

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 3 June 2013

**DRAFT MINUTES OF THE MEETING OF BLOXHAM PARISH
COUNCIL HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON
MONDAY 8 MAY 2013 AT 7.00PM**

PRESENT: Councillors Philip Cavill, Mary Groves, Gloria Lester-Stevens, Alan Miller, Geoff Mollard, Nick Rayner, Michelle Thompson, David Tyrrell and Jenny Yates.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), John Groves and one member of the public.

APOLOGIES: Councillor Jim Golby submitted his apologies and these were accepted. District Councillors Lynda Thirzie-Smart and Christine Heath and County Councillor Kieron Mallon also submitted their apologies.

Councillor Philip Cavill opened the meeting.

01/13 APPOINTMENT OF CHAIRMAN

Councillor Geoff Mollard was appointed as Chairman for 2013/2014.

02/13 APPOINTMENT OF VICE-CHAIRMAN

Councillor Philip Cavill was appointed as Vice-Chairman for 2013/2014.

03/13 DECLARATIONS OF INTEREST

There were no declarations of interest.

04/13 MINUTES

The minutes of the meeting held on 8 April 2013 were taken as read and duly adopted and signed by the Chairman, with the following amendments:

Minute number 12/291 – Residents Issues

The words 'hedge, but not to replant it.' be deleted and replaced with 'land as open space' so the sentence now read as follows:

'Councillor David Tyrrell reported that he had checked the deeds and the Parish Council had a responsibility to maintain the land as open space.'

Minute number 12/296(v) – Red Lion Fencing and Bloxfest

The word 'repairing' be included so the following paragraph now read as follows:

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'The County Council had accepted responsibility for repairing the damage to the bridge, but it would not be replacing the fencing with anything, other than a wooden structure. However, there could be the option for the Parish Council to share the costs if it wanted a different design or materials to be used.'

05/13 MATTERS ARISING FROM THE MINUTES OF 8 APRIL 2013

Minute Number 12/296 (vi) – Land Matters

Councillor David Tyrrell reported that he had hand delivered the letter to Mr Gibbard, but as yet, there had been no reply.

Minute Number 12/297 (i) – Reports/Minutes from Committee

Councillor Philip Cavill reported that grit spreader would be ordered later in the year, nearer to the winter.

06/13 RESIDENTS' ISSUES

Councillor Jenny Yates reported that David Puckering had again been in contact with her about the potholes on Rose Bank. The Clerk confirmed she had reported this to the County Council, and Mr Puckering had too.

Resolved that the Clerk contacts the County Council again asking when this work will be completed, copying in Councillor Kieron Mallon. Mr Puckering should also be advised to write to the County Council again. **Action TG**

The Clerk advised the Parish Council that she had received a letter from Moreton Stranks from Main Street, Bloxham about the HGV traffic going through the village.

Councillor Mary Groves had raised this issue with the County Council on a number of occasions already and as it was a main route to the west, the County Officers had said that nothing could be done.

However, it was suggested that this issue be included as part of the Neighbourhood Plan process through the traffic working group.

Resolved that a letter be sent to Mr Stranks informing him of the County Council advice on this matter and his letter also be forwarded to Michael Deadman at the County Council. **Action TG**

07/13 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Prior to the meeting, District Councillor Lynda Thirzie-Smart had circulated her report.

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Resolved that the report be noted.

08/13 PLANNING

i) Planning Applications

Councillor Jenny Yates reported on the planning applications which had been considered by the Parish Council's Planning Committee since the last meeting.

Resolved that the planning applications be noted.

ii) Results of Planning Applications

Councillor Jenny Yates reported to the Parish Council on results of applications which had been determined by Cherwell District Council's Planning Committee.

Resolved that the results be noted.

iii) Criteria and Implementation of Register of Local Heritage Assets

Resolved that this item be deferred to the Planning Committee to consider at its meeting on 9 May 2013.

iv) Strategic Housing Land Availability Assessment (SHLAA) and Draft Local Plan

Resolved that it be noted that that these will be considered by the Planning Committee on 9 May and responses will be formulated on behalf of the Parish Council.

v) Miller Strategic Land Planning Application - 13/00496/OUT - Tadmarton Road, Bloxham

Councillor Jenny Yates advised the Parish Council that there had been some amendments to the plans for this site, including a reduction in the size of the Country Park.

