

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 7 July 2014

BLOXHAM PARISH COUNCIL

DRAFT MINUTES OF THE MEETING OF HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 2 JUNE 2014 AT 7.30PM

PRESENT: Councillors Patricia Hopkins, Gloria Lester-Stevens, Stephen Phipps, Nick Rayner, Sue Slater and Jenny Yates.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), District Councillors Christine Heath and Lynda Thirzie-Smart, County Councillor Kieron Mallon and five members of the public.

APOLOGIES: Apologies for absence were received from Councillor Jim Golby and Mary Groves and these were accepted.

1/14 APPOINTMENT OF CHAIRMAN - Councillor Jenny Yates asked for nominations for the position of Chairman for 2014/2015.

Nick Rayner indicated that he would be willing to stand as Chairman for 2014/2015.

Resolved that Nick Rayner be appointed as Chairman for 2014/2015.

2/14 APPOINTMENT OF VICE-CHAIRMAN - The Chairman asked for nominations for the position of Vice-Chairman for 2014/2015. The Parish Council felt that as they would be considering three applications for co-option later in the meeting, this item should be deferred to the meeting on 7 July 2014.

Resolved that this item be deferred to the meeting on 7 July 2014.

3/14 DECLARATIONS OF INTEREST – There were no declarations of interest.

Resolved that the report be noted.

4/14 MINUTES - The minutes of the meeting held on 12 May 2014 were taken as read and duly adopted and signed by the Chairman, with the following amendment:

Resolved that the minutes be approved.

5/14 MATTERS ARISING FROM THE MINUTES 12 MAY 2014

173/13 – Verge Posts – The Parish Council was reminded that the posts were due to be installed by the County Council in the summer.

Minute Number 175/13 - LEAPS and LAPS – Councillor Stephen Phipps asked the District Councillors if there had been any progress with Cherwell District Council's (CDC) policy regarding LEAPS and LAPS. Councillor Lynda Thirzie-Smart advised that CDC were considering amending their policy and would chase up a response to the Parish Council's email which had been sent to District Councillor Barry Wood. **Action LTS**

Urban Reclassification – County Councillor Kieron Mallon agreed to chase up a response from County Officer on this issue. **Action KM**

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176/13 (iv) - Local Heritage Assets - Peter Barwell from Bloxham Museum had kindly helped Councillor Mary Groves with the submission of an application to Cherwell District Council, for the Red Lion gardens. Councillor Groves would now be working with the History Society to register other local heritage assets in the village.

6/14 RESIDENTS' ISSUES – Mr and Mrs McCauley attended the meeting to discuss with the Parish Council, their request for a gas pipe connection from the pipe to Jubilee Hall. The Chairman agreed to bring this item forward.

Councillor Gloria Lester-Steven reported that there were a number of trees overhanging the footpath which were located in the gardens of properties in Winters Way. There was also one property in Kennett Houses and one property in Greenhills Park with similar issues. The Clerk was asked to report write to the residents concerned. **Action TG**

7/14 GAS PIPE FROM JUBILEE PARK – Mr and Mrs McCauley from 1 Barley Croft attended the meeting because they wanted to install gas into their property and requested to have a connection from the existing pipe which serviced Jubilee Hall. They had already requested permission for this and it had been refused by the Parish Council at the last meeting because the original proposed connection point would have been in Jubilee car park. Members had concerns about the impact on the Jubilee Hall car park and access road to Dewey Hall.

The Parish Council reiterated that it had no issues with the connection but did not agree to any work on the access road to Dewey Hall or the Jubilee Hall car park. The members felt the spur should run across the ground at 1 Barley Croft, inside the hedge and across the drive to the bowls club, then turn sharp right to link up to the main pipe in the road of Barley Close. The Parish Council also expected the residents to get the various approvals from the appropriate authorities and land owners.

There were also concerns, from a technical perspective, about whether or not the pipe in the Jubilee grounds could have a spur running from it.

There was also discussion about the access road to Dewey Hall and it had been established that this was owned by the Parish Council and Bloxham School had been granted access to Dewey hall some years ago. An email to confirm this had been sent to Bloxham School that day, but no reply had yet been received.

