

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 2 September 2013

**DRAFT MINUTES OF THE MEETING OF BLOXHAM PARISH
COUNCIL HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON
MONDAY 5 AUGUST 2013 AT 7.00PM**

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), District Councillor Christine Heath, County Councillor Kieron Mallon and John Groves.

APOLOGIES: Councillors Michelle Thompson submitted her apologies and these were accepted. District Councillor Lynda Thirzie-Smart also submitted her apologies.

45/13 DECLARATIONS OF INTEREST

There were no declarations of interest.

46/13 MINUTES

The minutes of the meeting held on 1 July 2013 were taken as read and duly adopted and signed by the Chairman.

47/13 MATTERS ARISING FROM THE MINUTES OF 1 JULY 2013

Minute Number 41/13 (iv) – Jubilee Park

Councillor Philip Cavill reported that there would be a meeting of the Management Committee on 20 August 2013. This would be the first meeting since March 2013 and Councillor Cavill would provide an update at the next Parish Council meeting. **Action PC & TG**

Minute Number 38/13 (iii) – Flood Risk Assessment

Councillor Jenny Yates reported that John Reardon had advised the Parish Council that Thames Water did not have any modelling information for Bloxham.

Therefore, the three quotes which had been obtained, may need to be revisited as this information may have an impact upon the prices quoted.

John Groves advised that Cherwell District Council was trying to obtain some run-off data from the Environment Agency which may be of use with regard to this issue.

Resolved that the three companies be contacted and advised that the Flood Risk Assessment would be put on hold for the moment. **Action JY**

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Minute Number 35/13 – Community Governance Review

There had not been any official notification with regard to the increase in the number of Councillor from 11 to 12. The Clerk was asked to contact Cherwell District Council and chase this up. **Action TG**

Minute Number 38/13 (iv) – Keep Bloxham Rural and Publicity for Campaign

The Chairman reported that following discussions with Simon Baxter and Ray Guzenda, new boards and banners had been designed which would be placed around the village to encourage residents to support the Bloxham Neighbourhood Development Plan.

Simon and Ray had kindly agreed to continue to support the campaign with their design and printing skills and the Parish Council very much appreciated all their efforts and help.

Resolved that:

- i) updates on the Plan be included on the Parish Council and Broadsheet web sites and also on the Parish Council Facebook page; and
- ii) the www.bloxhamneighbourhoodplan.co.uk web site address be featured on the banners and boards. **Action John Groves**

48/13 RESIDENTS' ISSUES

There were no residents in attendance.

49/13 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

County Councillor Kieron Mallon reported that a decision on Home to School Transport had been deferred by the Cabinet at the County Council until November 2013. This was to allow for a longer consultation period.

The broadband roll out had been finalised and details would be revealed later this month. However, without funding from the County Council, this project would not have been rolled out until 2017.

With regard to the spending review, the County Council now had to find further 10% savings on top of the £127m which had already been saved and the £74m savings which was already planned.

The ambition of re-connecting Oxford to Cambridge via a rail link had been around for many years and the Government had signalled approval for the first stage of connecting Oxford to Milton Keynes. There would be a number of

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benefits for Oxfordshire and the contribution from Oxfordshire County Council would be discussed at the Cabinet meeting in September 2013.

The Third Local Transport Plan was being developed and this would run from 2011 to 2030. It was updated annually and the web-based consultation process would be taking place from July to September 2013.

Councillor Mallon reminded the Parish Council that there were a number of funds available within his division, including the Community Budget, Area Stewardship Fund and the Chillout Fund.

County Councillor Mallon was thanked for his report.

District Councillor Chris Heath reported that she had been in contact with the planning officers and the works next to Bloxham Pharmacy did not need further planning permission and she did not know what the use of units would be. The Parish Council felt that if it was going to be a food outlet then the venting system needed to be vastly improved and this needed to be communicated to the planning officers. **Action TG**

Councillor Heath was still pursuing the issue of the hedge in Crabtree Close. The developer should be maintaining both sides of the hedge but they were refusing to do so.

Some residents of Bloxham had been sent letters with regard to Cherwell District Council's Housing Condition Survey and found the letter very upsetting. Councillor Heath had spoken to the housing officers and the letter would now be more tactfully worded.

There had been a meeting on 30 July 2013 about the Electoral Commission's Boundary Review and the papers had been circulated to the Parish Council. This would be discussed fully at the next Parish Council meeting. **Action TG**

Councillor Jenny Yates reported that she had been in contact with Bob Duxbury and he was going to speak to the Legal Team at Cherwell District Council with regard to the Section 106 monies, to establish if the restrictions could be more flexible. There was also a meeting on 5 September 2013 with David Peckford to discuss the housing supply.

District Councillor Chris Heath was thanked for her report.

