

DRAFT MINUTES OF THE MEETING OF BLOXHAM PARISH COUNCIL HELD AT  
ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 2 SEPTEMBER 2013 AT  
7.00PM

PRESENT: Chairman Councillor Geoff Mollard; Councillors Philip Cavill, Mary Groves, Gloria Lester-Stevens, Steve Phipps, Michelle Thompson, David Tyrrell and Jenny Yates.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Katherine Mills (Administration Assistant), John Groves, District Councillors Christine Heath and Lynda Thirzie-Smart and three members of the public.

APOLOGIES: Councillors Jim Golby and Nick Rayner submitted their apologies and these were accepted. County Councillor Kieron Mallon also submitted his apologies.

#### 59/13 DECLARATIONS OF INTEREST

There were no declarations of interest.

The Chairman advised the Parish Council that he had received an email from a resident who was concerned that Parish Councillors had not been declaring interests properly. He reminded members of their individual responsibility to declare interests.

The Clerk also reminded members that they had completed their Register of Members' Interests forms and these were available to view on Cherwell District Council's web site. However, if an item came up on an agenda which they had an interest in but had not been stated on the Register of Members' Interests forms, then the interest had to be declared.

**Resolved** that the Clerk should contact the Monitoring Officer to seek clarification with regard to declaring an interest where a member is a member or trustee of another body. **Action TG**

#### 60/13 MINUTES

The minutes of the meeting held on 5 August 2013 were taken as read and duly adopted and signed by the Chairman.

#### 61/13 MATTERS ARISING FROM THE MINUTES OF 5 AUGUST 2013

Minute Number 39/13 – Housing Conditions Survey – The Chairman reported that a resident of Bloxham had written to Cherwell District Council and Sir Tony Baldry MP with regard to the survey and a copy had been sent to the Parish Council for information.

Minute Number 47/13 – Matters Arising, Community Governance Review – The Chairman reported that the Parish Council had received official confirmation from Cherwell District Council that the number of members on the Parish Council would increase from 11 to 12 from the next ordinary elections in May 2014.

Minute Number 51/13 – Bloxham Neighbourhood Development Plan (BNDP) – The Chairman reported that the new boards had been made to advertise the Plan and asked members when they thought they should be displayed around the village. He suggested this should be done after the results of the planning inquiries were known, however members felt that they should be displayed as soon as possible.

**Resolved** that the new boards be displayed around the village as soon as possible and Ray Guzenda and Simon Baxter be thanked for all their work. **Action GM**

Minute Number 52/13 – Finance – The Chairman reported that the Parish Council had received a letter of thanks from the Ex-Serviceman's Hall for the grant, which had been approved at the last meeting.

**Resolved** that the letter be noted.

#### 62/13 RESIDENTS' ISSUES

Mrs Valerie Moyes addressed the Parish Council with regard to two issues. The first was an issue she had raised with Cherwell District Council (CDC). She had queried with CDC why names and addresses had to appear on their web site when a letter of objection had been submitted to a planning application. She felt that on some occasions this could lead to retribution from people who had the opposing view. The advice from Cherwell District Council was that they legally had to publish these details. This advice was confirmed by District Councillor Christine Heath.

Members sympathised with Mrs Moyes' view but this was a matter for Cherwell District Council and was beyond the control of the Parish Council.

Mrs Moyes also reported that as part of her application to establish a right of way through the square in Greenhills Park, she asked if the Parish Council was aware of the contact details of the land owners.

The Clerk reported that she had two different contact names and would pass those onto Mrs Moyes. **Action TG**

Jason Pritchard, resident of Bloxham and journalist for the Banbury Guardian, asked the Parish Council for its views on the closure of the Red Lion. The Councillors advised that they were disappointed that the pub was closed and hoped that it would be open again soon.

#### 63/13 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Prior to the meeting County Councillor Kieron Mallon and District Councillor Lynda Thirzie-Smart had circulated their reports.

District Councillor Christine Heath reported that Miller Homes had submitted an appeal to the Inspectorate and the hearing could possibly be held in December 2013.

**Resolved** that the Councillors be thanked for their reports and they be noted.

64/13 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 of the planning applications determined by Cherwell District Council be noted.

iii) Queens Street – Councillor Jenny Yates reported that the Parish Council needed to have a meeting with Cherwell District Council with regard to the development in Queen Street. The Parish Council needed to understand the implications regarding the development and to establish why the conditions had been waived retrospectively.

**Resolved** that the report be noted.

iv) Appeals – Two appeals had been submitted to the Inspectorate, Miller Homes for land on Tadmarton Road and also 12 Courtington Lane. The Parish Council would be responding

**Resolved** that the report be noted.

v) Councillor Jenny Yates reported that a meeting was being held on Thursday 5 September 2013

with David Peckford from Cherwell District Council to gain a greater understanding of Cherwell’s strategic five year land supply. CDC had fulfilled its 5 year housing land supply, plus 20%, but developers were still disputing this.

