

MINUTES OF THE MEETING OF BLOXHAM PARISH COUNCIL HELD AT THE PARISH ROOMS, BLOXHAM ON MONDAY 11 JUNE 2012 AT 7.00PM

PRESENT: Chairman David Chapman; Councillors Philip Cavill, Jim Golby, Gloria Lester-Stevens, Alan Miller, Nick Rayner, David Tyrrell and Jenny Yates.

ALSO IN ATTENDANCE: Theresa Goss (Clerk), District Councillor Lynda Thirzie-Smart, County Councillor Keith Mitchell and five members of the public.

APOLOGIES: District Councillor Christine Heath.

12/139 CLERKING MATTERS

The Chairman confirmed that the Clerk, David Godfrey, would be unavailable for the next 8 weeks and that temporary administration support would be needed for the Clerk and the Parish Council.

He reminded members that during discussions with the Internal Auditor, Philip Hood, on the 16 & 25 May, it was made clear that the Parish Council's financial records and administration were not meeting the required standards. As a result, there had been discussions with regard to possibly bringing in an outside resource to take responsibility for the Parish Council's financial administration, which would result in a consequential reduction in his hours.

Therefore, the Chairman and Philip Cavill had met with Theresa Goss on the 7 June 2012 to discuss the possibility of her taking a paid role as the Parish Council's Responsible Financial Officer to deal with the financial administration for 2 hours per week. Although, it was noted that initially additional hours would be required to establish the necessary reporting systems and to make the retrospective VAT re-claims for 2008/09 and 2009/10.

The Chairman reported that Theresa was an experienced local government administrator, married with young children and she was also the part-time Clerk for Adderbury, Milcombe and Newbottle Parish Councils. Her C.V. had been circulated to all Councillors prior to the meeting.

However, since these discussions, the Clerk had notified the Parish Council that he would be unavailable for 8 weeks. Therefore, the Chairman and Philip Cavill asked Theresa if she would also take on a further role as temporary administration support for the Parish Clerk and assist with the clerking duties on a temporary basis, to which she had agreed.

The terms and conditions were discussed and it was agreed that Theresa's working hours be set at 15 hours per week for the first four weeks, to be reviewed thereafter, taking into consideration analysis of time worked in the first month, a successful probationary assessment and a possible return date for the

Clerk. The hourly rate of pay based on NALC recommendations for part-time clerks was agreed at Spinal Column Point 25, £11.18.

Gloria Lester-Stevens proposed that Theresa Goss be appointed as the Clerk and Responsible Financial Officer to Bloxham Parish Council on a temporary basis until the Clerk returned and this was seconded by Jim Golby. This was unanimously agreed.

Philip Cavill and Jim Golby agreed to prepare and agree a Contract of Employment and Job Description for Theresa. **Action PC & JG**

Theresa would need to obtain a number of administration items and information from the Clerk to enable her to function as the Clerk and Responsible Financial Officer. The Chairman agreed to facilitate this process for obtaining the necessary documents, including the bank details, usernames and passwords to the web site and Parish Council email address, cheque books, copies of all invoices from the start of this financial year (paid and unpaid), copies of bank statements for all accounts since April 2012, keys for the two parish notice boards, a copy of the insurance policy including the fidelity guarantee details and contractor contacts e.g. ARC for grass cutting services. **Action DC**

The Chairman was also asked to emphasise to the Clerk that he should take complete rest and not get involved in any Parish Council duties. The Chairman would keep written notes of all discussions and on behalf of the Parish Council, he was asked to pass on their best wishes. **Action DC**

12/140 DECLARATIONS OF INTEREST

There were no declarations of interest.

12/141 MINUTES

The minutes of the meetings held on 14 and 25 May 2012 were taken as read, duly adopted and signed by the Chairman. However, it was noted that minute number 12/92(i) relating to the approval of the Annual Return had actually been stated on the Annual Return as 12/92. No further action could now be taken as the Annual Return had been submitted to BDO.

12/142 MATTERS ARISING FROM THE MINUTES OF 14 & 25 MAY 2012

There were no matters arising.

12/143 CODE OF CONDUCT

Cherwell District Council had circulated to all Town and Parish Councils a new model Code of Conduct, to be adopted, following the introduction of the Localism Act. This had been circulated to members prior to the meeting.