Prior to the meeting, District Councillor Lynda Thirzie-Smart had circulated her written report. There was discussion about Boundary Review and the possible number of District Councillors for the Bloxham Ward, and this could be increased to three.

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50/13 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) Planning Inquiries

Councillor Jenny Yates advised that there was no further update and the results would be known in September.

Resolved that the report be noted.

iv) National Planning Policy Framework (NPPF)

Councillor Jenny Yates reported that at the end of August, information on the new NPPF guidelines would be published and it was anticipated that there would be a number of changes.

Resolved that the report be noted.

51/13 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP)

John Groves reported that there would be a meeting on Tuesday 10 September 2013 at Bloxham Mill at which Geoff Botting, the Co-ordinator for the Woodcote Neighbourhood Plan, would be speaking.

John was trying to keep the number of those attending down to a small number so that it could be more of an interactive meeting rather than just listening to a presentation.

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John would be writing an article for the next edition of the Broadsheet giving details on the Plan and the timetable. There would also be another public meeting in October 2013.

John also reported that the Committees had produced a number of reports.

Resolved that the report be noted and John was thanked for his update.

52/13 FINANCE

i) Accounts for Payment

Resolved that

a) the following accounts be approved for payment:

Payment	Amount	Cheque no.
Theresa Goss – Salary August 2013	£647.75	543
Theresa Goss – Expenses for August 2013	£25.75	544
OALC – Finance Training Costs	£216.00	546
Mr D Gibbard – Varnish two notice boards	£45.00	547
Complete Weed Control – Treatment of weeds around the village	£546.00	548
Bloxham Mill Ltd – Room Hire	£33.00	552
Ex-Serviceman’s Hall – Section 137 grant	£2000.00	550
Mr N R Prickett – Grass Cutting	£774	551

b) the Resources Committee should complete a review of all subscriptions which the Parish Council makes; and **Action PC**

c) the Ex-Serviceman’s Hall be asked to acknowledge the contribution made by the Parish Council towards the refurbishments and it should also receive an acknowledgement of its support within any information produced about the refurbishments. **Action TG**

ii) Bank Reconciliation and Financial Report

Prior to the meeting, the Clerk had circulated the bank reconciliation as at 5 August 2013 for the Bank of Ireland bank accounts and also the financial report.

Resolved that bank reconciliation and financial report be noted.

iii) Section 106 Highways Issues

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Councillor Philip Cavill reported that a meeting had recently taken place with Daniel Round from the County Council with regard to the Section 106 highways monies for Bloxham.

So far, the two Vehicle Assisted Signs had been installed on the Milton Road and Barford Road and Councillor Cavill was still waiting for an update on the other outstanding issues.

Councillor Cavill had also asked the County Council for an update with regard to the start date for the work on Old Bridge Road and clarification on subsidy for the bus service.

Resolved that the report be noted.

iv) External Audit Report

Prior to the meeting, the Clerk had circulated the report from the external auditors, BDO. They had not made any recommendations and the accounts for 2012/2013 were now completed.

Resolved that the report be noted and the Clerk was thanked for her work on this issue.

53/13 VILLAGE MATTERS

i) The Slade

Councillor Philip Cavill reported that he had received an email from Ruth Kerry and she had sent a copy of the Heads of Terms for the Parish Council to agree.

Councillor Cavill also highlighted that The Slade needed to be designated a Local Nature Reserve and a 'Champion' from the Parish Council needed to be appointed to keep a watching brief.

Councillor Jenny Yates highlighted that Reg Tipping had all the relevant background information, which had been passed to Councillor David Tyrrell, as well as a team of volunteers who looked after a number of nature reserves in North Oxfordshire.

The Councillors raised some concerns about the boundary line because the Cleavers boundary had encroached up to the stream, however the boundary line was actually north of the stream.

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- a) the report be noted;
- b) the Heads of Terms be agreed in principle, subject to an edged map being supplied and Ruth Kerry resolving the issue of the boundary line with the Cleavers; and **Action PC**
- c) the Environment Committee discuss the appointment of a 'Champion' at its next meeting. **Action DT & TG**

ii) Youth Club

Councillor Philip Cavill reported that Alan Miller, Deborah Baggaley and Richard Baggaley had all now stepped down as the leaders of the Youth Club.

Therefore, until new leaders could be found, the Youth Club would be closed. The equipment was currently stored at Jubilee Park and there was no reason to move it, and the paperwork could be stored at Ellen Hinde Hall, if necessary.

There was also a Youth Club bank account and the signatories needed to be changed. However, the Parish Council felt it would be easier to close the account and the monies be transferred to the Parish Council, until the Youth Club re-opened.

Resolved that;

- i) the report be noted;
- ii) the Youth Club bank account be closed and the monies be transferred to the Parish Council and ring fenced until the Youth Club re-opens,
- iii) a request for new leaders be advertised on the Parish Council Facebook page and in the Broadsheet; and **Action TG**
- iv) further contact be made with Mike Tydeman to establish whether the Baptist Church can assist. **Action TG**

iii) Boundary Review

This item was discussed earlier in the meeting.

