

BLOXHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON MONDAY 7 DECEMBER 2020 AT 7.30PM

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

ALSO IN ATTENDANCE: District Councillors Christine Heath and Mike Bishop and one member of the public.

APOLOGIES: Councillor Amanda Baxter submitted she had a family matter, the apologies were accepted and the absence was authorised

Councillor Joanna Barton submitted her apologies because she was at work, the apologies were accepted and the absence was authorised.

Councillor David Bunn submitted his apologies because he had a family matter, the apologies were accepted and the absence was authorised.

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

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.

128/20 Declarations of Interest

Minute Number 134/20 (i) Planning Applications, 20/03147/F, Beehive Cottage, Church Street, Bloxham – Councillor Sophie Floate declared an interest in this item because she was a friend and neighbour to the applicant.

Resolved that the interests be noted.

129/20 Minutes – Prior to the meeting, the minutes of the meeting held on 17 November 2020 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 17 November 2020 be approved and signed by the Chairman.

130/20 Matters Arising – There were no matters arising.

131/20 Chairman's Announcements

- Crossing at High Street by Shops – There had been a few near misses on the pedestrian crossing outside the shops on High Street because drivers were going through the red traffic lights. CCTV images had been captured by Bloxham School and had been passed onto Thames Valley Police. Councillors advised that the issue was exaggerated by the cars parked very close to the crossing, which was dangerous. It was agreed that the issue should be raised with Oxfordshire County Council Highways and a request be made for some form of preventative measures before there was a serious accident. **Action TG**
- Meeting with Bloxham School – The Chairman and Vice-Chairman had met at Bloxham School to discuss their future plans and a representative from the School would attend a future Parish Council meeting to discuss this further.
- Succession Planning – Councillors were thanked for their email replies to the Chairman on this matter. Councillor Leonard Leigh had expressed an interest in the position of Chairman from May 2021 and Councillor David Bunn had expressed an interest in the position of Vice-Chairman.

132/20 Open Forum – The resident did not wish to address the meeting.

(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)

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133/20 Reports from County and District Councillors – There was no report from County Councillor Kieron Mallon.

District Councillor Christine Heath asked for further information about the Bloxham School proposals following the meeting which the Chairman and Vice-Chairman had attended at the School. The Chairman advised that there were a number of proposals and the Cherwell District Council Planning Officers could provide more information.

Councillor Heath and the Chairman advised that the Miller Homes car park on Tadmarton Road was still being investigated and so too were the issues with the attenuation pond. The appeal relating to the surfacing of the car park had been upheld because Miller Homes only had to ensure the car park was safe and the Inspector, following a site visit, felt that it was safe and that the surfacing was not part of the remit of the original agreement. The Parish Council expressed its disappointment at this outcome.

The County Council had advised that Section 106 funds could not be used to purchase a better surfacing because they had been allocated to other projects. Therefore, the Parish Council would follow this up again with the County Council to establish which projects the funds had been allocated to. **Action TG**

Councillor Gloria Lester-Stevens advised that drivers were not parking in the car park due to the white pasty surface and were instead, parking on the surrounding roads and in some cases, blocking residents' driveways.

The Clerk was requested to obtain an update from District Councilor Andrew McHugh on the Free School Meals during the Christmas holidays. **Action TG**

134/20 Planning

i) Planning Applications:

- 20/03147/F, Beehive Cottage, Church Street, Bloxham - The Parish Council considered a retrospective application for the installation of a driveway gate, consisting of a central six bar field gate and two pedestrian access gates to the left and right of the central installation. The central driveway gate opens inwards against an existing wall, the left and right pedestrian gates open inwards away from the roadway.

Resolved that the Parish Council has no objection to application 20/03147/F. **Action TG**

- 20/03146/F, Westbrook, Tadmarton Road, Bloxham – The Parish Council considered an application for a two storey side and a part single storey front extension with associated internal/external works.

Resolved that the Parish Council has no objection to application 20/03146/F. **Action TG**

ii) Oxfordshire Neighbourhood Plan Alliance (ONPA) – The Parish Council received a report on the ONPA AGM held on 21 November 2020.

Resolved that the report be noted.

iii) Primary School Car Park/Section 16 funds – The Parish Council continued its discussion on the proposed use of Section 106 funds for the Primary School car park at the Miller Homes Site, Tadmarton Road, Bloxham. It was unclear what the process was now that the Miller Homes appeal had been upheld. It was also unclear which projects the S106 funds held at the County Council had been allocated to, which resulted in the funds not being available for the car park.

Resolved that:

- 1) the report be noted;
- 2) Cherwell District Council be contacted to advise on how the matter of the car park surfacing will be dealt with now that the appeal from Miller Homes has been upheld; and **Action TG**
- 3) the County Council be contacted for confirmation with regard to the Section 106 funds which are available for Bloxham and what its policy is for allocation. **Action TG**

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- iv) Motor Fuel Group, Bloxham Service Station – In the absence of Parish Councillors Amanda Baxter and Joanna Barton, there was no update on the issues at Bloxham Service Station.

Resolved that the report be noted.

135/20 Environment/Village Matters

- i) Disabled Parking Bay – The Parish Council discussed the difficulties which users of the bay, located outside of the shops on High Street, Bloxham, were experiencing. It was felt that this matter linked in with the issue discussed earlier relating to the pedestrian crossing outside the Post Office and the parking on High Street and they should all be dealt with by the Traffic Calming Working Group.

Resolved that:

- 1) this matter be deferred to be considered by the Traffic Calming Working Group; **Action MM**
 - 2) Councillor Nick Rayner to make contact with Councillor Mike Morris to discuss arranging the first meeting of the Traffic Calming Group; and
 - 3) the resident who raised the issued, be advised of the Parish Council's decision. **Action TG**
- ii) Bloxham Emergency Plan – The Parish Council considered the amended Bloxham Emergency Plan, which had been circulated prior to the meeting.

