

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 3 March 2014

BLOXHAM PARISH COUNCIL

DRAFT MINUTES OF THE MEETING OF HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 3 FEBRUARY 2014 AT 7.30PM

PRESENT: Chairman Councillor Geoff Mollard; Councillors Mary Groves, Patricia Hopkins, Gloria Lester-Stevens, Stephen Phipps, Nick Rayner, Sue Slater, Michelle Thompson, David Tyrrell and Jenny Yates.

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

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

128/13 WELCOME - The Chairman welcomed Sue Slater to her first meeting of the Parish Council.

129/13 DECLARATIONS OF INTEREST - There were no declarations of interest.

130/13 MINUTES - The minutes of the meeting held on 13 January 2014 were taken as read and duly adopted and signed by the Chairman.

131/13 MATTERS ARISING FROM THE MINUTES OF 13 JANUARY 2014

Minute Number 105/13 - Urban Reclassification – Councillor Stephen Phipps asked whether there had been a response from County Councillor Kieron Mallon with regard to the request that Bloxham was reclassified as rural, rather than urban with regard to car parking in planning applications. The Clerk had not had a response and would contact Councillor Mallon. **Action TG**

Minute Number 118/13 – VAS and Posts by the School – Councillor Gloria Lester-Steven asked if the Clerk had received a response from Geoff Barrell at the County Council about moving the date forward for the installation of the VAS and verge posts by the School. The Clerk reported that it had been confirmed that the installations would be carried out in June/July and the date could not be brought forward as it was being dealt with by external contractors who had scheduled the work.

The Chairman reported on the email which had been received from Geoff Barrell about the installation of the verge posts and that the original posts would now cost about £14,000, so he had advised on a cheaper option, which was still effective. The Parish Council felt that as the posts were being paid for from Section 106 monies, then there should be enough funds available. The Clerk was asked to query this with Geoff Barrell. **Action TG**

Minute Number 121/13 – The Goggs – The Chairman reported that the Pest Control Officer had been to the site and laid bait for the rats. He was due to report back to the Chairman but the Chairman was still waiting for an update. The Chairman also highlighted that the site needed to be tidied up and the owner was being asked to do this.

132/13 RESIDENTS' ISSUES - John Wyatt attended the meeting and advised the Parish Council that he had purchased a small piece of land in Elles Lane and would be developing it into a nursery. He currently ran a garden design business, but he wished to use this land to grow plants, with the aim of working

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with the local Schools and the community to encourage people to grow plants and get involved in the industry. He circulated a plan to the Parish Council detailing where the land was located in Elles Lane.

Mr Wyatt reported that he would be applying for planning permission for a new toilet and a small office and would also be erecting some green houses on the site. He would be designing a garden which would demonstrate to people which plants could and could not grow and how to look after them.

He reported that he had addressed the Parish Council because he wished to work with the members and keep them informed of his plans.

The Councillors asked what type of plants he would be growing and Mr Wyatt confirmed there would be a range of vegetable plants on the four and a half acre site. Mr Wyatt was asked if he would be selling plants and he confirmed that he would, but it would not be a big garden centre, his plans were to obtain the necessary planning permission and complete the buildings and then progress onto a programme of planting.

The Chairman thanked My Wyatt for attending the meeting.

Councillor Jenny Yates reported it appeared that the contractors working for Bloxham School at Dewey Hall had caused damage to the grass verge in Strawberry Terrace. The Clerk confirmed she had highlighted this to Bloxham School and the County Council and would follow it up. **Action TG**

133/13 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS - Prior to the meeting, District Councillors Lynda Thirzie-Smart and Christine Heath had circulated their reports.

Councillor Christine Heath highlighted that she had asked the Leader of Cherwell District Council (CDC), Barry Wood, to follow up on the issue of LAPS and LEAPS (play areas) with CDC officers, as most of the Conservative Group had agreed with her that these could be removed from planning applications, if necessary.

Councillor Heath had also reported the issue of the flood lights at Tudor Hall to Bob Duxbury at CDC because she was not happy with the response from Tudor Hall.

It was also highlighted that the Flood Forum was being held on 1 March 2014 and Councillor Gloria Lester-Steven confirmed that she would be attending.

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

134/13 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.

Councillor Yates highlighted that the Planning Committees' comments relating to planning application 13/01913/F, 28 Chipperfield Park Road, was not an objection.

Resolved that the planning applications be noted.

