

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 5 January 2015

BLOXHAM PARISH COUNCIL

DRAFT MINUTES OF THE MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 1 DECEMBER 2014 AT 7.30PM

PRESENT: Councillor Geoff Mollard (Chairman); Councillors Robert Giles, Mary Groves, Patricia Hopkins, Gloria Lester-Stevens, Stephen Phipps, Andrew Taplin 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, Andy Wales, John Groves and one member of the public.

APOLOGIES: Apologies for absence were received from Councillors Jim Golby, Caroline Hone, Nick Rayner and Susan Slater and these were accepted.

87/14 DECLARATIONS OF INTEREST – There were no declarations of interest.

Resolved that the interests be noted.

88/14 MINUTES - The minutes of the meeting held on 3 November 2014 were taken as read and duly adopted and signed by the Chairman.

Resolved that the minutes be approved.

89/14 MATTERS ARISING FROM THE MINUTES 3 NOVEMBER 2014

Minute Number 78/14 (iii) Planning Matters, Meeting with Keith Mitchell – Due to a mix up of venues, the meeting with Keith Mitchell did not go ahead as planned.

Minute Number 81/14 (iv) – Parish Council Grants – The Chairman reported that he had received a visit from David Tyrrell about the Parish Council grant which had been awarded to the Bloxham Recreation Ground Trustees.

Minute Number 82/14 (v) – Remembrance Day – Councillor Jenny Yates reported that the day went smoothly and asked for a thank you letter to be sent to the Smiths for all their help on the day. **Action TG**

Grass Verge on A361 – Councillor Stephen Phipps reminded the Parish Council about the poor condition of the grass verge on the A361 by the speed camera. The Clerk was asked to contact the County Council to find out if the owner of the garage had a right of access over the grass verge and to report the damage that had been done. **Action TG**

Resolved that the reports be noted.

90/14 RESIDENTS' ISSUES – Andy Wales attended the meeting to advise the Parish Council on a community based app. Prior to the meeting, details on the app had been circulated to the Parish Council.

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 5 January 2015

Andy reported that there was currently no national database for clubs and societies and asked whether this was a project which the Parish Council would support.

He advised that the app was similar to Yell but would be maintained by local people and businesses could add their details to it for a fee. It was hoped that the app would then support the local community and local businesses.

The project was self funding and the majority of the profits would go back into the local community and local projects. Bids for the projects would have to be submitted, in a similar way to bidding for any other grant funding.

The company would be a limited company and it was a commercial organisation, but it was still a community venture, with money going back into communities. The database would also be updated every six months and the fee was £25 per year. He believed that this was significantly cheaper than advertising in other publications and on other web sites.

The Chairman thanked Andy for attending the meeting.

Mr Hitchcock addressed the Parish Council on a number of issues. He asked the Parish Council if a drop-kerb could be installed by Strawberry Terrace, whether the speeding on Milton Road had been monitored, where the village defibrillator was stored and why could people not access the Community First Responders themselves, why the St Mary's Thursday Club had been awarded a grant of £1500 when there was only 10 members allowed at any one time, why there was no hearing loop system in St Mary's Parish Rooms, why the Youth Club had been awarded a grant when it maybe closing at Christmas, why did Bloxfest get a grant when as a tax payer he objected to this and there was poor access for the disabled to footpaths around the village.

Mr Hitchcock was advised of the following:

- for a drop-kerbs, a request had to be made to the County Council as this was not an issue which the Parish Council had any power over;
- the issues of speeding on Milton Road had been referred to Thames Valley Police and would be reported to them again;
- defibrillators were only used by the Community First Responders (CFR) when they were contacted via the 999 service to attend an emergency call. They should not be contacted directly and in the event of an emergency, members of the public should always dial 999 in the first instance and the CFR's would then be paged to attend if they were required. This would ensure that there was no delay in the patient receiving the care they needed;
- due to health and safety requirements, the St Mary's Thursday Club was only allowed to have ten members and no more. The Parish Council awarded a grant based on the information provided by the Club and felt it was appropriate to support the most elderly and frail members of the community to ensure that they were able to get out and see other people. Those who attended had to be referred by their GP and there was a waiting list;
- the Parish Council would look into the issue of making the deliberations louder at meetings to support those who were hard of hearing;
- a grant for the Youth Club had been awarded for 2015/2016, however payments would not actually be made until April 2015. If the Youth Club had closed by this date, then the payment would not be made;
- Bloxfest had applied for a grant and the Parish Council was happy to support this local event; and

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 5 January 2015

- the stiles at the entrances to many of the footpaths in the village would soon be changed to kissing gates.

