

BLOXHAM PARISH COUNCIL

DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON TUESDAY 21 MAY 2019 AT 7.30PM

PRESENT: Chairman, Councillor Steve Craggs; Councillors Joanna Barton, Amanda Baxter, David Bunn, Mary Groves, Gloria Lester-Stevens, Leonard Leigh, Mike Morris and Nick Rayner.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer) and District Councillors Mike Bishop and Christine Heath.

APOLOGIES: Councillor Sophie Floate submitted her apologies because she had another appointment, the apologies were accepted and the absence authorised.

Councillor Stephen Phipps submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

Apologies for absence were also received from District Councillor Andrew McHugh.

The Chairman welcomed everyone to the meeting and also reminded the Councillors and the public that recording of the meeting was permitted. However, he asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

16/19 DECLARATIONS OF INTEREST – There were no declarations of interest

17/19 MINUTES – Prior to the meeting, the minutes of the meeting held on 13 May 2019 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 13 May 2019 be approved and signed by the Chairman.

18/19 MATTERS ARISING

Minute Number 9/19 Planning (ii) – 19/00314/F – The Chairman reported that the Parish Council had asked for this application to be called-in to Cherwell District Council's Planning Committee. The reason for this was because the anticipated increase in traffic from this proposal had not been taken into consideration within the traffic plans for the SEN School in Bloxham Grove Road.

Minute Number 9/19 Planning (ii) 19/00617/F – The Clerk reported that there had not been a reply from County Councillor Kieron Mallon following the request for his support with the Parish Council's objection on traffic/highways grounds, to the SEN School planning application. The Chairman would contact Councillor Mallon directly and follow up this request. **Action SC**

The Parish Council felt that a discussion should be held with Cherwell District Council (CDC) about how comments on the planning applications should be constructed and submitted to CDC. The Chairman agreed to contact Alex Keen and discuss this matter further. **Action TG/SC**

19/19 CHAIRMAN'S ANNOUNCEMENTS

- The Chairman highlighted that following the departure of Jenny Yates, who had been very supportive and thorough with all her Parish Council work, it was important for all Councillors to ensure that they reviewed as thoroughly as possible documents and information made available prior to the Parish Council meetings, including planning applications, proposals and any other relevant inputs.
- The Clerk also agreed to set up forwarders from the PC email accounts on request, if this made it easier for Councillors to manage their PC emails. **Action ALL**
- The Chairman reported that he would like to progress the Strategic Plan and had made a series of notes following the meeting last year. A strawman would be circulated to all Councillors for comment. **Action SC**

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- As a general approach, the Chairman also suggested that for major items it would be helpful to assign one or two Councillors to gather as much information as possible on the subject prior to Council decisions being taken.

20/19 OPEN FORUM – Councillor David Bunn reported that he had been asked by residents whether or not the land in Queen Street would continue to be maintained by the Parish Council. This would be taken into consideration at the next meeting when the matter of the Queen Street land was discussed.

It was also confirmed that the parking area in Queen Street was owned by the cottages in Queen Street.

It was highlighted that some gutters in the village did not appear to have been sprayed by Complete Weed Control. Councillor Nick Rayner would check and then contact would be made with Complete Wed Control, by the Clerk, if necessary. **Action TG/NR**

Councillor David Bunn raised concerns about vehicles parking opposite the Ex-Servicemen's Hall, which was on the corner of Humber Street and the A361. It was agreed that the village PCSO be asked to monitor the area. **Action TG**

Councillor Mike Morris reported that he had been asked about the potential for a 'Bloxham Clean-up Day', where volunteers could collect litter, cut back bushes/branches and generally tidy up the village. It was also suggested that the Boys' Brigade might assist with this too. Councillor Morris agreed to investigate this in more detail and report back in due course. **Action MM**

Councillor Joanna Barton reported that there had been suspicious activity around the Wellington Park estate including the park area. Councillor Barton would forward the details to Clerk for forwarding to District Councillor Andrew McHugh. **Action JB/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)

21/19 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There was no report from County Councillor Kieron Mallon.

District Councillor Christine Heath reported that the SEN School planning application would be considered on the 20 June 2019 at Cherwell District Council's (CDC) Planning Committee. Councillor Heath encouraged the Parish Council to register to speak at the meeting and the Chairman indicated he was happy to do so.

With regard to the application by Bloxham School for car park lights, a report had been received from Designs for Lighting and they had stated that the car park was too small to warrant the amount of lights. However further additional information was awaited by CDC from the School.

With regard to the Bloxham Service Station, Councillor Amanda Baxter had reported to CDC Enforcement, the two additional lights which had been installed without permission. Therefore a new planning application had now been submitted to CDC by Motor Fuel Group, for ten additional lights.