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- 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) Flooding – Councillor Gloria Lester-Steven reported that Marie Jones had been walking The Slade and emptying the brook, however some of the drains were still full of silt and the tree roots needed to be removed. The Parish Council noted that since Geoff Coles had dug out a pond which drained into the brook, the water was running much more quickly but it was helping to alleviate the flooding issues on Tadmarton Road.

Resolved that the report be noted.

- iv) Miller Strategic Land Appeal – Councillor Jenny Yates reported that CDC had contacted the Parish Council about Section 106 monies relating to this planning application. The Parish Council had been given 24 hours notice to make a decision on allocating £10,000 to a specific project in the village, relating to a community building which would then be part of the Section 106 agreement. Councillor Yates had spoken to Kevin Lerner at CDC and he had obtained details from Carmen Guard about a project at Ellen Hinde Hall which would be included in the agreement, but he would also now include details of proposed projects at the Ex-Serviceman's Hall too.

The Parish Council agreed that this approach to Section 106 allocations was not appropriate and giving the Parish Council 24 hours notice was not an acceptable process.

Councillor Yates reported that there was a meeting with Andy Preston at CDC on Wednesday 12 February 2014 at 2pm to discuss Section 106 monies. The Chairman and Councillors Yates and Phipps would be attending.

Councillor Yates also advised the Parish Council that she had received an email from Caroline Roche at CDC, asking if the Parish Council would be interested in taking over the management of the proposed car park at the Miller Strategic Land site. Councillor Yates felt that Mrs Roche had not been made aware of the attenuation pond which had been proposed to be installed beneath the car park and could see no benefit to the Parish Council taking over this responsibility.

Councillor Yates was thanked for her report.

Resolved that:

- a) the report be noted;
 - b) the Parish Council does not wish to take responsibility for the proposed car park, on the site of the Miller Strategic Land planning application. **Action JY & TG**
- v) Meeting with Nick Boles – Councillor Jenny Yates reported that following the meeting with Nick Boles MP on 12 December 2013, a response had been received. However, the points which Bloxham Parish Council had raised at the meeting, not been addressed, therefore a further letter had been sent to Mr Boles, via Sir Tony Baldry MP.

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Councillor Yates also reported on the Joint Parish Councils meeting with Oxfordshire County Council (OCC), which had been held on 29 January 2014. The notes of the meeting had been circulated to the Parish Council and to all those Parish Council representatives who had attended.

At that meeting, the OCC officers and Councillors had felt that it was a useful exercise meeting with the Parish Councils and it would hopefully continue to happen twice a year. Since that meeting, Bloxham Parish Council had arranged a further meeting with Tom Flanagan on Tuesday 4 February 2014, to discuss the Miller Strategic Land application on Tadmarton Road and Councillor Yates would be asking Mr Flanagan why OCC had not taken into account the cumulative effect of the traffic on the mini island from the Barford Road and Milton Road applications in their submission with regard to Tadmarton Road and why a another traffic study had not been undertaken.

Also with regard to the attenuation pond underneath the car park, Councillor Yates would be asking OCC about the calculations they had used to agree the size on the attenuation pond. The Parish Council felt that the flow and levels of water should to be monitored as this would then the basis for the calculations to establish the size of the pond which would be required.

Councillor Yates also highlighted that the developer would not be paying for the attenuation pond as it was an existing issue and was therefore not liable.

Councillor Yates was thanked for her report.

Resolved that the report be noted.

135/13 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP)

John Groves reported that all of the BNDP documents were available on-line but he circulated one copy of the questionnaire and a copy of the Plan to date.

John reported that CDC had categorised Bloxham as a category one village with sixteen other villages. Therefore, these villages, should only get another 96 houses. However, he had contacted CDC and he was unable to get any assurance that this would not change, so therefore no areas of land had been identified in the Plan, as yet.

The Steering Group would be finalising the questionnaire at its meeting on 4 February 2014 and a Housing Needs Survey was also being incorporated into it. The issue of the distribution was still to be addressed.

The Parish Council also highlighted that the Plan needed to take into account the Disability Discrimination Act when moving forward with the recreational side of the Plan.

John was thanked for his report.

Resolved that the report be noted.

136/13 PARISH COUNCIL MATTERS

- i) Assets Register and Risk Register – Prior to the meeting the Assets Register and the Risk Register had been circulated to the Parish Council.

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Resolved that:

- a) the report be noted; and
- b) the Risk Register and Assets Register be approved. **Action TG**

ii) Committees

- 1) Environment Committee – Councillor David Tyrrell reported there had not been a meeting of the Committee since the last meeting of the Parish Council, However, he had spoken to Nigel Prickett and he was happy to continue with the grass cutting on the basis of a rolling contract and would also cut the hedges at the end of the year.