Resolved that:

- a) the report be noted;
- b) a note be included in the Broadsheet about the Community First Responders and the use of the defibrillator;
- c) investigations be made into how meetings can be louder and clearer to assist those who are hard of hearing; and **Action GM/TG**
- d) the community based app be discussed at the next meeting. **Action TG**

91/14 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS - Prior to the meeting, District Councillor Lynda Thirzie-Smart had circulated her report to the Parish Council.

District Councillor Christine Heath reported that she would be assisting with the issues relating to the residents at Cumberford Close and would chase this up with Housing officers at Cherwell District Council.

Councillor Mallon circulated to the Parish Council, a letter from Bev Hindle who was the Deputy Director of Strategy and Infrastructure Planning at Oxfordshire County Council. Bev was responding to the request from the Parish Council that parking allocation to houses in Bloxham be classified as rural and not urban. He stated that it was not feasible or appropriate from a resourcing perspective to undertake a change to the Parking Standards and would not be reclassifying Bloxham as rural. The Parish Council was very unhappy with this response and again, found OCC's response very frustrating.

Councillor Kieron Mallon also reported that due to budgetary restrictions, the County Council would not be able to contribute to the Lengthsman Scheme. Councillor Jenny Yates thanked Councillor Mallon for looking into this matter but emphasised that it was a shame the County Council couldn't assist the Parish Council, as other County Councils around the country had been able to assist their own parishes.

With regard to the outstanding issues in Bloxham, Councillor Mallon had contacted Mark Kemp and Lisa Michelson and a meeting would be held in the New Year.

Resolved that the reports be noted.

92/14 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.

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 5 January 2015

Resolved that the results of the planning applications determined by Cherwell District Council, be noted.

iii) Planning Matters – Councillor Jenny Yates updated the Parish Council on the following items:

- Update on CDC's Local Plan - The Local Plan Inquiry was due to start on 9 December 2014 and would last until 23 December 2014. The Parish Council would be addressing the Inquiry on 18 December 2014.
- Local Heritage Assets (LHA) – Councillor Jenny Yates reported that the Parish Council needed to identify and nominate all Ridge and Furrow fields surrounding Bloxham as LHA's. Due to the current workloads of the Parish Councillors, it was suggested that residents could be asked to assist with this project.

Resolved that:

- a) the report be noted; and
- b) residents be asked if they could assist with the Local Heritage Assets Project. **Action TG**

93/14 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP) – Prior to the meeting the draft BNDP and summary sheet had been circulated to the Parish Council.

John Groves reported that the draft Plan had almost been completed and the six week consultation period would be starting on 10 January 2015. It would be launched at the Drop-In and Chat session at the Ex-Serviceman's Hall.

It had been reported in the December issue of the Broadsheet, that comments on the consultation could be submitted in December. However, as the consultation period would now be starting on 10 January 2015, anyone who wished to make comments prior to that date, would need to re-submit them in January.

John also reported that the Parish Council had received grant funding for consultation work, however, this had to be spent by 31 December 2014. Therefore, it was requested that Tony Burton Consulting Limited be given an advanced payment of £2000 for work which he would carry out by the end of March 2015.

With the Parish Council's permission, John would also be engaging Sustrans to carry out a survey of the footpaths in the village and the cost of this would be £3000, which would be met from grant funding. This did not include public rights of way.

