

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 2 February 2015

BLOXHAM PARISH COUNCIL

DRAFT MINUTES OF THE MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 5 JANUARY 2015 AT 7.30PM

PRESENT: Councillor Geoff Mollard (Chairman); Councillors Robert Giles, Jim Golby, Mary Groves, Caroline Hone, Patricia Hopkins, Gloria Lester-Stevens, Andrew Taplin, Susan 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, John Groves and one member of the public.

APOLOGIES: Apologies for absence were received from Councillors Nick Rayner and Stephen Phipps and these were accepted. Parish Councillor Caroline Hone was not present.

99/14 DECLARATIONS OF INTEREST – There were no declarations of interest.

Resolved that the interests be noted.

100/14 MINUTES - The minutes of the meeting held on 1 December 2014 were taken as read and duly adopted and signed by the Chairman.

Resolved that the minutes be approved.

101/14 MATTERS ARISING FROM THE MINUTES 1 DECEMBER 2014

Minute Number 96/14(v) – First Aid Course – The Clerk reported that the first aid course had been arranged and would be run by St John's Ambulance on Saturday 21 March 2015, from 10am to 1pm at the Ex-Serviceman's Hall. The course would cost the Parish Council £135 and then each attendee would need to pay £5 each. The Clerk would now advertise the course around the village. Should there be a huge demand for the course, further dates would be investigated.

Minute Number 89/14 Grass Verge on A361 – The Clerk reported that Kathryn Gash from the County Council Highways had been in touch with the resident concerned and the area of grass would be reseeded in the spring.

Resolved that the reports be noted.

102/14 RESIDENTS' ISSUES – John Wyatt attended the meeting and thanked the Parish Council for its help and support with regard to the conditions attached to his planning permission. This had now been resolved and the traffic and parking would only be an issue if at a later date, Mr Wyatt applied to Cherwell District Council for more retail use from his site. Mr Wyatt had already been monitoring the traffic problems on Ells Lane and submitted some photographs to the Parish Council.

The Chairman thanked My Wyatt for the village Christmas tree and advised that the lights would be taken down the following day, and the tree could then be removed.

Resolved that the report be noted.

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103/14 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS - Prior to the meeting, District Councillor Lynda Thirzie-Smart and County Councillor Kieron Mallon had circulated their reports to the Parish Council.

Councillor Mallon asked the Clerk to forward to him, the list of outstanding issues within Bloxham. Following his meeting with County Council officers on 13 January 2015, he would then convene a meeting with the Parish Council to discuss how they would be progressed.

Councillor Mallon also highlighted the recent issue of Members' Allowance at the County Council. The Independent Panel who reviewed the allowance on behalf of the County Council, recognised that allowances had not been increased for a long time and subsequently recommended a 19% increase. Although this had been approved by the County Council, Councillor Mallon and five other County Councillors would not be accepting the increase.

District Councillor Christine Heath reported that the issues with the elderly residents in Cumberford Close had been investigated by Housing officers at Cherwell District Council and the matter was now with Social Services.

The Councillors were thanked for their report.

Resolved that the reports be noted.

104/14 ELECTORAL REVIEW – Prior to the meeting, the recommendations from the Local Government Boundary Commission had been circulated to the Parish Council. Their recommendations were that Cherwell should now have 48 Councillors and there be three Councillors per ward.

The recommendations from the Local Government Boundary Commission also stated that Bloxham would now be in a Ward with Adderbury and Bodicote.

However, members felt that the proposals which the Parish Council had submitted during the first round of the consultation process, which recommended that Bloxham be in a Ward with Bodicote Village, Milton, Milcombe, Wiggington, South Newington and Hook Norton should be re-submitted.

This recommendation from the Parish Council reflected the impact and overload of the A361 which was of major concern to all villages listed, the villages shared the same school catchment area and the villages of Bloxham, Milcombe and South Newington were in the same Beniface.