**Resolved** that the report be noted.

65/13 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP)

Prior to the meeting, John Groves had circulated a report updating the Parish Council on the progress with the BNDP.

Councillor Philip Cavill reported that in the extension to St Mary’s Church graveyard, there was a problem with bedrock being close to the surface, which meant that the ground could not be dug deep enough for burials. The Church had requested that the Parish Council pays for the bedrock to be dug out, ground up and replaced so that burials could take place.

Members felt that a meeting with the Vicar, Sarah Tillett should be arranged to discuss this matter further.

**Resolved** that:

- a) the report be noted:
- b) John be thanked for his update; and
- c) a meeting be arranged with Sarah Tillett to discuss the grave yard. **Action TG**

#### 66/13 FINANCE

- i) Accounts for Payment – The Clerk submitted to the Parish Council, the accounts to be paid.

**Resolved** that the following accounts be approved for payment:

| Payment  | Amount   | Cheque no. |
|--|----------|------------|
| Theresa Goss – Salary September 2013                   | £559.38  | 553        |
| Theresa Goss – Expenses for September 2013             | £35.75   | 554        |
| Oxfordshire County Council – Room Hire                 | £123.50  | 555        |
| Broxap – Dog Bin                                       | £144.00  | 556        |
| Playsafety Limited – Jubilee Park play area inspection | £92.40   | 557        |
| Oxfordshire County Council – Pension payment           | £169.21  | 558        |
| Mr N Prickett – Grass Cutting                          | £1218.00 | 559        |

With regarding to the grass cutting contract, the members reported that they had received positive feedback from residents about the standard of the grass cutting in the village. Although some duplication of cutting had been observed, where previously residents had been happy to do.

Members asked if the contractor, Nigel Prickett, could trim back the hedge around the recreation ground as people could not walk along the stretch of footpath on the A361 because it was overhanging so much. The Clerk had reported this to Oxfordshire County Council and had been told it was not their responsibility. However, the Parish Council felt that it was their responsibility and the Clerk was asked to follow it up.

**Resolved** that the Clerk contacts the County Council again and ask that they cut the hedge back. If the County Council continue not to acknowledge responsibility, Nigel Prickett be asked to complete the necessary work and the County Council would then be invoiced.

**Action TG**

- ii) Bank Reconciliation and Financial Report – Prior to the meeting, the Clerk had circulated the bank reconciliation as at 2 September 2013 for the Bank of Ireland bank accounts and also the financial report.

**Resolved** that the bank reconciliation and financial report be noted.

iii) Councillor Community Budget and Area Stewardship Fund 2013/2014 – The Clerk reported that she had contacted County Councillor Kieron Mallon to establish the amounts of money involved with each fund and was waiting for a response.

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

iv) Section 106 Funds – Councillor Phil Cavill reported that he had received correspondence from Daniel Round at Oxfordshire County Council and updated the Parish Council on the projects using Section 106 funds as follows:

- a) the extended bus service would cost £28,000 per annum to run and it was a two year contract, for an additional morning service and an additional evening service. Total £56,000;
- b) the proposed bus shelter outside the Murco garage needed Parish Council approval for taking responsibility, once it had been installed, for its future maintenance and insurance;
- c) the posts in the verge outside the Primary School would be installed, however it was acknowledged this may only displace the parking problem. Clarification was needed as to who was responsible for them once they were installed;
- d) the 20mph advisory VAS would be installed, however the speed limit would not be extended on Tadmarton Road;
- e) gateways could be provided if the Parish Council wished to have them;
- f) the safer pedestrian route from the new developments to the Primary School would include an over-runnable island. Clarification would be needed on exactly what this entailed and exactly where it was to be positioned; and
- g) bus shelter opposite Warriner School, going towards Banbury needed Parish Council approval for taking responsibility, once it had been installed, for its future maintenance and insurance.

The Chairman thanked Councillor Cavill for pursuing these projects and for the update.

Councillor Jenny Yates queried which Section 106 monies were being used for the bus shelter opposite Warriner School as both the Parish Council and Warriner School had made it clear that they did not wish to have it installed. Councillor Cavill understood it was coming from the new developments on Milton Road, but he would confirm this with the County Council as it maybe from the new 6<sup>th</sup> form development.

Councillor Cavill also reported that Section 106 monies, currently held by Cherwell District Council, were going to be used for improvements to Jubilee Hall. These improvements included works to the windows in the changing rooms and toilets, a replacement floor in the main hall, works in the kitchen and to the soak-away and drains. Quotes would be obtained shortly and once the funds were released, the project would be underway.