It was also reported that there would be an amendment to the Plan with regard to green areas. It had been decided that five green areas within the village should be nominated in the Plan to give them a protected status. They were Jubilee Park, the Recreation Ground, Red Lion Gardens, Bloxham School cricket ground and the rugby fields up to Hobb Hill. As this was a recent change, there was currently no evidence that residents wanted these to be protected, so a separate evidence gathering exercise would be undertaken, probably in the form of a mini questionnaire.

Resolved that:

- 1) the report be noted;

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 5 January 2015

- 2) the draft BDNP be approved for consultation, starting on 10 January 2015;
- 3) the payment of £2000 to Tony Burton Consulting Limited be approved, noting that this is an advance payment for work he will carry out before the end of March 2015; and
- 4) the work by Sustrans on the village footpaths be approved.

94/14 PARISH COUNCIL MATTERS

i) Committees

- 1) Environment Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council. The meeting scheduled for 27 November 2014 had been cancelled.

Resolved that the report be noted.

- 2) Resources Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council.

Resolved that the report and minutes be noted;

- 3) Planning Committee – Prior to the meeting, the minutes of the meeting held on 10 November 2014 had been circulated to the Parish Council. The minutes of the meeting held on 26 November 2014 would be circulated shortly.

Chairman of the Planning Committee, Councillor Jenny Yates, highlighted the report from John Wyatt at the last Parish Council meeting with regard his request receive support from the Parish Council with regard condition 10 of his planning approval. The Parish Council had contacted Cherwell District Council and they had agreed to amend this condition as it had been badly worded.

With regard to planning application 14/01425/F, Clyston, Banbury Road, Bloxham for the demolition of outbuildings and construction of single and two storey extension, Councillor Yates reported on a phone call from the Banbury Guardian. The previous owner of this property had rung the Banbury Guardian and told their reporters that the outbuilding on the site, used to be a deeds office for Bloxham brick works and as it was in the conservation area, it should not be knocked down.

The Parish Council nor the District Council were aware of the deeds office and after some investigations, there appeared not to be any evidence to support this. The only person who seemed to be aware of it, was the previous owner and none of the neighbours had raised this issue. The History Society was also not aware of this building.

Resolved that the report and minutes be noted.

- ii) Drop-in and Chat – The last session of the Drop-In and Chat, had been held on Saturday 8 November.

Councillor Mary Groves advised that a resident had attended this session to report concerns about potholes in the village and also the state of the pavements in Chapel Street. The Chairman advised that he had already met with Thames Water to raise the issue of the pavements in Chapel Street and these had also been reported to Oxfordshire County Council.

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 5 January 2015

The Clerk reported that she had contacted the County Council about the repairs to the potholes because footpaths and highways was their area of responsibility.

Resolved that:

- 1) the report be noted;
 - 2) the Councillors attending the next session be included on each agenda; and **Action TG**
 - 3) the resident be written to and advised of the action which has been taken. **Action TG**
- iii) Jubilee Park Management Committee – The next meeting of the Committee was being held on Tuesday 9 December 2014.

The Chairman of the Committee, Geoff Mollard, reported that a lot of had been work going on at the Hall. This included a new web site and the on-line bookings would also be available shortly, an energy audit was being completed on 12 December 2014 which would then allow the Committee to access grant funding for works to the building and a number of building repairs were scheduled to be completed too. The works to the play area had also recently been completed.

The Chairman reported that the Committee and the Project Team were all working very well.

Resolved that the report be noted.

95/14 FINANCE

- 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:

Payments	Amount	Cheque No.
Theresa Goss – Salary for December 2014	£728.85	757
Theresa Goss – Expenses for December 2014	£31.78	757
Katherine Mills – Salary for November 2014	£167.64	758
HMRC – Monthly Payment for Salaries	£254.79	759
Oxfordshire County Council Pension	£223.06	760
Geoff Mollard – Expenses to Training Course	£40.50	761
David Clacy – Repairs to play area bench at Jubilee Hall	£82.00	762
Tony Burton Consulting LTD – BNDP	£2000.00	763
Cherwell District Council – Remembrance Day Road Closure	£91.92	764
Oxon County Council – Room Hire	£39.00	765
Gardening Club – Shrubs/plants for village planters	£41.90	766
N R Prickett – Grass Cutting for November 2014	£774.00	767
Reids Playground Maintenance – Jubilee Park Play Area works	£2329.20	768

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 1 December 2014 for the Bank of Ireland bank accounts.

