

# BLOXHAM PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON MONDAY 12 APRIL 2021 AT 7.30PM

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

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

**APOLOGIES:** County Councillor Kieron Mallon.

The Chairman 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.

The Chairman asked the Parish Council to remain silent for two minutes as a mark of respect for HRH The Prince Philip, Duke of Edinburgh following his death on 9 April 2021.

**253/20 Declarations of Interest** – There were no declarations.

**254/20 Minutes** – Prior to the meeting, the minutes of the meeting held on 29 March 2021 had been circulated to the Parish Council and were taken as read.

**Resolved** that the minutes of the meeting held on 29 March 2021 be approved and signed by the Chairman.  
**Action SC/TG**

### **255/20 Matters Arising**

Minute Number 243/20 (i), Planning Applications – 21/00693/F, 14 Schofields Way, Bloxham – The Chairman reported that he had contacted Cherwell District Council with regard to the rules around fencing off amenity land. It was agreed that this was an area of concern for the Parish Council and further details on areas of amenity land in the village would be requested from Cherwell District Council. **Action TG**

### **256/20 Chairman's Announcements**

- Heather Westbury had unfortunately resigned from the Parish Council due to personal reasons.
- An email had been received from Tom Smith with regard to issues on the public rights of way and the permissive footpaths with walkers vandalising fencing and not picking up dog mess. It was agreed that an article would be produced for the Broadsheet highlighting to residents, the possible consequences of footpath closures, if behaviour did not improve. This would also be published on the usual web sites and Facebook pages. **Action SCTG**

**257/20 Open Forum** – The residents in attendance did not wish to address the Parish Council.

Councillor David Bunn reported that a lot of litter was being left by the bus stop outside the Ex-Servicemen's Hall. It was agreed that a quote would be obtained for a litter bin which could be fixed to the bus stop and this would be discussed at a future meeting. **Action TG**

Councillor David Bunn also reported that a footpath on Bloxham Grove Road, near to Warriner School, was impassable when the weather was wet. This would be reported to the Footpaths Officer at Oxfordshire County Council. **Action TG**

It was also highlighted that there were a number of volunteer litter pickers in the village and the Parish Council passed its thanks to all of those volunteers. A note would also be included in the Broadsheet. **Action TG**

*(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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**258/20 Reports from County and District Councillors** – There was no report from County Councillor Kieron Mallon. District Councillor Christine Heath reported on a tree in Green Garth which required work completing to it. Councillor Heath would send the details to the Clerk. **Action CH/TG**

### 259/20 Planning

i) Planning Applications

- Results of Planning Applications – None
- 21/01015/F, Hifields, Banbury Road, Bloxham – The Parish Council considered an application for the demolition of existing conservatory & single-storey extension, an erection of new single storey extension. Install 2no windows to existing ground floor side elevation and infill main entrance open porch to create new closed porch entrance and internal alterations

**Resolved** that the Parish Council has no objections to application 21/01015/F. **Action TG**

- 21/00958/ADV, Co-op, High Street, Bloxham – The Parish Council considered an application for an internally illuminated fascia sign, 1no internally illuminated projecting sign, 3 no. non-illuminated window graphics

**Resolved** that:

- 1) the Parish Council objects to application 21/00958/ADV because it fears the cumulative effect of the existing and proposed lights will be unacceptable for the neighbours, and there is no evidence in the application to allay this concern.

It is therefore contrary to Bloxham Neighbourhood Development Plan policy BL9a. The site is also located in a Conservation Area which makes the additional light pollution unsuitable for the High Street.

