

BLOXHAM PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON ZOOM ON WEDNESDAY 5 MAY 2021 AT 7.30PM

PRESENT: Chairman Councillor Leonard Leigh: Councillors Joanna Barton, David Bunn, Steve Craggs, Sophie Floate and Stephen Phipps.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), District Councillor Christine Heath and two members of the public.

APOLOGIES: Councillor Mike Morris submitted his apologies because he was at work, the apologies were accepted and the absence authorised.

Councillor Nick Rayner submitted his apologies because he had another appointment, the apologies were accepted and the absence authorised.

Councillor Steve Craggs welcomed everyone to the meeting and requested Councillors to advise the Parish Council if they were recording the meeting, to enable this to be facilitated.

Councillor Steve Craggs reminded the Parish Council that this was District Councillor Christine Heath's last meeting as she was retiring and she was thanked for all her hard work as Bloxham's District Councillor over many years.

1/21 Appointment of Chairman 2021/2022 – Councillor Steve Craggs asked for nominations for the position of Chairman for 2021/2022.

Resolved that Councillor Leonard Leigh be appointed as Chairman for 2021/2022.

2/21 Appointment of Vice-Chairman 2021/2022 – The Chairman asked for nomination for the position of Vice-Chairman for 2021/2022.

Resolved that Councillor David Bunn be appointed as Vice-Chairman for 2021/2022.

3/21 Declarations of Interest – There were no declarations of interest.

4/21 Minutes – Prior to the meeting, the minutes of the meeting held on 12 April 2021 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 12 April 2021 be approved and signed by the Chairman. **Action LL/TG**

5/21 Matters Arising – There were no matters arising.

6/21 Chairman's Announcements

- Geoff Mollard, former Councillor and Parish Council Chairman passed away on 21 April 2021. His funeral was due to be held on 18 May 2021 at 2pm at Banbury Crematorium.
- District Councillor Christine Heath was again thanked for her work over many years as Bloxham's District Councillor.
- Councillor Gloria Lester-Stevens had resigned from the Parish Council. All Councillors sent their best wishes and Gloria was thanked for all her hard work as a Councillor, over many years.

7/21 Open Forum – A resident addressed the Parish Council with regard to his objections to the cricket nets which had been erected by Bloxham School. The Chairman advised that the Parish Council would comment on matter when the planning application had been submitted and it was consulted as a statutory consultee.

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(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)

8/21 Reports from County and District Councillors – There was no report from County Councillor Kieron Mallon.

District Councillor Christine Heath reported that she had spoken to Cherwell DC Planning Officers with regard to the erection of the cricket nets at Bloxham School because a number of residents had been in contact with her expressing their concerns.

9/21 Planning

i) Planning Applications

- 21/00734/F & 21/00735/LB, Seymour Cottage, Queens Street, Bloxham – The Parish Council considered an application for a single storey rear extension.

Resolved that the Parish Council objects to applications 21/00734/F & 21/00735/LB because the application, which is in a Conservation Area, is contrary to the following policies:

- (1) BL9 (a) - Ensure that the living conditions of neighbouring residents are not materially harmed.
Reason: The proposal will be built right up to the boundary line;
- (2) BL11 All development shall be encouraged to respect the local character and the historic and natural assets of the area. The design and materials chosen should preserve or enhance our rural heritage, landscape and sense of place.
It should:
 - (a) Relate in scale, massing and layout to neighbouring properties and the density of new housing development should be consistent and compatible with the existing and prevailing density and reflect the locally distinctive character of the locality in which the new development is proposed and should not usually exceed 30 dwellings per hectare;
 - (b) Policy C30 of the Local Plan, for the same reasons as stated above;
 - (c) There are inconsistencies in application and the plans are not correct; and
 - (d) If the Local Planning Authority is minded to approve the application, a Construction Management Plan should be in place to minimise the impact on the neighbours.

- 21/01156/F, Tythe Barn, Goose Walk, Bloxham - The Parish Council considered an application for the erection of gym/annexe outbuilding and greenhouse

Resolved that the Parish Council has no objection to application 21/01156/F. **Action TG**

- 21/01086/F, Chebli, Banbury Road, Bloxham - The Parish Council considered an application for a two storey side extension, single storey rear extension and loft conversion to habitable accommodation (resubmission of 20/02995/F)

Resolved that the Parish Council objects to application 21/01086/F on the same grounds as the previous application (20/02995/F) because none of the concerns raised by the Parish Council have been addressed by the applicant. The Parish Council is also concerned that it appears work has already started on the site. **Action TG**

- 21/00840/F, 7 Painters Close, Bloxham - The Parish Council considered an application for the conversion of a garage to habitable accommodation and erection of new front porch, Incorporating new windows/doors.