54/13 PARISH COUNCIL MATTERS

i) Committees

The minutes of the Planning Committee held on 29 July 2013 had been circulated prior to the meeting.

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There had not been a meeting of the Resources or the Environment Committees since the last meeting of the Parish Council.

Councillors David Tyrrell and Philip Cavill reported that the location of the grit bin in the Strawberry Terrace area had been agreed, and this would be subject to agreement from Bloxham School. The four bags of grit and the grit spreader would be stored at the Deer Park on Courtington Lane.

Councillor Cavill highlighted the need for volunteers to assist with spreading the grit once the spreader had been purchased. It would also be useful to establish those residents who had four wheel drive vehicles who could assist in various ways during the bad weather.

Councillor Mary Groves had the contact details of a lady who coordinated volunteers and she agreed to pass these details to the Clerk.

Councillor Philip Cavill also reported that quotes had been received from Town and Country Trees for the works to the crack willows and white willows and also the Hawthorn Tree.

Councillor David Tyrrell reported that he had spoken to Bill Blakey about the issues with regard to rubbish being thrown in his garden. Mr Blakey had agreed to site his own litter bin and erect a sign asking people to use it.

Councillor Tyrrell had also spoken to Jim Barbour about the suspected Japanese Knotweed in his garden which had possibly come from the disputed land in Queens Street. However, since that meeting, Mr Barbour had established that there was no knotweed in his garden.

Resolved that:

- a) the report be noted;
 - b) a request for volunteers to assist with grit spreading in the bad weather be added to the Facebook page; **Action TG**
 - c) Councillor Mary Groves to pass the contact details of the volunteer coordinator to the Clerk; and **Action MG**
 - d) the quote from Town and Country Trees be accepted. **Action PC**
- ii) Drop-in and Chat Session

The last drop-in and chat session had been held on Saturday 13 July 2013 and Councillor Gloria Lester-Stevens and Geoff Mollard had attended.

Councillor Lester-Stevens reported that the family of the late Graham Butler had requested that a memorial bench be purchased for him, in

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recognition of all of the work he had undertaken for the village. Councillor David Tyrrell reported that he was already meeting Graham Butler's daughter so he would discuss this with her.

Residents also raised concerns about the times at which works were starting at the units next to Bloxham Pharmacy and also speeding issues on Courtington Lane.

County Councillor Kieron Mallon also volunteered to attend the sessions.

Resolved that;

- a) the report be noted; and
- b) Thames Valley Police be contacted to establish if spot checks could be carried out on Courtington Lane. **Action TG**

iii) Dog bins

Councillor Philip Cavill proposed that a note be include in the next edition of the Broadsheet as follows:

'In response to feedback from the Bloxham Parish Plan document in July 2010 about excessive litter and dog waste, the Parish Council has sited 25 new bins around the village.

Following residents comments about dog waste in the Greens Garth area an additional bin will be sited nearby in the coming months.

After this installation there will be 23 dog waste bins in Bloxham, Cherwell District Council charge us £1.27 plus VAT per bin for emptying, twice weekly in Summer months and once in Winter months.

The annual charge for this service is over £3007 which is paid for by residents council tax.

Could we please respectfully request that all dog walkers/owners clean up after their pets and deposit waste in the bins provided.'

Resolved that the article be approved. **Action TG**

iv) St Mary's Club

Councillor Gloria Lester-Stevens reported that the annual meeting had been held and their finances were good and the Club would be able to continue for another year.

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There had also been a fire practice which had been very successful.

Resolved that the report be noted.

v) Meeting of the Chairman of the Committees Meeting

Prior to the meeting, the minutes of the meeting held on 18 July 2013 had been circulated.

Chairman highlighted the issues which had been discussed, but another meeting would be held shortly to draw some conclusions.

Resolved that the report be noted.

55/13 CORRESPONDENCE

The LCR magazine was circulated to members.

56/13 PUBLIC AND PRESS

Resolved 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 57/13 on the grounds that it could involve the likely disclosure of private and confidential information.

57/13 ADMINISTRATION ASSISTANT

Councillor Jenny Yates reported that along with the Chairman, she had interviewed Katherine Mills for the post of Administration Assistant.

The Chairman and Councillor Yates were very impressed with Katherine and were happy to recommend that she be appointed. She would be undertaking the administration work for the Committees and the BNDP Steering Group meetings.

Resolved that Katherine Mills be appointed to the post of Administration Assistant, with a six month probationary period.

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

58/13 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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- 2 September 2013
- 7 October 2013
- 4 November 2013
- 2 December 2013

(The meeting closed at 9.15pm)

Geoff Mollard, Chairman
2 September 2013

DRAFT