If the Planning Authority is minded to approve the application, the proposed lights should be turned off, thirty minutes after the shop has closed. **Action TG**

- 2) contact be made with Cherwell District Council's Environmental Health Department with regard to the effect on neighbours of the existing lights; and **Action TG**
- 3) a letter be written to the Co-op asking for clarification as to why, the mission statement on their web site (referring to protecting the environment and supporting the health and well-being of their customers) contradicts application 21/00958/ADV to install additional lighting and causing light pollution on High Street, Bloxham, which has a detrimental impact on the environment and their customers. **Action TG**

### 260/20 Environment/Village Matters

- i) Bloxham Annual Parish Meeting (APM) – The Parish Council discussed the APM scheduled for Thursday 22 April 2021 at 730pm on Zoom. All residents were invited to attend.

**Resolved** that the information received relating to vandalism of farmers' property be shared by the Chairman at the Annual Parish Meeting. **Action SC**

### 261/20 Finance

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

**Resolved** that:

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- 1) the bank reconciliation be approved and the following accounts for payment be approved:

Theresa Goss – Salary for April 2021	
Theresa Goss – Expenses for April 2021	
HMRC – April 2021 payment	
Oxfordshire County Council – Clerks Pension for April 2021	
Auditing Solutions Ltd – Internal Audit 2020/2021	£180.00
Glasdon UK Ltd – Three benches	£1881.61
CPRE – Annual Subscription	£36.00

- ii) Accounts 2020/2021 – The Parish Council considered the Annual Governance and Accountability Return for the year ended 31 March 2021 and the Receipts and Payments as at 31 March 2021.

**Resolved** that:

- i) the Receipts & Payments Account as at 31 March 2021 be approved; and  
ii) the Annual Governance Statement 2020/2021 (Section 1) and the Accounting Statement for 2020/2021 (Section 2) be approved. **Action TG**
- iii) Internal Auditor’s Report 2020/2021 – Prior to the meeting, the Parish Council had received the Internal Auditors final report for 2020/2021.

**Resolved** that the report and recommendations be noted.

### 262/20 Parish Council Matters

- i) Vacancies – The Chairman reported that two residents had been in contact with the Parish Council, expressing an interest in becoming a Parish Councillor.

**Resolved** that the report be noted.

- ii) Parish Council Meetings Post 7 May 2021 – The Parish Council discussed the format of Parish Council meetings once the emergency legislation expired on 7 May 2021.

**Resolved** that in response to the Covid-19 situation, Bloxham Parish Council believes it is not safe to hold a physical Parish Council meeting.

The Parish Council agrees that beyond 7 May 2021, it grants the Clerk and Responsible Financial Officer, delegated authority to make decisions on behalf of the Parish Council, where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline.

The delegation does not extend to matters expressly reserved to the Parish Council in legislation or in its Standing Orders or Financial Regulations.

Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first physical meeting of the Parish Council, or upon changes to Government legislation, whichever is the soonest.

**263/20 Correspondence** – The Chairman reported that the Agent for the planning application at Creek Cottage had contacted the Parish Council requesting information provided at the previous meeting. The Chairman advised on his response.

The Chairman also reported on correspondence from Bloxham School with regard to people diverting from the footpath between Bloxham Grove Road and The Ridgeway and walking across their playing field. The Chairman would circulate the emails to the Parish Council for their feedback. **Action SC**

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Councillor Stephen Phipps reported on the issues at the Jubilee Hall car park and drivers parking their cars on the car park when they were not using the facility.

**Resolved** that the report be noted.

## 264/20 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 265/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**265/20 Jubilee Hall Project** – The Chairman and Councillor Stephen Phipps gave an update on the project at the Hall.

**Resolved** that the report be noted and the Chairman and Councillor Stephen Phipps be authorised to progress the project as necessary.

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

**266/20 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.

- Thursday 22 April 2021 (Bloxham Annual Parish Meeting)
- Wednesday 5 May 2021
- Wednesday 19 May 2021

## 267/20 Items for Future Agendas

- Goggs Tree works for Monday 6/9/2021
- Vehicle Activated Sign (VAS) A361
- Tree in Winters Way
- 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

(The meeting ended at 9.20pm)

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Chairman – 5 May 2021