Councillor Tyrrell reported that a meeting had been held with the grit spreading volunteers on 24 January 2014 and the spreading route had been agreed. One spreader would be stored at Bloxham School's depot on Courtington Lane, however, the other spreader needed to be stored at the other end of the village. It was suggested that the new owners of Virginia House be approached about the storage.

There was also a volunteer who lived near to the Primary School who would spread grit around that area, but he needed a wheelbarrow to be able to do so. It was suggested that one could be borrowed from the School, or the Parish Council could purchase one for him.

Resolved that:

- a) the report be noted;
 - b) Councillor David Tyrrell to contact the owners of Virginia House about the storage of the grit spreader; **Action TG**
 - c) Councillor David Tyrrell to contact the School about borrowing a wheelbarrow, but if there is not one available, one be purchased by the Parish Council; and **Action TG**
 - d) the Clerk to check with Came and Company about the insurance issues around the use of volunteers. **Action TG**
- 2) Resources Committee – It was reported that there had not been a meeting of the Resources Committee since the last meeting of the Parish Council.

The Chairman reported that a special meeting of the Committee had been arranged for Tuesday 25 February 2014 at 730pm to discuss the applications for the New Homes Bonus.

Resolved that the report be noted.

- 3) Planning Committee – Councillor Jenny Yates reported that the terms of reference for the Committee had been amended and had been circulated to the Parish Council for approval.

Councillor Yates also reported that there would be a leaflet drop reminding people about the Miller Strategic Land planning appeal, which was starting on 4 March 2014 for 4 days. The evening session would be held on Wednesday 5 March 2014 from 630pm to 830pm and residents were encouraged to attend.

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Resolved that:

- a) the report be noted;
- b) the terms of reference be approved.

iii) Drop-in and Chat Session – It was reported that no one had attended the last session.

Resolved that:

- a) the report be noted: and
 - b) Councillor Nick Rayner to attend the session on Saturday 8 February 2014 with Councillor Patricia Hopkins.
- iv) Local Government Boundary Commission Consultation – The Clerk reported that the Local Government Boundary Commission was consulting on whether the number of Cherwell District Councillors should be reduced from 52 to 48.

District Councillor Chris Heath reported that the total number of the electorate for the District needed to be known first, so that it could be established what the impact would be on each ward.

Councillor Heath reported that Bodicote Parish Council had recently received some advice on the possible impact of the reduction from 52 District Councillors down to 48 and therefore given the time constraints and the impending deadline, it was agreed that following a discussion with Bodicote Parish Council, the Parish Council's response should be formulated by Councillors Jenny Yates and Michelle Thompson.

Resolved that:

- a) the report be noted; and
 - b) authority be delegated to Councillors Yates and Thompson to formulate the Parish Council's response, following consultation with Nigel Butler and this be submitted to the Boundary Commission. **Action JY & MT**
- v) Annual Parish Meeting (APM) – The Clerk reported that the APM was being held on 12 June 2014 at Warriner School, but no speaker had been booked.

The Parish Council felt that an update on the BNDP would be required and John Groves confirmed that he was available to attend.

Resolved that:

- a) the report be noted; and
- b) John Groves to give an update on the BNDP at the Annual Parish Meeting on 12 June 2014. **Action TG**

137/13 FINANCE

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

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Councillor Gloria Lester-Stevens requested that as she was attending the Flood Forum on 1 March 2014, she would like to be able to claim back her train fare.

Councillors Stephen Phipps and Mary Groves also requested some reams of paper for their printers.

Resolved that:

- a) the following accounts be approved for payment:

Payment	Amount	Cheque no.
Theresa Goss – Salary February 2014	£606.44	610
Theresa Goss – Expenses for February 2014	£17.25	611
Katherine Mills – Salary for January 2014	£140.49	612
Adderbury Parish Council – Stationery	£22.46	613
Royal British Legion – Section 137 Grant	£150.00	614
Oxfordshire County Council Pension Fund	£185.76	615
Town & Country Trees Ltd – Works at Greenhills Park	£660.00	616
Oxfordshire County Council – Room Hire	£13.00	617
St Mary's Thursday Club – Section 137 Grant	£1000.00	618
Mrs J Yates – Planning Resource Fees	£120.00	619

- b) Councillor Gloria Lester-Stevens be reimbursed for the her train fare to the Flood Forum in Oxford on 1 March 2014; and
c) Councillors Phipps and Groves to receive two and one reams of paper respectively.

Action TG

- ii) Bank Reconciliation and Financial Report - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 3 February 2014 for the Bank of Ireland bank accounts.