Councillor Yates had drafted a response for submission to Cherwell District Council and if members wished to suggest any amendments, they needed to do so by Thursday 9 May 2013.

The Clerk advised that the application would probably be heard by Cherwell District Council's Planning Committee during June. Therefore, it

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was suggested that coaches may need to be provided again, to transport residents to the meeting.

The Chairman thanked Councillor Yates for all her work on the Parish Council's objection to this application.

Resolved that:

- i) the draft objection to 13/00496/OUT be approved by the Planning Committee for submission to Cherwell District Council, including any further amendments suggested by members; and **Action JY & TG**
 - ii) the booking of two coaches be approved for transporting residents to the Planning Committee, at a cost of £3 each and the Parish Council will meet the shortfall. **Action JY & TG**
- vi) Berkeley Homes Planning Application – 13/00456/OUT – South of Milton Road, Adderbury

Councillor Jenny Yates had looked at this application and the impact it would have on Bloxham and she suggested that the Parish Council should submit an objection to the application.

Resolved that the Parish Council objects to the application on the grounds of school capacity, extension of the Adderbury village settlement and that Adderbury Parish Council is undertaking a Neighbourhood Development Plan. **Action TG**

- vii) Planning Application in Deddington

The Parish Council was unable to make a comment on the planning application at this time.

Councillor Jenny Yates reported that Deddington Development Watch Group had invited the Parish Council to attend one of their meetings, or to meet with Deddington Parish Council, to cooperate on planning issues. The Chairman agreed to attend whichever of these meetings was most appropriate.

Resolved that the report be noted and the Clerk contacts David French from Deddington Development Watch to establish which meeting the Chairman should attend. **Action TG**

- viii) Planning Inquiries

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Councillor Jenny Yates reported that the support from residents had been tremendous and all those who spoke at the inquiry had done a very good job.

The members felt that a notice should go into the Broadsheet thanking all the residents for their support and that their contributions were very much appreciated.

The Parish Council also thanked Councillor Yates for all her work on the inquiries.

Councillor Yates also reported that the Parish Council had held a debrief meeting on the inquiries and she felt it would be useful to have a similar meeting with the County Council and District Council officers.

Resolved that a notice be included in the next edition of the Broadsheet thanking residents for all their support and the County and District Councils be asked to attend a debrief meeting with the Parish Council at Bloxham Mill. **Action TG**

09/13 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP) AND KEEP BLOXHAM RURAL

John Groves attended the meeting and advised that there would be Steering Group meetings on the second Tuesday of every month. He also circulated an actions sheet to all members, detailing how the various Working Groups would be moving forward.

The Chairman thanked John for attending the meeting and providing an update.

The Clerk reported that Bodicote Parish Council had asked whether the Parish Council would send a representative to their meeting on 19 June 2013, to discuss how the Neighbourhood Plan was progressing in Bloxham.

Resolved that the report be noted and the Chairman would attend the Bodicote Parish Council meeting on 19 June 2013, along with John Groves, if he was available. **Action TG**

10/13 FINANCE

i) **Resolved** that

a) the following accounts be approved for payment:

Payment	Amount	Cheque no.
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Theresa Goss – Salary April 2013	£587.98	518
Theresa Goss – Expenses for April 2013	£89.23	519
Mr N R Prickett – Grass Cutting	£1218.00	520
Oxfordshire County Council – Room hire at The Warriner	£58.00	521
James Corbet Burcher – Legal advice for planning inquiries	£240.00	522
The National Allotment Society – Annual subscription	£66.00	523
Jenny Yates – Printing for the Inquiry	£546.65	524
Broker Network Ltd	£484.90	525