The Chairman reported that the Footpaths Officer at the County Council had advised that it was the responsibility of land owners to advise users of footpaths if there was an electric fence along the public right of way. This information would be passed onto the appropriate land owner. **Action TG**

22/19 PLANNING

- i) Planning Applications

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- 19/00812/F – The Parish Council considered an application at 14 Courtington Lane, Bloxham for the demolition of existing an outbuilding for the erection of a two storey rear extension, single storey front extension and single storey outbuilding.

Resolved that the Parish Council has no objection to 19/00812/F. **Action TG**

- 19/00753/F – The Parish Council considered an application at Croyde, South Newington Road, Bloxham for the change of use from a two bedroomed semi-detached house to a first floor, self-contained, one-bedroom flat and ground floor conversion for additional facilities for the adjacent veterinary surgery.

Resolved that the Parish Council has no objection to 19/00753/F. **Action TG**

23/19 ENVIRONMENT/VILLAGE MATTERS

- i) Dog Fouling/Dogs on Leads on Footpaths in Bloxham – Prior to the meeting, the Parish Council had received information on the issue of dog waste not being collected and dogs being kept under control along the Circular Walk, Public Rights of Way and Permissive Footpaths in the village. The minutes of a meeting held on 24 April 2019 to discuss the issue had also been circulated.

Resolved that

- 1) the report be noted;
- 2) investigations be made into a leaflet drop to every house in the village, this possibly being the Countryside Code; **Action DB**
- 3) the cost and availability of NFU signs, stating the etiquette and the law when walking a dog along a public right of way be investigated; and **Action DB**
- 4) if possible, information on the matter be included in the Broadsheet. **Action TG**

- ii) Parking Around the Primary School – Prior to the meeting, the Parish Council had received a report regarding a request from a resident for two more signs to encourage drivers to park safely and considerately around Bloxham Primary School.

Following a discussion, it was felt that additional signs would not solve the issue of parking around the school and further patrols were required by the PCSO's.

Resolved that:

- 1) the report be noted;
- 2) Thames Valley Police be contacted to establish whether they operate a 'Sponsor a PCSO' Scheme or something similar; and
- 3) the village PCSO's be asked to patrol the area around the Primary School at drop-off and collection times. **Action TG**

- iii) Good Neighbour Scheme – Councillor David Bunn gave a verbal report on the Good Neighbour Scheme and how this could be introduced into Bloxham.

Councillor Bunn agreed to contact the Baptist Church with the information to establish whether they could assist with the scheme.

Resolved that:

- 1) the report be noted; and
- 2) contact be made with the Baptist Church to establish whether they would be able to run such a scheme in Bloxham. **Action DB**

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- iv) Queen Street Land – Councillor Leonard Leigh requested that this item be deferred to the next meeting of the Parish Council.

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

- v) New Litter and Dog Waste Bins for Bloxham Recreation Ground – The Parish Council considered a request from the Trustees of the Recreation Ground for two new litter bins and to replace a dog waste bin with a bigger bin.

Resolved that the request be approved for two new litter bins and one replacement dog waste bin. **Action TG**

24/19 PARISH COUNCIL MATTERS

- i) Reports from Parish Council Representatives – There were no reports.
- ii) Parish Council Documents – Prior to the meeting, a number of Parish Council documents had been circulated to the Parish Council.

Resolved that the following documents be approved for 2019/2020:

- Asset Register
- Risk Management Log and Risk Schedule
- Financial Regulations
- Standing Orders
- 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

- iii) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated.

Resolved that the report be noted.

25/19 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:

Payment	Amount	Cheque Number
Theresa Goss – SLCC	£185.00	1537
Theresa Goss – Expenses	£35.95	1538
Green Scythe Ltd – Grass Cutting at Jubilee Park	£414.00	1539
OALC – Chairmanship training	£102.00	1540
Walker Graham – Jubilee Hall Costs	£426.00	1541

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- ii) Section 106 Projects, Jubilee Hall – Councillor Bunn reported that the project was going well, although it was three weeks behind schedule. However it was felt that this time could be made up.

Resolved that the report be noted.

- iii) Section 106 Projects, Ex-Servicemen's Hall – Prior to the meeting, a report and quotes for phase 2 of the project had been circulated to the Parish Council. The Trustees of the ESH were looking for approval to go ahead and contract W Page to carry out the work, with the proposed start date being 3 June 2019.

Resolved that the quote from W Page be accepted and approval is given for the work to start on 3 June 2019. **Action TG**

26/19 CORRESPONDENCE – There were no further items of correspondence.

27/19 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:

- 3 June 2019
- 18 June 2019 (Change to the original scheduled date of 19 June 2019)
- 1 July 2019
- 16 July 2019
- 5 August 2019
- 21 August 2019
- 2 Sept 2019
- 17 Sept 2019

28/19 ITEMS FOR THE FUTURE AGENDAS

- Additional Christmas lights
- Queen Street
- Good Neighbour Scheme

(The meeting ended at 8.55pm)

Chairman – 21 May 2019