**Resolved** that;

- a) the report be noted;
- b) Section 106 projects listed as a-g above be approved, subject to the issues which needed clarification;
- c) a site meeting be arranged between Councillor Gloria Lester-Stevens and Geoff Barrell, from the County Council;
- d) residents of the village be reminded of the extended bus service and if they did not use it, they may lose it at the end of the two year contract; and
- e) Councillor Philip Cavill would respond to Daniel Round accordingly. **Action PC**
- vi) New Homes Bonus (NHB)

The Chairman advised that there had been a meeting between himself and the Committee Chairmen and they had recommended that the New Homes Bonus be spent on new swings and a mobile at the Recreation Ground, works at Jubilee Hall and the remaining balance be spent at The Slade.

However, since the meeting, Cherwell District Council had agreed to fund the improvements to Jubilee Hall from the Section 106 monies. Therefore, the NHB was no longer required for this project.

The Parish Council supported the NHB being spent on improving the equipment at the Recreation Ground, but some members felt that they needed more information on the role of the trustees. In addition, as the facility was not owned by the Parish Council, there should be some safe guards on the expenditure, in the event that the Rec was closed on a permanent basis to residents of the village.

It was highlighted that the replacement swings and mobile could be incorporated into the Neighbourhood Plan and a decision be made on this expenditure at the conclusion of the Plan. However, as this was an unexpected windfall, members felt that the works could be completed more quickly than that, once clarification on the role of trustees had been provided.

All members felt that any remaining balance should be spent on works to The Slade.

**Resolved** that:

- a) the report be noted;
- b) in the short term, there be a claw back and the money spent on the swings and mobile be paid back to the Parish Council if the Recreation Ground was ever closed on a permanent basis, to the residents of the village; and
- c) within 12 months, and prior to any funds being given to the Recreation Ground Trustees, a meeting be held between the Parish Council, John Groves and the Trustees to

discuss asking Cherwell District Council to remove the Recreation Ground from the SHLAA and agree a plan for the future. **Action TG**

#### 67/13 VILLAGE MATTERS

i) The Slade – Councillor Philip Cavill reported that he was waiting for a response from Ruth Kerry with regard to the confirmation of the boundaries with Cleavers field and behind 10 Hyde Grove. Once this had been confirmed the transfer could go ahead and the Parish Council could apply for Local Nature Reserve (LNR) Status for The Slade.

The Clerk reported that she had received an email from Chris Lilley offering the services of the Scouts, possibly down at The Slade. Members felt that as no work had been carried out at The Slade for approximately 3 to 4 year, there could be some health and safety implications to the Scouts working at The Slade on behalf of the Parish Council. The Chairman suggested that they could help with work at The Goggs.

It was also suggested that John Hirons might be able to assist with works at The Slade.

#### **Resolved** that:

- a) the report be noted;
  - b) subject to confirmation of the boundaries, the transfer should be completed;
  - c) contact be made with John Hirons with regard to assisting with works at The Slade;
  - d) the Scouts be asked to complete works at The Goggs; and **Action TG**
  - e) the Parish Council continues to look for volunteers from the village. **Action TG**
- ii) Youth Club – Councillor Philip Cavill reported that Alan Miller was still willing to carry on with the Youth Club, once other leaders had been recruited. Alan was currently liaising with the County Council Youth Service about this but the Youth Club would stay closed for the time being.

Deborah Baggaley had passed all the Youth Club documents and information to Councillor Cavill and he had passed these onto Alan Miller. However, all the equipment which was stored in the container at Jubilee Park was owned by the County Council. The bank account was still open and Alan remained the only signatory.

He also reported that Bloxham Boys Brigade had offered places to the children who had been attending the Youth Club.

#### **Resolved** that:

- a) the report be noted;
- b) the Chairman to contact Mike Tydeman at the Baptist Church again to see if he could assist with recruiting Youth Leaders. **Action GM**

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iii) Jubilee Park and Hall – Councillor Philip Cavill reported that two new members had joined the Management Committee but following the resignation of Eileen Johnson, a further trustee was needed.

District Councillor Christine Heath reminded the Parish Council that she was willing to be a trustee.

**Resolved** that;

- a) the report be noted; and
- b) District Councillor Christine Heath be appointed as a trustee to Jubilee Park and Hall.
- iv) Boundary Review – Prior to the meeting, the Clerk had circulated the information which had been received from Cherwell District Council on the Boundary Review. District Councillor Christine Heath reported that CDC officers were waiting for population figures to be sent through, therefore, nothing could be done on this until they had been received.