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 5 January 2015

Resolved that the bank reconciliation be noted.

96/14 VILLAGE MATTERS

- i) Village Groups – There were no matters to report.

Resolved that the report be noted.

- ii) The Slade – Councillor Stephen Phipps reported that he was still waiting for the County Council to complete the outstanding works prior to the transfer being completed.

It was also highlighted that another outstanding issue was that the attenuation pond on the Miller Homes site which would empty out up-stream from The Slade and could potentially cause flooding issues in Brookside Close.

Resolved that the report be noted.

- iii) Red Lion – Councillor Robert Giles reported that he had attended the Committee meeting on 8 November 2014. There had been a number of offers of help once the site had been purchased and it was still a possibility that the Committee could raise the funds to purchase the site.

There were also health and safety concerns with the site now that it was unoccupied. Rats had been reported on the site as well as the access being blocked off.

Resolved that the report be noted.

- iv) Youth Club – As Councillor Caroline Hone was not present, there was no report with regard to the Youth Club.

Resolved that the report be noted.

- v) First Aid – The Clerk reported that she had contacted Beth Elger from St John Ambulance about running a first aid course in the village.

St John Ambulance could run either essential first aid adult resuscitation only, or essential first aid resuscitation of adults, children and babies. It was a 3 hour course and the minimum number was 6 and maximum number was 14, per course.

The Parish Council had to supply the venue and the cost was £115 plus £5 per person. There was no mention of the course being run free of charge.

The Parish Council felt that in the first instance, one course should be run and more would be considered if there was sufficient demand.

Resolved that:

- a) the report be noted;
- b) a 3 hour course on essential first aid resuscitation of adults, children and babies be arranged for a Saturday morning at the Ex-Serviceman's Hall; and **Action TG**
- c) the Parish Council will meet the costs of the course and the venue and residents be asked to contribute £5 each. **Action TG**

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 5 January 2015

- iv) Bridges – The Parish Council discussed the number of bridge failures in the area in recent months and whether these were monitored by the County Council. There was also works being carried out at South Newington.

Resolved that the report be noted.

- v) Christmas Lights – The Chairman reported that the John Wyatt had kindly donated and erected the Christmas tree, but it now needed some lights. The Councillors felt that basic LED battery powered lights would be sufficient.

Also, with regard to the Christmas tree in St Mary's Church, the Parish Council had been asked if it would like to purchase the tree at a cost of £20, once the decorations had been taken down on 8 December 2014.

Resolved that:

- a) the report be noted;
b) lights for the Christmas tree be purchased; and
c) Alison Stevens be offered first refusal on the purchase of the Parish Council's Christmas tree. **Action TG**
- vi) Manual Grit Spreader – The Chairman reported that the Parish Council had two manual grit spreaders stored at Bloxham School's depot on Courtington Lane, but there were no volunteers to operate them, should the need arise.

Bloxham School had been asked to assist but they did not have the available resources.

Members felt that a note should be circulated to the village asking for volunteers.

Councillor Andy Taplin volunteered to take the lead and liaise with the volunteers, once they had been recruited.

Resolved that:

- a) the report be noted; and
b) a note be circulated in the village via the web sites and Facebook asking for volunteers to assist with the grit spreading. **Action TG**

97/14 CORRESPONDENCE - There were two items of correspondence from the CPRE.

Resolved that the report be noted.

98/14 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 (unless stated otherwise) in St Mary's Parish Rooms, Bloxham, and reference should be made to the agenda prior to the meeting:

- o 5 January 2015
- o 2 February 2015

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 5 January 2015

- 2 March 2015
- 13 April 2015
- 23 April 2015 (Annual Parish Meeting, venue to be confirmed)
- 11 May 2015
- 1 June 2015

(The meeting closed at 9.50pm)

Chairman
5 January 2015

DRAFT