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Resolved that the Parish Council has no objections to application 21/00840/F. **Action TG**

- 20/03351/F, Land Adjacent Ells Lane, Ells Lane, Bloxham - The Parish Council considered an application for the erection of two agricultural buildings.

Resolved that the Parish Council has no objections to application 20/03351/F. **Action TG**

10/21 Environment/Village Matters

- i) Climate Change 'The Great Big Green Week' – The Parish Council discussed whether the Parish Council should support the 'The Great Big Green Week' being held on September 2021.

Resolved that this item be deferred to the next meeting of the Parish Council to enable Councillor Steve Craggs to obtain further information. **Action TG/SC**

11/21 Finance

- i) Accounts for Payment, Income and Bank Reconciliation - The Clerk submitted to the Parish Council, the accounts for payment and the bank reconciliation.

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

Theresa Goss – Salary and Expenses for May 2021	
HMRC – Payment for May 2021	
Oxfordshire County Council – Pension Payment for May 2021	
St Mary's Thursday Club – Covid-19 Grant from Cherwell District Council	£1500.00
Cherry Tree Centre – Covid-19 Grant from Cherwell District Council	£8500.00
S. Craggs – Subsistence claim for Chairman's handover meeting	£18.00
Nigel Prickett – Grass Cutting for April 2021	£1218.00
OALC – Councillor Training	£120.00
Green Scythe Ltd – Grass Cutting Jubilee Park for April 2021	£56.40
Greenways and Partners Ltd – Jubilee Hall Project	£4980.00
Cherwell District Council – Emptying Dog Waste Bins for Winter Period	£1340.32
Eon – Power for Christmas Lights	£38.64

- ii) Governing 'Levelling up' Funds – The Parish Council discussed 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.

Resolved that ideas and suggestions for these funds be forwarded to the Clerk and it be discussed again at the next meeting. **Action ALL**

- iii) Bank signatories – The Parish Council discussed the signatories on the Parish Council Unity bank accounts.

Resolved that the signatories be confirmed as David Bunn, Steve Craggs, Theresa Goss, Leonard Leigh, Mike Morris and Nick Rayner. **Action TG**

12/21 Parish Council Matters

- i) Vacancies – The Chairman reported that there were four applications for co-option onto the Parish Council.

Resolved that Daniel Goodwin be co-opted onto the Parish Council and the other three candidates be invited to a meeting with the Chairman and to attend the next meeting of the Parish Council. **Action TG/LL**

- ii) Parish Council Responsibilities/Appointments to Other Bodies – The Parish Council reviewed the Parish Councillor responsibilities.

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Resolved that this item be deferred to a future meeting of the Parish Council. **Action TG**

- iii) Parish Councillor Training – The Chairman reminded Councillors to book onto the following training courses, via the Clerk: Roles and Responsibilities, Employment and Code of Conduct.

Resolved that the report be noted.

- iv) Parish Council Documents – Prior to the meeting, the Parish Council had reviewed a number of documents.

Resolved that the following documents be approved for 2021/2022:

- 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

13/21 Correspondence – There was no further items of correspondence.

14/21 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 minutes numbered 15/21 and 16/21 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

15/21 Tree Management & Noticeboard – The Parish Council considered quotes for maintenance works to a tree in Winters Way and to the two Parish Council noticeboards in the village.

Resolved that the quotes from Cotefield Treecare and PR Lester be approved. **Action TG**

16/21 Jubilee Hall Project – The Chairman and Councillor Stephen Phipps gave an update on the project at the Hall.

Resolved that:

- 1) the report be noted;
- 2) the Chairman, Clerk and Councillor Stephen Phipps be authorised to progress the project as necessary; and
- 3) a meeting be arranged with Ian Harban to discuss the progress with the project. **Action TG**

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

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17/21 Meeting Dates – The Chairman reported that until further notice, Parish Council meetings would be 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.

- Monday 7 June 2021
- Tuesday 22 June 2021
- Monday 5 July 2021
- Tuesday 20 July 2021

18/21 Items for Future Agendas

- Goggs Tree works for Monday 6/9/2021
- Co-option Procedure (Sept 2021)
- Vehicle Activated Sign (VAS) A361
- Dispensations for Councillors
- Litter bin at bus stop outside the Ex-Servicemen's Hall
- Warriner School - Public Right of Way
- Additional dog waste bins & litter bins & signage
- Bench in Gascoigne Way
- Footpath through Land on Milton Road/Barford Road (Miller Homes)
- Climate Change 'The Great Big Green Week'
- Parish Council Responsibilities/Appointments to Other Bodies
- Governing 'Levelling up' Funds

(The meeting ended at 9.15pm)

Chairman – 19 May 2021