proposal complies with Part L1 of the Building Regulations.'*

**Action TG**

### ii) Millers Homes Site, Tadmarton Road, Bloxham – Councillor Stephen Phipps reported that there were still issues with the drainage at the car park and also at the attenuation pond, which needed to be addressed.

It was also reported that the fencing around the attenuation pond had been vandalised so it now allowed people and dogs to easily access the area.

**Resolved** that:

- 1) the report be noted;

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- 2) contact be made with Tim Screen at Cherwell District Council with regard to the fencing around the attenuation pond; **Action SP**
  - 3) contact be made with Tony Brummell at Cherwell District Council with regard to the drainage in the car park and the attenuation pond; and **Action TG/SC**
  - 4) it be noted that a request has been submitted to Oxfordshire District Council for the up to date Section 106 figures, which have been allocated to Bloxham.
- iii) Motor Fuel Group, Bloxham Service Station – In the absence of Parish Councillor Joanna Barton, there was no update on the issues at Bloxham Service Station. However, the anti-social behaviour at the site had reduced since the 24 hour sale of alcohol had been suspended for a temporary period.

**Resolved** that the report be noted.

### 153/20 Environment/Village Matters

- i) Traffic Calming Working Group/Parking Issues – The Parish Council discussed the Traffic Calming Working Group.

**Resolved** that:

- 1) the report be noted;
  - 2) the air quality results for Bloxham be incorporated into the work of the Traffic Calming Working Group;
  - 3) the residents who have volunteered to assist with the work of the Traffic Calming Working Group be contacted; and **Action TG/MM**
  - 4) Councillors Mike Morris and Nick Rayner to meet to complete the handover of the necessary information relating to the Working Group. **Action MM/NR**
- iii) Licensing Application, White Lion Café, High Street, Bloxham – The Parish Council noted the submission of its response objecting to the proposal for tables and chairs outside White Lion Café. The Chairman advised that the application had subsequently been refused by Cherwell District Council.

**Resolved** that the report be noted.

### 154/20 Finance

- i) Accounts for Payment & Bank Reconciliation - The Clerk submitted to the Parish Council, the accounts for payment at 4 January 2021

**Resolved** that the bank reconciliation be noted and the following accounts for payment be approved:

Payments	Amount
Theresa Goss – Salary for Jan 2021	£976.67
Theresa Goss – Expenses for Jan 2021	£34.07
Theresa Goss – Zoom Monthly payment	£14.39
HMRC Jan 2021 Payment	£333.91
OCC Pension Fund – Clerk's Pension for Jan 2021	£382.61
David J Andrews (Electrical) – Uplighters for Christmas lights	£45.00
SJ Aplin Playgrounds Ltd – Works to play area at Jubilee Park Inspection	£102.00
SJ Aplin Playgrounds Ltd - Works to play area at Jubilee Park Ground works	£2132.40

- ii) External Audit 2019/2020 – Prior to the meeting, the conclusion of the external audit for 2019/2020 had been circulated to the Parish Council.

**Resolved** that the conclusion of the external audit for 2019/2020 be noted and approved.

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## 155/20 Parish Council Matters

- i) Parish Council Representatives – There were no reports.
- ii) Cherwell District Council's Licensing Consultation – Prior to the meeting, Cherwell District Council's Statement of Licensing Policy consultation document had been circulated to the Parish Council.

**Resolved** that the Parish Council requests that District Councils, Parish Councils and the Local Planning Authority are all included on the list of consultees for all licensing applications. **Action TG**

**156/20 Correspondence** – There was no further correspondence.

## 157/20 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 158/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**158/20 Jubilee Park** – The Chairman gave an update on the tendering process for the works to the roof.

**Resolved** that the report be noted.

*(The public and press were invited back into the meeting at the conclusion of this item)*

**159/20 Meeting Dates** – The Chairman reported that until further notice, Parish Council meetings would be virtual meetings held on Zoom. Residents are reminded that if they wish to attend, they should contact the Parish Clerk for the meeting details. The meetings would all commence at 7.30pm.

**Resolved** that it be noted that, future meeting dates for Bloxham Parish Council are as stated below.

- Tuesday 19 January 2021
- Monday 1 February 2021
- Tuesday 16 February 2021
- Monday 1 March 2020

## 160/20 Items for Future Agendas

- Dog Friendly Stiles
- Air Quality Results
- Biodiversity Areas
- Volunteers for Parish Council Roles
- Dog Fouling Signs
- Biodiversity Areas

(The meeting ended at 9.15pm)

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Chairman – 19 January 2021