

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 9 May 2016

BLOXHAM PARISH COUNCIL

DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS BLOXHAM ON MONDAY 4 APRIL 2016 AT 7.30PM

PRESENT: Chairman, Councillor Geoff Mollard; Councillors Mary Groves, Gloria Lester-Stevens, Stephen Phipps, Nick Rayner, Gillian Roberts, Sue Slater, Tom Smith, Andrew Taplin and Jenny Yates.

ALSO IN ATTENDANCE: Katherine Mills (Administration Assistant), District Councillor Christine Heath, and six members of the public.

APOLOGIES: Lynda Thirzie Smart, Theresa Goss (Clerk & RFO)

The Chairman welcomed everyone to the meeting and reminded the Councillors and the public that recording of the meeting was permitted. However, he asked that should anyone wish to record the proceedings, could they please advise the Parish Council so that this could be facilitated.

158/15 DECLARATIONS OF INTEREST – There were no declarations of interest.

Resolved that the report be noted.

159/15 MINUTES - The minutes of the meetings held on 7 March 2016 were taken as read and duly adopted and signed by the Chairman.

Resolved that the minutes be approved.

160/15 MATTERS ARISING FROM THE MINUTES 7 MARCH 2016

i) Minute 144/15 Residents issues Safeguarding policy. Cllr SP confirmed that the Clerk could now take action to proceed with the DBS for Marie Jones, David Yates and Keith Bennett.

Action: TG

ii) Minute 147/15 i) Public right of Way Queens Street – it was agreed that the Clerk would pass all information from Mrs.Moyses to County Cllr Mallon.

Action: TG

Resolved that the Clerk would proceed with the DBS and the information from Mrs.Moyses be passed on to County Cllr Mallon.

161/15 RESIDENTS' ISSUES –

i) Resident Mr.Smith, who had suffered flooding to his property before Easter, addressed the council. Mr.Smith advised that the current drainage system was not able to cope with flood water. Bloxham School had installed a new drainage system which had been effective until the recent heavy rain. The new system had worked well but had filled up the underground drainage and overwhelmed the old culvert in Courtington Lane. Water had come back up through the drains leading to further flooding. A Thames Water engineer had confirmed the culvert had been adopted by Thames Water and advised the flooding was due to "hydraulics" and the drains were up to capacity and could not cope. Residents Mr.Smith and Mrs. Baxendine felt this was a problem for the whole village as it develops and grows.

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Mr. Smith had received email from Oxfordshire County Council (OCC) to discuss responsibilities for drainage. Mr. Smith advised that flood protection for individual properties was a short term solution and a responsible solution for whole village was needed.

Mr. Smith welcomed any support from the council to help residents understand their legal rights and possible actions to improve the situation. Mr. Smith was aware of grants that may be available from OCC for flood protection. The council advised that the Environment Agency also gave out flood warnings in advance by text or email which could assist with residents needing to install flood doors or sand bags.

Cllr JY stated that the situation highlighted the need for an up to date community plan for Bloxham and advised that £20,000 would be available to the PC via the plan that could be used for flood defence systems. There was a need to be clear about what OCC would be prepared to do in the future and which areas of gully clearance may be passed from OCC to the Parish Council possibly without funding. The council had requested a report from Thames Water and the fire brigade, they should be available shortly.

Cllr CH reported that the roadside gulleys on the High Street were not emptied by OCC due to parked cars. A resident had offered to put out cones the day before to stop parking but OCC had not agreed. Cllr CH would speak to County Cllr Kieron Mallon regarding the issue.

Action: CH

Resolved that the Parish Council would prepare an updated Community Plan and that Cllr CH would speak to County Cllr Mallon regarding roadside gulleys.

- ii) Resident Mr. Andrews, addressed the Parish Council regarding the possible purchase, rent or lease of a small piece of the land at the entrance to the Slade that was adjacent to the residents garden in Hyde Grove. The council discussed the matter and it was suggested that, councillors should view the area in question before a decision was made. Mr. Andrews expressed his appreciation of the Councillors comments.
- iii) Resident Mr. Wyatt reported that all trade at Ells Lane nursery had recently been to trade customers but was now also available to retail trade for the rest of season; Mr. Wyatt hoped for support from the council and invited any questions. A Cllr queried if the nursery was open from 9am - 5pm every day and My. Wyatt confirmed this was the case until the end of the season.
- iv) A resident had raised the issue of the broken planter at the entrance to village. Cllr TS would carry out the necessary repairs.

Action: TS

A resident of Humber Street had raised the issue regarding parking in Humber Street and it was confirmed that all Councillors were aware of the response from OCC.

Resolved that the reports be noted.

162/15 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

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- i) Cllr CH has a council meeting on the evening of the Bloxham APM but would try and attend the APM and would send a report.
- ii) A report from District Cllr Lynda Smart had been circulated prior to the meeting.

Resolved that the reports be noted.

163/15 PLANNING

- i) A report on the planning applications considered by the Parish Council's Planning Committee and the decisions made by Cherwell District Council had been circulated to the Parish Council prior to the meeting and could be accessed by Councillors in Dropbox.

Minutes of the Planning Committee meetings were available on the Parish Council web site and all comments on planning applications were also available to view on CDC's planning portal.