Therefore, members felt that this submission should be re-submitted to the Boundary Commission as part of the consultation process.

Resolved that:

- 1) the report be noted; and
- 2) the comments be re-submitted to the Boundary Commission stating that Bloxham be in a Ward with Bodicote Village, Milton, Milcombe, Wiggington, South Newington and Hook Norton because this reflected the impact and overload of the A361 which was of major concern to all villages listed, the villages shared the same school catchment area and the villages of Bloxham, Milcombe and South Newington were in the same Beniface. **Action TG**

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105/14 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. It was also reported that Miller Strategic Land had submitted another planning application for Tadmarton Road with regard to the reserved matters relating to the outline permission which had already been granted.

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

- Local Plan Examination – Prior to the meeting, Councillor Jenny Yates had circulated a report with regard to the Local Plan Examination which had been held from 9 December 2014 to 23 December 2014.

There were two outstanding questions from the Parish Council that had remained unanswered and these were submitted again. The Inspector had instructed Cherwell District Council to provide a response by the 6 February 2015.

Adrian Colwell had also agreed to meet with the Parish Council in early January 2015, to discuss the sustainability criteria.

The Chairman thanked Councillor Yates for her report.

Resolved that the report be noted.

- Travel Survey - Prior to the meeting, Councillor Jenny Yates had circulated a report with regard to travel survey, which was being undertaken in conjunction with South Newington and Milcombe Parish Councils. The cost for this survey was around £500 and would be split between the three Parish Councils.

The Chairman thanked Councillor Yates for her report.

Resolved that the report be noted.

106/14 BLOXHAM NEIGHBOURHOOD DEVELOPMENT PLAN (BNDP) – Prior to the meeting, John Groves had circulated a 'round up' of the consultation launch.

John reported to the Parish Council on the timings of the launch, the main policy points and the launch of the consultation.

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John highlighted that the Plan would be launched on 10 January 2015 and would be available for consultation for a period of 6 weeks. It would then take around 4 to 6 weeks to re-write the Plan based on the comments which had been received. Each comment would be looked at individually and reasons would be stated as to why it had or had not been included in the Plan.

The revised Plan would then need to be approved by the Parish Council, followed on by another consultation period of 6 weeks. The Plan and any additional comments would then be submitted to Cherwell District Council for examination by a Planning Inspector. If the Plan passed the examination, it would then go to a village referendum.

John then gave the Parish Council a copy of the policies contained within the Plan and gave more details on the launch of the consultation.

John was thanked for all his hard work on the Plan.

Councillor Jenny Yates advised the Parish Council that the leaflets which would be delivered to all residents in the village, would be available for collection by distributors at the 'drop-in and chat' session on Saturday 10 January 2015.

Resolved that the report be noted.

107/14 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.

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 be noted.

- 3) Planning Committee – Prior to the meeting, the minutes of the meeting held on 11 December 2014 had been circulated to the Parish Council.

Councillor Jenny Yates highlighted three recommendations which had been made to the Parish Council by the Planning Committee.

The first recommendation was with regard to a presentation which the Committee had received from the Chair of Governing Body at Bloxham Primary School regarding the proposed development behind Courtington Lane and the consequent provision of land to the Primary School.

The Parish Council discussed the issues but it was felt that it could not support a proposal for more housing development in the village and if the development resulted in a bigger school, it would mean that the feel of a rural school would be compromised. The proposal was also not in-line with the Bloxham Neighbourhood Development Plan and for all these reasons, the Parish Council did not wish to receive a presentation on the proposals.

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Councillor Jenny Yates then highlighted the recommendation from the Planning Committee, with regard to the presentation it had received from Esther Rolls at Warriner School, about the proposal for a multi-sports facility. The Parish Council agreed to invite Esther Rolls to the next Parish Council meeting.

With regard to the recommendation on responding to the recent communication from OCC on the capacity of parking for new developments, this would be discussed again by the Planning Committee, therefore the Parish Council did not need to take any action.