Parish Councillor Nick Rayner advised that the Snow Wardens Volunteer Group was up and running again this year and the footpaths were gritted in conjunction with Bloxham School. These were footpaths mainly around the High Street, the Elephant and Castle PH, The Joiners Arms PH and Stone Hill. The manual grit spreaders had to be filled using the grit stored at the Bloxham School depot on Courtington Lane, which meant that spreading was limited to these areas only.

Resolved that the amended Bloxham Emergency Plan be adopted. **Action TG**

- iii) The Gogs – The Parish Council discussed the ownership and maintenance of The Gogs and surrounding areas. The Chairman advised that the Parish Council owned the land, but the footpath maintenance was the responsibility of Oxfordshire County Council. However, the County Council had advised that they could not fund all of the necessary maintenance.

Resolved that a meeting be arranged with Beth Rutterford, Oxfordshire County Council's Footpath Officer and Councillor Nick Rayner to discuss the issues with the footpath at The Gogs. **Action TG**

- iv) Hobb Hill Footpath – The Parish Council discussed issues with walkers using the footpath on Hobb Hill and that they were walking all over the field and not just along the designated route of the footpath.

Resolved that a meeting be arranged with Beth Rutterford, Oxfordshire County Council's Footpath Officer and Councillor Nick Rayner to discuss the issues with the footpath at Hobb Hill. **Action TG**

136/20 Finance

- i) Accounts for Payment & Bank Reconciliation - The Clerk submitted to the Parish Council, the accounts for payment at 7 December 2020.

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

Payments	Amount
Theresa Goss – Salary for Dec 2020	£976.47
Theresa Goss – Expenses for Dec 2020	£7.80
Theresa Goss – Zoom Monthly payment	£14.39
HMRC Dec 2020 Payment	£334.11
OCC Pension Fund – Clerk's Pension for December 2020	£382.61

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Wicksteed Leisure Ltd – Jubilee Park Play Area Inspection	£103.20
Information Commissioner – Annual Data Protection Renewal Fee	£40.00
JTW Flooring Ltd – Flooring for Jubilee Hall	£3678.00
David J Andrews (Electrical) – Power for Christmas Tree	£193.20
Theresa Goss – Land Registry Search	£53.88
Theresa Goss - Domain Renewals for 3 years	£53.93
Cotefield Treecare – Tree Works in Gascoigne Way	£1306.80
Moore – External Audit for 2019/2020	£1200.00
Green Scythe Ltd – Grass cutting Jubilee Park October 2020	£166.20
Nigel Prickett – Works to Gascoigne Way Hedge	£192.00

- ii) Budget and Precept 2021/2022 – The Parish Council discussed the budget and precept for 2021/2022.

Resolved that:

- 1) the budget for 2021/2022 be approved and the Precept be approved at £96,676.00;
- 2) the Cherry Tree Centre to receive a donation of £6,000 in 2021/2022, 2022/2023 and 2023/2024; and
Action TG
- 3) the other Community Donations be reviewed in 2021/2022 to ensure that the recipients are still in need of Parish Council support. **Action TG**

137/20 Parish Council Matters

- i) Parish Council Representatives – There were no reports.

138/20 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 minutes numbered 139/20, 140/20, 141/20, 142/20 & 143/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

139/20 Correspondence – The Chairman reported on items of correspondence which had been received from a resident regarding a matter with their neighbour. The Parish Council had tried to help and support the resident, however correspondence was starting to become unpleasant, containing unsubstantiated allegations. It was agreed that the Chairman should contact the resident and explain that the Parish Council would have no further involvement in the matter. **Action SC**

140/20 Grass Cutting Contract – The Parish Council considered a report with regard to the grass cutting contract, starting in 2021/2022, for three years.

Resolved that the grass cutting contract for 2021/2022 to 2024/2025 be awarded to Nigel Prickett. **Action TG**

141/20 Jubilee Park – Councillor Stephen Phipps reported on the necessary repairs and replacement to the play equipment at Jubilee Hall.

The Chairman reported on the quote which had been received for the performance level design and site monitoring of the ventilation engineering services, associated with the ventilation replacement project at Jubilee Hall.

Resolved that:

- 1) the Chairman, Councillor Stephen Phipps and the Clerk be given delegated authority to accept a quote, up to a maximum of £1200.00 for the purchase of new play equipment and necessary repairs; **SC/TG/SP**

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- 2) the quote from Harban Consulting, which includes a quote from Greenways, be approved for producing a tender complete with structural and mechanical engineering specifications and contract managing said tender throughout the project to replace the roof and associated systems at Jubilee Hall; and **Action SC**
- 3) Cherwell District Council be requested to release Section 106 funds for this work. **Action SC/TG**

142/30 Tree Management – The Parish Council considered a proposal and a quote to manage the maintenance of trees located on Parish Council land.

Resolved that:

- 1) the quote for the Tree Survey from Cotefield Treecare Ltd be approved; and
- 2) for the next three years, Cotefield Treecare be the Parish Council's preferred contractor for works to trees located on Parish Council land, subject to due diligence and periodic comparison of costs. **Action TG**

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

143/20 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.

- Monday 4 January 2021
- Tuesday 19 January 2021
- Monday 1 February 2021
- Tuesday 16 February 2021
- Monday 1 March 2020

144/20 Items for Future Agendas

- Dog Friendly Stiles
- Traffic Calming Working Group Update, including Community Speedwatch
- Air Quality Results

(The meeting ended at 9.30pm)

Chairman – 4 January 2021