Therefore it was agreed that the Code of Conduct adopted by the Cherwell District Council, be adopted as the Code for members and co-opted members of Bloxham Parish Council with effect from 1 July 2012, to replace the current code of conduct; and the Clerk be requested to notify the Monitoring Officer of the Cherwell District Council of the passing of this resolution and amend the Parish Council's Standing Orders, as appropriate. **Action TG**

12/144 TERMS OF REFERENCE, DELEGATIONS AND APPOINTMENT TO SUB-GROUPS

Philip Cavill spoke to a report which had been circulated prior to the meeting detailing the new Sub- Group structure. The three new Sub-Groups would be the Resources, Environment and Planning & Strategy.

The report gave details on the number of members on each Sub-Group, as well as the structure, the reporting lines and the responsibilities/terms of reference.

All of these details were agreed by the Parish Council and a review would be carried out in October/November 2012. **Action TG**

It was also agreed that the no powers would be delegated to the Sub-Group. Each Sub-Group would make recommendations and/or submit reports to the Parish Council for it to make the decisions.

Each member then gave their preference for membership of the three new Sub-Groups, stating their first and second choices. It was agreed that these would be finalised at the next meeting when the Chairman had stated his preferences. These would need to be updated again when current vacancies had been filled.
Action DC and TG

12/145 REPRESENTATION ON/OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

It was agreed that the Parish Council representative for liaison with Bloxham School would be agreed as part of the review of the new Sub-Group structure in October/November. **Action TG**

It was agreed that Jenny Yates would continue to be the Parish Council representative with regard to liaison with the church.

Other Councillors would maintain their current roles on external bodies and these were agreed as follows:

Gloria Lester-Stevens - Flood Group and Thursday Lunch Club
Alan Miller - Youth Club, Nags & Jubilee Park Management Committee
Philip Cavill - Bloxfest & Jubilee Park Management Committee
Jenny Yates - British Legion / Remembrance Sunday Parade

David Chapman, Alan Miller or Philip Cavill - Parish Council Transport Representative

12/146 PARISH COUNCIL VACANCIES

It was reported that the closing date for nominations to Cherwell District Council for the three casual vacancies was Tuesday 12 June 2012. There had been some interest in the village but this would be confirmed after the closing date. If no one came forward, then the Parish Council would be able to fill the vacancies by co-option. **Action TG**

12/147 RESIDENTS' ISSUES

i) Annual Parish Meeting

Mary Goode addressed the Parish Council with regard to the minutes of the Annual Parish Meeting held on 25 April 2012 and asked when they would be available to the public. The members confirmed that they had been drafted and would be finalised shortly. The Chairman agreed to contact David Godfrey for confirmation. **Action DC**

ii) Works to the Highway

It was reported to the Parish Council that a gas company had been carrying out works in the village but had left the road in a bad state of repair. The Chairman advised that when this occurred, a complaint should be made to the New Roads and Street Works Officer at the County Council and also photographic evidence should be obtained, where possible.

It was highlighted that the Parish Council owned a camera and the Chairman agreed to contact David Godfrey about its whereabouts. **Action DC**

iii) Volunteer Connect

It was brought to the attention of the Parish Council that following the closure of the dial-a-ride service, there was a new service called Volunteer Connect which provided transport to Cherwell residents.

It was agreed that details of this service should be included in the Broadsheet. **Action TG**

iv) Prescriptions at the Village Surgery

The Parish Council also discussed the changes in the service for obtaining prescriptions in the village. Patients were no longer able to collect prescriptions from the GP's surgery. They now had to ring and order their medication and it was then delivered to their home or could be collected at the Bloxham Pharmacy.

There was some discussion on the issue, but as it was a PCT decision, members felt that the Parish Council would not be able to influence this.

v) Benches and Litter bins

Philip Cavill reported that the litter bin at the top of Stone Hill had been damaged and needed the concrete base reset. It was agreed that an approved contractor should be asked to carry out the necessary work, once quotes had been obtained and agreed by the Parish Council.