Resolved that the bank reconciliation be noted.

138/13 VILLAGE MATTERS

- i) Village Groups – Councillor Gloria Lester-Stevens reported that the St Mary's Thursday Club fiancés were not very good at the moment and there were some invoices to be received shortly and this was of concern to the Management Committee. The Club would be submitting an application for some of the New Homes Bonus too.

Councillor Stevens reported that the members of the club were aged from 84-92 years old and were the most isolated and vulnerable people in the community. There were currently 11 members and each member was invited to join following a referral from their GP or the District Nurse. They paid a fee of £6.50 each for their lunch each week.

Councillor Stevens was thanked for her report.

The Chairman reported that there were a number of problems with the Management Committee at Jubilee Park and Hall and as the building and field were owned by the Parish Council, this needed to be addressed urgently.

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The Chairman advised that he was meeting with the former Chairman of the Committee, Scott Cuthbert, on Thursday 6 February 2014. Then there would possibly need to be a special meeting of the Parish Council to decide how to move forward and then a joint meeting with the Management Committee.

He also emphasised that there needed to be more Parish Council representatives on the Management Committee and asked members to bear this in mind.

Resolved that the report be noted.

- ii) The Slade – Councillor Stephen Phipps reported that there were four outstanding items relating to the transfer of The Slade. They were the repairs to the boundary fence, removal of the fallen tree by the culvert and removal of the rubbish, confirmation of the boundary by the brook and the completion of the pre-transfer questionnaire by the County Council.

Councillor Phipps was thanked for his report.

Resolved that:

- a) the report be noted; and
b) Ruth Kerry and Trevor Askew be contacted to establish how the transfer and works were progressing. **Action TG**
- iii) Red Lion – Councillor Mary Groves reported that there had been a number of pledges to the fund for the purchase of the Red Lion, and there would be another big push at a fundraising event on 2 March 2014, being held at Warriner School.

Councillor Groves confirmed that the Steering Group had spoken to the local businesses about their proposals for a hub and were working with them.

It was also reported that the Steering Group did not, as yet, qualify as a legal body and could therefore not apply for the moratorium with regard to stopping the sale of the Red Lion for six months. The Steering Group were looking into other options, however they had to have this in place by 16 February 2014, because initial six week period would then lapse and at that point, no further community right to bid applications relating to the Red Lion could be submitted for 18 months.

Therefore, as a fallback position, if the Steering Group was not able to constitute themselves as a legal body by 16 February 2014 and make the moratorium application, the Group asked if the Parish Council would do so.

The legal advice which Councillor Mary Groves had received stated that there would be no risk to the Parish Council, and submitting the application was merely indicating that it was a potential bidder and the moratorium would then be in place for six months. This would allow the Steering Group more time to raise the necessary funds.

The Parish Councillors were fully supportive of the Steering Group and its plans for the hub, but felt that confirmation was needed that there was no risk to the Parish Council in making this application. However, as there was some urgency around the matter, members felt that the

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Clerk and Chairman should obtain the necessary legal advice and make the decision whether or not to submit the application to CDC.

Resolved that:

- a) the report be noted;
 - b) authority be delegated to the Clerk and Chairman to obtain the necessary legal advice and once assurances have been received that there is no risk to the Parish Council, an application be submitted. **Action MG, TG & GM**
- iv) Emergency Planning – Councillor Stephen Phipps reported that he had updated the Plan and it was ready for submission to the County Council. The three emergency contacts were the Chairman and Councillors Phipps and Yates.

It was also highlighted that there were informal arrangements with regard to the flooding issues on Tadmarton Road and Councillor Gloria Lester-Stevens agreed to share these with Councillor Phipps.

Councillor Phipps was thanked for his work on this issue.

Resolved that:

- a) the report be noted;
- b) the emergency plan details be sent to the County Council; and **Action TG**
- c) the informal flood arrangement details be sent to Councillor Stephen Phipps. **Action GLS**

139/13 CORRESPONDENCE

Countryside Voice was circulated to the Parish Council.

140/13 MEETING DATES

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

- 3 March 2014
- 7 April 2014
- 12 May 2014
- 2 June 2014
- 12 June 2014 (Annual Parish Meeting at Warriner School)
- 7 July 2014
- 4 August 2014
- 1 September 2014
- 6 October 2014
- 3 November 2014
- 1 December 2014

Elections in Bloxham would be held on 22 May 2014.

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(The meeting closed at 9.35pm)

Geoff Mollard, Chairman
3 March 2014

DRAFT