**Resolved** that the report be noted and this item be deferred to the next meeting. **Action TG**

- v) Neighbourhood Action Group (NAG)

The Clerk reported that she had received information from Thames Valley Police on the remit of NAG and PC Jennifer Culley had intended to come to the Parish Council, but her shifts had changed, which meant she was unable to attend.

**Resolved** that:

- a) the report be noted;
- b) the information on the NAG be circulated to all Councillors. **Action TG**
- vi) Remembrance Day, Sunday 10 November 2013 – Councillor Jenny Yates reported that plans needed to be made for the road closure and other items for Remembrance Day.

Volunteers were needed to monitor the road closure, including a trained person who was appropriately qualified to oversee the closure. Maroons would also need to be ordered, following consultation with Robert Aplin.

**Resolved** that:

- a) the report be noted; and
- b) the Clerk to progress the Road Closure and ordering of the maroons. **Action TG**
- vii) Little Bridge Road and A361 Traffic Issues

Councillor Philip Cavill reported that Charlie Benner from the County Council had advised him that no works on Old Bridge Road would be carried out until at least 2016/2017 as there was no money in the budget. The cost of the works would be approximately £75,000.

The Parish Council were very unhappy about this situation and felt that residents should be advised accordingly. County Councillor Kieron Mallon and Sir Tony Baldry MP should also be approached by the Parish Council and residents to see if they could help.

With regard to the Little Bridge Road and A361 traffic issues, the Clerk reported that she had received emails from John Ames and Hugh Hinde advising of speeding traffic on these roads. It was also highlighted at the previous meeting that speeding on Courtington Lane was also an issue.

It was noted that Thames Valley Police was currently asking Parish Councils for their priorities with regard to the NAG and it was agreed that these three areas where speeding occurs, and also parking at the school, be stated as the Parish Council's priorities.

**Resolved** that:

- a) the report be noted;
- b) the Chairman and Councillor Philip Cavill to draft a leaflet to be distributed to the residents around Old Bridge Road advising of the delay with the repairs; **Action GM & PC**
- c) County Councillor Kieron Mallon and Sir Tony Baldry MP be asked to support the Parish Council and residents to get these works completed more quickly; and
- d) parking at Bloxham Primary School, speeding on Little Bridge Road, A361 (coming into Bloxham from Banbury) and on Courtington Lane be reported to Thames Valley Police as priorities in Bloxham; and **Action TG**
- e) Thames Valley Police be asked to supply to the Parish Council, the results of any data they collated with regard the priorities.

68/13 PARISH COUNCIL MATTERS

- i) Volunteering – Sheila Finlayson, Volunteer Connect Manager (funded by Cherwell District Council) attended the meeting and advised that she may be able to help with the Parish Council's recruitment of volunteers. She had already been in touch with the Clerk about volunteers for grit spreading in the winter.

Sheila reported that she was trying to recruit volunteer drivers for short journeys around the area and would be holding recruitment events at the Ex-Serviceman's Hall.

**Resolved** that:

- a) the report be noted;

b) Sheila be thanked for her report and for helping the Parish Council with recruiting its volunteers; and

c) Sheila and the Clerk to liaise with regard to recruiting the volunteers. **Action TG**

ii) Committees – There had been no meetings of the Committees since the last meeting of the Parish Council.

The Chairman reported that he would no longer be a member of the Planning and Strategy Committee and would be joining the Resources Committee.

**Resolved** that:

a) the report be noted; and

b) Councillor Geoff Mollard be removed from the Planning and Strategy Committee and becomes a member of the Resources Committee. **Action TG**

iii) Drop-in and Chat Session – The Chairman reported that no residents had attended the last session.

**Resolved** that the report be noted.

iii) Meeting of the Chairmen of the Committees – Prior to the meeting, the minutes of the meeting held on 29 August 2013 had been circulated.

Chairman highlighted the recommendations and these were:

- Parish Council meetings would commence at 7.30pm from October 2013, and would aim to finish by 9.00pm;
- a timed agenda be introduced for Parish Council meetings;
- the formatting of the minutes be amended to reduce the number of pages; and
- Councillors be encouraged to use Drop-Box.

**Resolved** that the report be noted and all of the recommendation be agreed. **Action TG**

vi) Parish Council Vacancy – The Clerk reported that there had not been any applications for the vacancy.

**Resolved** that the report be noted and the vacancy continue to be advertised. **Action TG**

69/13 CORRESPONDENCE

There was one item of correspondence which was circulated.

## 70/13 MEETING DATES

It was noted that future meeting dates for Bloxham Parish Council were as stated below. They would all commence at 7.30pm in the Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- 7 October 2013
- 4 November 2013
- 2 December 2013

(The meeting closed at 9.50pm)