Resolved that:

- a) the report and minutes be noted;
 - b) the Parish Council does not receive a presentation by the Bloxham Primary School Governing Body with regard to a proposed development at the rear of the School;
Action GM/JY/TG
 - c) Esther Rolls from Warriner School be invited to the meeting on 2 February 2015 to present information on the proposal for the multi-sports facility. **Action TG**
- ii) Drop-in and Chat – The last session of the Drop-In and Chat, had been cancelled due to a double booking at the Ex-Serviceman's Hall.

Resolved that the report be noted.

- iii) Jubilee Park Management Committee – Prior to the meeting, the minutes of the meeting held on 9 December 2014 had been circulated to the Parish Council. Also circulated, were the estimates for phase 1 of the refurbishment works at the Hall.

The Chairman highlighted that the bookings for the Hall would soon be available on-line and would be managed by Charlotte Simms.

The Chairman then asked the Parish Council to consider the estimates for phase 1 of the refurbishment works. The estimated costs of this work would be around £20,000. This would be funded from the New Homes Bonus and Section 106 monies and was an interim measure leading to a future rebuild of the Hall.

The Parish Council thanked the Chairman for all his work at Jubilee Hall and the progress which had been made.

Resolved that:

- 1) the report be noted;
 - 2) the expenditure for the refurbishment of the Hall be approved; and
 - 3) contact be made with Philip Rolls at Cherwell District Council with regard to accessing the Section 106 funds. **Action TG**
- iv) Standing Orders – Prior to the meeting, the Clerk had circulated an amended copy of the Standing Orders. An amendment was necessary due to a change in legislation, which meant that the recording of Parish Council meetings was now permitted, without the written consent of the Council and the Standing Orders needed to be amended to reflect this change.

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Resolved that the Standing Orders be approved. **Action TG**

- v) Risk Assessment and Assets Register – Prior to the meeting, the Parish Council's Risk Assessment and Assets Register had been circulated to the Parish Council.

Resolved that the Risk Assessment for 2014/2015 and Assets Register 2014/2015 be approved. **Action TG**

- vi) Christmas Tree Festival – The Parish Council expressed its thanks to Alison Stevens for her work dressing the Parish Council's Christmas Tree, as part of the festival at St Mary's Church.

Resolved that the report be noted and a thank you letter be sent to Alison Stevens. **Action TG**

- vii) Parish Transport Representative - Councillor Jenny Yates asked the Parish Council if it would like to have a parish transport representative.

Resolved that no appointment be made.

- viii) Wild Oxfordshire - Councillor Jenny Yates asked the Parish Council if it would like to invite a representative from Wild Oxfordshire to make a presentation at a future meeting. This organisation may be able to assist the Parish Council with The Slade and possibly advise on how to access funding too.

Resolved that Wild Oxfordshire be invited to attend a future meeting. **Action TG**

- ix) Parish Polls – Prior to the meeting, the Parish Council had received a copy of the Department for Communities and Local Government (DCLG) consultation paper with regard to Parish Polls. The Clerk explained what was being proposed and she was asked to formulate a response on behalf of the Parish Council.

Resolved that a response be submitted to the DCLG supporting the changes to Parish Polls. **Action TG**

- x) Learning Disability Service – Councillor Jenny Yates asked the Parish Council if it would like to make a submission as part of the consultation on the Learning Disability Service.

Resolved that no comments be made on the Learning Disability Service.