Mr McCauley also reported that there were overhanging trees from Jubilee Park into his property and he asked for these to be cut back. The Parish Council agreed that it would look into whose responsibility it was and then advise accordingly. However, as it was nesting season, no work could be done until after the summer anyway.

Another resident present at the meeting, Mrs Golby, advised the Parish Council that Mr McCauley had made a hole in the hedge at the side of his property, which bordered with Jubilee Park, so that his builders could pass materials over the fence. This had gone far beyond just trimming and the Parish Council had seen photographs of the damage that had been done to the hedge. In addition, where the builders had parked their van, was on the access road to Dewey Hall and neither the Parish Council nor Bloxham School had given their permission for this.

Mr McCauley advised the Parish Council that he and his wife had not been aware of the builders passing materials over the fence and would ensure that it did not happen again.

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Resolved that:

- 1) the report be noted;
- 2) the spur should not be connected on Parish Council land, specifically Jubilee Park or the access road to Dewey Hall, it should be connected in Barley Close or other suitable site with permissions from the appropriate land owners; and **Action TG**
- 3) responsibility be established as to who is responsible for the maintenance of the overhanging trees. **Action TG**

8/14 CO-OPTION – Following the uncontested election on 22 May 2014, the Chairman reported that there were four vacancies on the Parish Council. Three applications for co-option had been circulated to the members prior to the meeting and these were from Geoff Mollard, Andrew Taplin and Caroline Jones.

All three were proposed and unanimously co-opted on to the Parish Council.

Resolved that Geoff Mollard, Caroline Jones and Andrew Taplin be co-opted onto the Parish Council.
Action TG

9/14 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS - Prior to the meeting, District Councillors Lynda Thirzie-Smart and Christine Heath had circulated their reports. County Councillor Kieron Mallon reported that he currently had no case work for Bloxham.

Councillor Gloria Lester Stevens asked County Councillor Kieron Mallon why the money received by the County Council from the Government for flood defenses was only being allocated to people who were flooded in December 2013. A number of people in the village who usually did get flooded, had tried very hard not to let this happen on this occasion and managed protected their property and now they were not eligible for the grant.

Councillor Mallon suggested that an email was sent to Gordon Hunt, Drainage Engineer at the County Council to find out if this was the case and how it could be appealed.

Councillor Christine Heath reported on the issues at Jubilee Park on the evening of 28 May 2014. There had been a number of young people in the Park, who were drinking and causing a disturbance. The Police had been contacted at about 830pm and no officers came on site until after 11pm, when most of the disturbance had died down. There had been a lot of litter left in the park, including glass bottles and the youngsters were drinking, throwing eggs around the car park and playing loud music from their cars.-

Councillor Heath had been in touch with Thames Valley Police to complain about the poor response. She asked the Parish Council if it wished to make a complaint too, given that this happened on Jubilee Park which was Parish Council owned land.

Resolved that:

- 1) the reports be noted;
- 2) an email be sent to Gordon Hunt about the grants for victims of flooding; and **Action TG/GLS**
- 3) an email be sent to the Area Commander Colin Paine, copied to Sara Thornton and Kath Lowe about the poor response by the Police during the issues at Jubilee Park on 28 May 2014.
Action TG

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10/14 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.

- ii) 14/00761/REM - Bovis Homes Western - OS Parcel 1200 Adjoining and South of St Christopher's Lodge, Barford Road, Bloxham – Councillor Jenny Yates reported that Bovis Homes had still not taken down the sign which had been erected on Barford Road, without permission from Cherwell District Council (CDC). The Parish Council would be following up on this.

Bovis had also submitted their planning application to CDC for the reserved matters. The Parish Council's Planning Committee would be submitting comments on this, which would include comments on play areas, Section 106 monies and the drainage layout. The deadline was 6th June 2014. It would probably be considered by CDC's Planning Committee in August 2014.

Resolved that the report be noted and the Planning Committee submit appropriate comments on the application to Cherwell District Council. **Action JY**

- iii) Local Plan – Prior to the meeting, the Parish Council's submission to the Local Plan inquiry had been circulated to the Parish Council. Councillor Jenny Yates reported that the Parish Council had a seat at the Inquiry table for the morning session on 19 June 2014. This was for the discussion on rural housing.