- b) clarification be sought from Came and Company as to whether Parish Councillors acting in their capacity as trustees are covered by the Parish Council insurance and also whether volunteer trustees at Jubilee Hall are covered;
- ii) **Resolved** that the bank reconciliation as at 4 March 2013, for the Bank of Ireland bank accounts and the financial report be noted and the Clerk, Theresa Goss and Councillor Geoff Mollard be added as signatories to the bank accounts and Brian David Chapman be removed; and
- iii) Accounts 2012/2013
- a) Annual Return for the year ended 31 March 2013
- The Parish Council considered the Statement of Accounts (Section 1) and the Statement of Assurance (Section 2).
- Resolved** that these be approved and signed by the Chairman and the Clerk. **Action TG**
- b) End of Year Accounts as at 31 March 2013
- The Parish Council considered the Receipts & Payments Account, the bank reconciliation as at 31 March 2013.
- Resolved** that these be approved and signed by the Chairman and the Clerk. **Action TG**
- iv) Internal Auditors' report for 2012/2013
- The Parish Council considered the Internal Auditor's report for 2012/2013 and there were no recommendations.

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Resolved that the report be noted and the Clerk was thanked for her work on the end of year accounts and for assuring that there were no outstanding issues with the internal audit.

11/13 VILLAGE MATTERS

i) The Slade

Councillor Philip Cavill reported that he had tried to contact Ruth Kerry but had been unable to do so. There were still boundary issues to resolve but it was hoped the transfer would be completed fairly soon. Checks also needed to be made to establish if the County Council had carried out any of the works which were required, prior to the transfer.

The Clerk reported that Mr Talbot from Brookside Way had contacted her about the transfer, highlighting a number of issues.

Resolved that:

- i) the report be noted;
- ii) Councillors David Tyrrell and Philip Cavil to check whether the County Council had carried out the required works; and **Action DT & PC**
- iii) Councillor David Tyrrell will contact Mr Talbot to discuss the issues he has raised. **Action DT**

ii) Area Stewardship Fund/Section 106 Projects

Councillor Philip Cavill advised the Parish Council that despite the Parish Council nor the Warriner School wanting two new bus shelters near to the school, County Councillor Rodney Rose was insisting that they be installed.

Councillor Cavill had drafted a response to Councillor Rose and the members were happy with the contents, which advised that the installation of the bus shelters should not go ahead and Section 106 monies should be used on other projects.

Resolved that an email be sent to Councillor Rodney Rose, as per Councillor Cavill's draft email. **Action PC & TG**

iii) War Memorial

The Chairman reported that he had received a complaint about the condition of the grass verge next to the War Memorial. The Clerk advised

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that she had contacted the County Council and they could only take action if there was photographic evidence of the offending vehicles damaging the ground.

Councillor Philip Cavill also reported that temporary double yellow lines would be laid on Old Bridge Road, for the duration of the road closure. The lines would be the length of three cars, which would allow easier access when turning left into Old Bridge Road, at the War Memorial.

Resolved that the report be noted.

iv) Traffic in Bloxham

The Clerk advised the Parish Council that a letter had been received a letter from Mrs Sally Strong with regard to traffic issues in the village.

The Parish Council was aware of the issues and had notified the County Council, but it was now out of the control of the Parish Council. As part of the Neighbourhood Plan, traffic issues were being addressed and the issues raised in this letter could be fed into that process.

The Parish Council had already previously met with County Highway Officers and it had been confirmed that the crossing had been placed where it was, as there was no other option otherwise it would have been too close to a junction. The other issue was that the land outside of the shops was not owned by the County Council, so the shop owners agreement would be needed for any other measures to be introduced.

Resolved that the report be noted and the Clerk to respond to Mrs Sally Strong. **Action TG**

v) Circular Walks and Workshop

The Chairman reported that he was meeting with Sarah Aldous from the County Council on Friday morning to discuss three possible footpaths in the village which had been identified and as well discussing those which were in need of repair.

A workshop was also being run by the Ramblers Association on 16 May 2013 in Wroxton.

Resolved that the report be noted

vi) Neighbourhood Return

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Councillor Alan Miller reported on a scheme called Neighbourhood Return, which involved volunteers helping to find people with memory problems, such as dementia, if they got lost.

The Parish Council supported this initiative and agreed to promote it around the village. Councillor Miller would email the Clerk with further details.