108/14 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 January 2015	£657.80	771
Theresa Goss – Expenses for January 2015	£43.54	771
Katherine Mills – Salary for December 2014	£154.40	772
HMRC – Monthly Payment for Salaries	£210.99	773

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Oxfordshire County Council Pension	£198.86	774
Stephen Phipps – Christmas Tree Lights	£34.99	775
Stephen Phipps – Ink for printer	£53.99	775
Alison Stevens – Christmas Tree Decorations	£54.54	776
Bloxham Mill Business Centre – Room Hire	£118.50	777
Star Fireworks – Maroons for Remembrance Day	£204.00	778
St Mary’s Parish Rooms – Room Hire	£95.00	779
Rural Works – Tree works in the Village	£810.00	780
Sustrans Ltd - Walking and cycling audit for BNDP	£3000.00	781
John Groves – BNDP Advertisement	£291.60	783
Haymarket Media Group Ltd – Planning Resource Subscription	£135.00	784

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 5 January 2015 for the Bank of Ireland bank accounts.

Resolved that the bank reconciliation be noted.

- iii) Grass Cutting Contract 2015-2018 – Prior to the meeting a quote from Mr N Prickett had been received for the grass cutting contract for 2015-2108. The Chairman and Councillor Nick Rayner had also met with Mr Prickett to discuss the contract.

The Parish Council felt that he had done a very good job with the grass cutting for the last 12 months and would be happy for him to undertake the contract for the next 3 years.

Resolved that the grass cutting contract running from 1 April 2015 to 31 March 2018 be awarded to Mr N Prickett. **Action TG**

- iv) Budget 2015/2016 – Since the meeting in November 2014 when the budget for 2015/2016 had been approved, there had been a few minor changes and these also needed to be approved. The amended budget had been circulated to the Parish Council prior to the meeting.

Resolved that the amended budget for 2015/2016 be approved and the precept figure remains at £64,102 for 2015/2016. **Action TG**

- v) Bloxham Recreation Ground – The Chairman reported that David Tyrrell had spoken to him on behalf of the Bloxham Recreation Ground Trustees. There did not appear to be any agreement from the Trustees with regard how the Parish Council grant for 2015/2016 should be spent and there was certainly no acceptance of the conditions which had been applied.

The Parish Councillors felt that to progress this matter, they would like to speak directly to the Trustees to try and resolve the situation and the Clerk was asked to write to them individually and arrange this.

Resolved that:

- 1) the report be noted; and
 - 2) individual letters be sent to the Trustees inviting them to a meeting with the Parish Council.
- Action JY/GM/TG**

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109/14 VILLAGE MATTERS

- i) Village Groups – Councillor Gloria Lester-Stevens reported that she would be attending a meeting with the Thursday Club on Thursday 15 January 2015.

Resolved that the report be noted.

- ii) The Slade – Prior to the meeting, Councillor Stephen Phipps had circulated a progress report with regard to The Slade. The report covered the works which were still to be completed by the County Council and the legal issues.

Resolved that the report be noted and this be followed up with County Councillor Kieron Mallon, OCC officers and the Parish Council's solicitor. **Action TG**

- iii) Red Lion – Councillor Robert Giles reported that there would be public meeting on 8 February 2015 at 5pm at Warriner School. Fullers had now set an asking price of £400,000, however it was felt this was still an over valuation of the building and the site.

So far £160,000 had been raised by the village and there would be another push for donations at the public meeting.

Nicole Hamilton and Brian Auld had both stepped down from the Steering Group for family and work related reasons but were still available to the Red Lion Steering Group in an advisory capacity. This meant that more volunteers were now needed to join the Steering Group.

It was also hoped that shares would be issued shortly.

Resolved that the report be noted.

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

Resolved that the report be noted.

110/14 CORRESPONDENCE - A copy of the LCR magazine was circulated to the Parish Council.

Resolved that the report be noted.

111/14 PUBLIC AND PRESS

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 111/14 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

112/14 CLERK AND ADMINISTRATION ASSISTANT – Prior to the meeting, the revised salary scales for 2014-2016 produced by the National Joint Council for Local Government had been circulated to the Parish Council. The salaries for the Clerk and the Administration Assistant needed to be amended to reflect these increases.

Resolved that the increases be approved applied from 1 January 2015. **Action TG**

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113/14 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:

- 2 February 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 10.15pm)

Chairman
2 February 2015