Councillor Yates reported that the Planning Committee had felt that the Local Plan was sound in principle, but there were a number of issues relating to Bloxham which members felt needed to be brought to the attention of the Inspector.

Resolved that the report be noted.

- iv) Miller Homes and the Attenuation Pond - Councillor Jenny Yates reported that there was a meeting with Miller Homes on 5 June 2014 to discuss their draft plan and the issues with regard to the car park and proposed attenuation pond, underneath the car park. The Parish Council was seeking clarification on the management of the car park and there would be a public exhibition on the full application in July 2014.

Resolved that the report be noted.

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11/14 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP) John Groves was not attendance at the meeting and there was no update. There was a meeting of the Steering Group being held on Tuesday 10 June 2014.

Resolved that the report be noted.

12/14 PARISH COUNCIL MATTERS

i) Appointment of Council Representatives & Committees - The Parish Council discussed the appointments to its Committees and the representatives on the outside bodies.

Resolved that the Appendix 1, as attached to the minutes, be approved.

ii) Committees

1) Environment Committee – There had not been a meeting of the Environment Committee since the last meeting of the Parish Council.

Resolved that the report be noted;

2) Resources Committee – There had not been a meeting of the Resources Committee since the last meeting of the Parish Council. Members were reminded that the next meeting was being held on 26 June 2014.

Resolved that the report be noted.

3) Planning Committee – Prior to the meeting, the minutes of the meeting held on 20 May 2014 had been circulated to the Parish Council.

Resolved that the report be noted and minutes be noted.

iii) Drop-in and Chat – No issues were raised with at the last session and the next session was being held on 14 June 2014.

Resolved that the report be noted;

iv) Jubilee Park Management Committee – Prior to the meeting, the minutes of the Annual General Meeting of the Committee held on 27 May 2014 had been circulated to the Parish Council.

Councillor Jenny Yates reported that prior to the Parish Council meeting, there had been a meeting with the Clerk and she had agreed to continue to support the Committee for a temporary period of the six months. The payments for the additional hours would be made through the Parish Council pay roll and an invoice would be sent to the Jubilee Hall Committee.

It was highlighted that Geoff Mollard had been appointed as Chairman and Christine Heath as Vice-Chairman. A project group, consisting of four Committee members, had also been appointed to investigate improving Jubilee Hall and would be meeting shortly to start the process. It was hoped that the improvements could be funded by the Section 106 monies generated by the new developments in the village.

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Resolved that the report be noted and the Clerk's assistance with the Jubilee Committee be supported.

- v) Annual Parish Meeting (APM) – It was reported that the APM was being held on 12 June 2014 at Warriner School. John Groves would be giving a presentation on the Bloxham Neighbourhood Development Plan.

The previous Chairman, Geoff Mollard, was unable to attend therefore either Councillor Nick Rayner or Councillor Stephen Phipps would chair the meeting and present Geoff's, Chairman's report. It was also suggested that the New Homes Bonus payments be highlighted in the Chairman's report.

Resolved that the report be noted.

13/14 FINANCE

- i) General Power of Competence - Prior to the meeting the Parish Council had received information on the General Power of Competence.

Resolved that Bloxham Parish Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk and has the General Power of Competence.

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

Resolved that the following accounts be approved for payment:

New Homes Bonus Payments	Amount	Cheque No.
Bloxham Ex-Serviceman's Hall	£600	680
Bloxham Museum	£600	681
1st Bloxham Boys Brigade	£2,200	682
St Mary's Thursday Club	£500	683
Bloxham Pre-School	£13,350	684
1 st Bloxham Scout Group	£3,500	685
St Mary's Parish Rooms	£750	686
Bloxham Flower Club	£500	687
Bloxham Village History Club	£240	688
Payments		
Theresa Goss – Salary for June 2014	£598.79	689
Theresa Goss – Expenses for June 2014	£37.21	689
K Mills – Salary for May 2014	£95.06	690
TaxAssist – Payroll charges for 2014/2015	£300.00	691
HMRC – Monthly Payment for Salaries	£157.09	692
Viking – Stationery order	£85.15	693
Oxfordshire County Council Pension Fund	£178.85	694
St Mary's Parish Rooms – Room hire	£105.00	695

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 2 June 2014 for the Bank of Ireland bank accounts.