It was also reported that the benches at the top of Stone Hill and Courtington Lane were both broken and were in need of repair. It was agreed that David Gibbard be asked to complete this work too. **Action TG**

vi) Road Markings

Gloria Lester-Stevens reported that outside of the school, there were only zig-zig road markings on one side of the road. She felt that for the safety of the children, these markings should be on both sides of the road. County Councillor Keith Mitchell agreed to look into this on behalf of the Parish Council. **Action KM**

vii) Speed of Traffic through the Village

Jenny Yates reported that she had received an email from Hugh Hinde about the speed of the traffic coming through the village on the A361. He requested a uniform speed limit be introduced from Bloxham to Banbury as it currently changed from 30mph, to 40mph and then to 50mph. The Parish Council supported this request and County Councillor Keith Mitchell agreed to look into this on behalf of the Parish Council. **Action KM**

Alan Miller also agreed to take this issue to the next NAGS meeting for discussion he would respond to Mr Hinde. **Action AM**

12/148 PLANNING APPLICATIONS FROM AND DECISIONS BY CHERWELL DISTRICT COUNCIL

Jenny Yates reported to the Parish Council on the planning applications which had been considered by the Parish Council's Planning Committee and the results of applications which had been determined by Cherwell District Council's Planning Committee. These were noted.

Jenny also reported on the advice she had received with regard to Screening Opinion 12/00019/SO for a proposed residential development of up to 60 dwellings and country park on Land South of Tadmarton Road & to the rear of Quarry Close, Bloxham.

Having contacted CDC's Planning Department, Jenny informed members that no planning application had been submitted as yet. CDC had indicated to the developer that an environmental impact assessment would not be needed, as this was the purpose of submitting a Screening Opinion request.

She confirmed that CDC had indicated that any development on this site would not fit with their Local Plan and residents needed to be made aware of this.

Jenny reported on an application for five houses at the Old Deer Park, which was at the rear of Bloxham School. She felt that the Parish Council should object to this application because the site would be over crowded, there were no facilities for parking, the design did not fit in with the street scene and there would be increased traffic problems, at an already busy junction. The Parish Council supported these objections for forwarding to Cherwell District Council. **Action JY**

12/149 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Reports had been circulated to members prior to the meeting by County Councillor Keith Mitchell and District Councillor Lynda Thirzie-Smart and there were no issues to discuss.

(Jenny Yates left the meeting at 8:30pm)

12/150 ACTIONS BY PARISH COUNCIL

Nick Rayner outlined all the agreed actions since 2 April 2012 and updated members accordingly as to whether the actions were still open or had been closed. He confirmed that he had included the actions agreed at this meeting and would update the list. He would also be including the information which had been requested by the temporary Clerk. **Action NR**

It was also agreed that the Nick would provide 'Drop-Box' training for all members at the next meeting. **Action NR**

Members also noted that the Asset Register was as up-to-date as it could be. However, all of the Parish Council's assets needed to be valued at some stage so the register reflected accurately their value. **Action PC**

12/151 REVIEW OF COUNCIL'S, AND/OR EMPLOYEES, MEMBERSHIP OTHER BODIES

This item was deferred to the next meeting of the Parish Council. **Action TG**

12/152 COMPLAINTS PROCEDURE

This item was deferred to the next meeting of the Parish Council. **Action TG**

12/153 FREEDOM OF INFORMATION ACT AND DATA PROTECTION ACT PROCEDURES

This item was deferred to the next meeting of the Parish Council. **Action TG**

12/154 PRESS AND MEDIA POLICY

This item was deferred to the next meeting of the Parish Council. **Action TG**

12/155 PAYMENT OF ACCOUNTS

The following accounts were approved for payment:

David Godfrey – May Salary	£775.40
David Godfrey – Expenses	£182.04
ARC – Grass cutting	£379.67
LCR – Subscription for Review	£15.50
Bloxham Parish Council (Gratuity for April and May)	£72.70

12/156 OTHER ITEMS

i) Tree Report

The Chairman reported that the tree report on land at Gascoigne Way, Greenhills Park, Walsingham Close, Jubilee Park and Painters Close, Bloxham had now been completed and forwarded to the Parish Council. The report stated whether the necessary works to the trees were low, medium or high priority and how the works should be managed. The report was noted.

ii) The Slade

The Chairman reported that following two meetings on site it had been established that an independent risk assessment was needed for The Slade and it also needed to be included in the Parish Council's policy. There were also organisations who provided funding for works to these types of sites and this was being investigated further. **Action DC**

12/157 DATE OF NEXT MEETING

It was noted that the next meeting of the Parish Council would be held on Monday 2 July 2012 at 7.00pm in the Parish Rooms, Bloxham.

(The meeting closed at 9.15pm)

Chairman
2 July 2012