Resolved that the report be noted and information on Neighbourhood Return be included in the next edition of the Broadsheet and on the Parish Council Facebook page. **Action AM & TG**

vii) Proposed Right of Way

The Chairman reported that Mrs Valerie Moyses was still pursuing the right of way across The Square and he had provided her with some advice which he had received from Natural England.

It was reported that she had attended the Annual Parish Meeting and spoke about the proposed right of way, however, there was some opposition to it from the residents who lived next to the proposed footpath as it may lead to an increase in anti-social behavior by those who used the footpath.

Resolved that the report be noted.

12/13 PARISH COUNCIL MATTERS

i) Reports/Minutes from Committees

There had not been any meetings of the Resources, Environment or Planning & Strategy Committees since the last meeting of the Parish Council.

Resolved that the report be noted.

ii) Appointments to Committees and Outside Bodies for 2013/2014.

The appointments to Committee and outside bodies were discussed.

Resolved that following appointments to the Parish Council's Committees, Councillor responsibilities and memberships to outside bodies be confirmed:

Resources
Nick Rayner

Environment
Nick Rayner

Planning and Strategy
Gloria Lester-Stevens

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Jim Golby	Jim Golby	Jenny Yates
David Tyrrell	David Tyrrell	Alan Miller
Jenny Yates	Gloria Lester-Stevens	Mary Groves
Philip Cavill	Alan Miller	Geoff Mollard
Mary Groves	Philip Cavill	Michelle Thompson
	Geoff Mollard	

Highway and Traffic – Councillor Alan Miller
Bloxfest – Councillors Mary Groves and Philip Cavill
Flooding – Councillors Gloria Lester-Stevens and David Tyrrell
Jubilee Hall Management Committee – Councillor Philip Cavill
Neighbourhood Action Group – Councillor Alan Miller
Transport – Councillors Philip Cavill and Alan Miller
St Mary's Day Centre – Councillor Gloria Lester-Stevens

The Clerk advised the Parish Council that the vacancy which had been created by the resignation of Dave Chapman, had been advertised and the closing date for an election to be called was 13 May 2013. If an election was not called, a notice would be included in the May edition of the Broadsheet and on the web sites, asking for applications for co-option. The closing date would be 30 May 2013 and applications would be considered by the Parish Council on 3 June 2013.

Resolved that the report be noted.

iii) Drop-in and Chat Session

It was reported that no one had attended the last session. The next session would be on 11 May 2013 at the Bloxfest stall.

Resolved that the report be noted.

iv) Meeting with Bloxham School 4 June 2013

Councillors Jim Golby, Mary Groves & Phil Cavill had volunteered to attend the meeting with Bloxham School.

Members were asked if they had any items for the agenda and the following was suggested:

1. Parking at Jubilee Hall
2. Hedge at the back of Bloxham School
3. Recreational Needs Survey
4. Planning Applications

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Resolved that the report be noted and any further items be emailed to the Clerk. **Action ALL**

v) Christmas Tree Purchase

Councillor David Tyrrell reported that he had visited Nicolsons and they had recommended that the Parish Council should purchase a Picea Abies. The cost was £625, including VAT.

The Clerk reported that she had emailed the Tree Officer, Lorraine Douglas at the County Council to check that she was happy with this species. Once she had responded, the application to the County Council to remove the Hawthorn Tree and replace it with the new tree would be progressed.

Resolved that the report be noted.

13/13 CORRESPONDENCE

There were no items of correspondence to circulate.

14/13 PUBLIC AND PRESS

It was agreed that in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for item numbered 15/13 on the grounds that it could involve the likely disclosure of private and confidential information.

15/13 STAFFING ISSUES

Councillor Philip Cavill reported that Cathy Fleet had been invited for an interview for the position of Administration Assistant. This was being held on Thursday 23 May 2013 at 530pm.

Resolved that the report be noted and Councillor Philip Cavill and Mary Groves form the interview panel.

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

16/13 MEETING DATES

It was noted that future meeting dates for Bloxham Parish Council were as stated below. They would all commence at 7.00pm in the Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

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- 1 July 2013
- 5 August 2013
- 2 September 2013
- 7 October 2013
- 4 November 2013
- 2 December 2013

(The meeting closed at 9.20pm)

Chairman
3 June 2013

DRAFT