Resolved that the bank reconciliation be noted.

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- iii) Cheque Signatories – Following the elections, the signatories on the Parish Council bank accounts needed to be amended.

Resolved that Councillors Jim Golby, Patricia Hopkins, Geoff Mollard, Nick Rayner, Sue Slater and Jenny Yates and the Clerk Theresa Goss, all be signatories on the Parish Council bank accounts at the Bank of Ireland. **Action TG**

- iv) Internal Audit Report 2013/2014 – Prior to the meeting, the Internal Auditor's report had been circulated to the Parish Council. No issues had been raised.

Resolved that the report be noted.

14/14 VILLAGE MATTERS

- i) Village Groups – Councillor Gloria Lester-Stevens reported that the St Mary's Thursday Club needed more funds would be undertaking some fundraising activities. The Club also needed a new secretary.

Councillor Patricia Hopkins reported that the Senior Citizens Club was doing well and had recently had a trip to Llandudno.

With regard to Bloxham Recreation Ground Trustees, Councillor Stephen Phipps reported that an email had been received from David Tyrrell advising that there was no need for any Bloxham Parish Councillors to attend their Annual General Meeting on 10 June 2014. Mr Tyrrell had also confirmed that the Recreation Ground had been removed from the SHLAA.

However, the Parish Council felt that as a major financial contributor to the Recreation Ground, two representatives should attend the AGM, as they were entitled to do.

There were a number of issues which the Parish Council needed to discuss with the Trustees, following correspondence with the Trustees earlier this year. A list of questions would be sent to the Chairman, Sarah Tillett, prior to the meeting.

Resolved that:

- 1) the report be noted;
- 2) two Parish Councillors attend the Recreation Ground Trustees AGM on 10 June 2014; and
- 3) a list of questions for the Trustees be emailed to the Chairman, Sarah Tillett, prior to the meeting. **Action TG**

- ii) The Slade – Prior to the meeting, Councillor Stephen Phipps had circulated an update report to the Parish Council. Councillor Phipps reported that along with Councillor Jenny Yates, they would be meeting with the County Council on 3 June 2014 to discuss the transfer.

The Parish Council also thanked County Councillor Kieron Mallon for using some of his Big Society Fund to contribute to the legal costs of the transfer.

Resolved that the report be noted.

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- iii) Red Lion – Councillor Mary Groves was not at the meeting to provide a report, but the Parish Council had been advised that Fullers had received another offer for the Red Lion which was higher than the recommended value. Therefore, the Committee was considering how it would respond.

Resolved that the report be noted.

- iv) Youth Club – Prior to the meeting, Councillor Jenny Yates had circulated the minutes of a meeting with the new volunteers for the Youth Club. Alan Miller had also attended the meeting.

Councillor Yates highlighted that the meeting had been held on 29 May 2014 and it was hoped that the Youth Club would start again in the summer with some “taster” sessions, prior to opening fully later in the year. The Youth Club may need some financial support in the interim whilst they made the necessary arrangements to access the bank account and the Parish Council was happy to assist with this.

The Parish Council also thanked Alison Bentley, Caroline Jones and Sarah Bradford for volunteering to get the Youth Club up and running again.

Resolved that the report be noted.

- v) Electoral Review of Cherwell – The Parish Council was advised that the current ward boundary, which included Bloxham, would probably change and the new ward would increase in size as part of the review. It would also become a three member ward rather than two member. There was a consultation process that ended on 12 July 2014.

Resolved that the report be noted.

- 15/14 CORRESPONDENCE** – The Clerk circulated a copy of the Citizens’ Advice Bureau, Annual Review for 2013.

Resolved that the report be noted.

16/14 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:

- 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

(The meeting closed at 9.45pm)

Chairman
7 July 2014