Resolved that the planning applications and decisions be noted.

- ii) Planning Matters – Councillor Sue Slater gave an update on the following planning applications:

- 14/01017/OUT, Milton Road (Miller Homes) – the new amended plan would be reviewed at the next Planning meeting on the 12 April and a response would be sent by the Planning committee.
- 14/01634/REM, Land to the rear and north of 29 to 33 Quarry Close, Bloxham (Miller Homes) – the initial conditions had been discharged and the remaining were being addressed.
- 14/00761/REM, Wellington Park, Barford Road (Bovis) – the Planning committee was waiting for feedback from John Westerman and Case Officer regarding the variation between shared ownership and rented. Cllr SP advised the grass verge had been turfed and reseeded but another part of the grass verge and tarmac had been damaged. The Clerk had contacted CDC and Cllr Mallon was also aware of the situation. Gordon Kelman at OCC should be advised that the ditch in the front of the development was being eroded and partly filled in and the Clerk would follow this up. **Action: TG**
- 15/01528/F, Church Street, Bloxham (Taylor Wimpey) – the present application had been withdrawn.

Resolved that:

- 1) the reports be noted;
- 2) That the Clerk would contact OCC regarding the ditch on Barford Road

The Chairman thanked Councillor Sue Slater for her reports.

- iii) Bloxham Neighbourhood Development Plan (BNDP) – Cllr SS advised the plan was now with the examiner.

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Resolved that the report be noted.

- ix) Flooding in Bloxham – see item 161/16 i)

164/15 PARISH COUNCIL MATTERS

- i) Co-optio to Parish Council Vacancy – The Parish Council considered two applications for co-optio onto the Parish Council. The applications were from Steve Cragg and Mike Hawtin who were present at the meeting, invited by the Chair.

Steve Cragg was a new resident and was keen to contribute to the community. Mike Hawtin had lived in Bloxham for 17 years and had retired at Christmas so would have more spare time to commit to the Parish Council.

Cllr SS, Chair of the Planning committee, invited Steve Cragg and Mike Hawtin to the Planning committee meeting on Tuesday 12th April. The Administration Assistant would advise them of the meeting details.

Action: KM

- ii) Committee Minutes and Recommendations.

- 1) Environment Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council. Cllr JY requested that the Community Plan be on the next agenda. Cllr CH requested a copy of any reports received from Thames Water.
- 2) Resources Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council.
- 3) Planning and Strategy Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council.

Resolved that the reports be noted.

- iii) Section 106 Working Group – Cllr JY reported that to date only two volunteers had come forward. There would need to be representatives from the Jubilee Park, the recreation ground and the Bloxham Football Club as well as two or three Cllrs from the Parish Council. Funds were available and the group needed to review how to allocate the funds. It was agreed to defer the item to the next meeting when new Cllrs may have been co-opted. It would also be mentioned at the Parish Council APM.
- iv) Drop-in and Chat – The next drop-in and chat sessions were being held at the Ex-Serviceman's Hall, Bloxham from 1030am to 1130am on the following dates:

Saturday 9 April 2016 – Councillors Andy Taplin and Jenny Yates

Saturday 14 May 2016 – Councillors Mary Groves and Gloria Lester-Stevens

A Drop-in and Chat report had been circulated in advance of the meeting from Cllr SS and the main points were dangerous parking and speeding through village.

Cllr SS suggested publicising a formal statement to advise residents of communications and actions taken by the Parish Council. Parish Council priorities for 2016/17 was an APM agenda item and this would be further discussed at that point.

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A resident had enquired if there had been any further feedback on the proposed development land behind Courtington Lane. Cllr SS advised there was no application as yet.

Resolved that the report be noted.

- v) Jubilee Park Management Committee (JPMC) – Cllr SP had no report but requested the Parish Council put the Jubilee APM date of the 28th April 7.30pm at Jubilee Park Hall on their website and Facebook page. **Action: TG**
- vi) The Jubilee Park had requested information on the nominated representative from the Parish Council for the Jubilee Park committee. The current Cllrs SP and SS would continue to be the representatives until the full Parish Council meeting on the 9th May when the PC would advise the Jubilee committee of nominated representatives for 2016/17.

Resolved that the report be noted.

Annual Parish Meeting (APM) 2016 – Prior to the meeting, a draft agenda for the APM had been circulated to the Parish Council. Cllr NR re: PC agenda. Cllr NR had put together a draft presentation which was available on Dropbox. Cllr NR requested feedback from cllrs regarding content for the slides. There would be a focus on PC finances and the RFO had information regarding categories of funds. When the presentation had been completed Cllr NR would circulate for amendments. **Action: All**

It was confirmed that the Parish Council would set up the Jubilee Hall before the meeting.

Resolved that all Councillors to send their comments on the APM presentation to Cllr NR as soon as possible. **Action: All**

- vii) Bus Services – Cllr JY reported that no further clarification regarding bus service cuts had been received from OCC. The service diversion via Wigginton and South Newington was likely to be lost and service No 90 was likely to be withdrawn on the 20th July 2016. The early and late services may continue as they were funded partly by S106 monies.

Resolved that clarification be sought from OCC on which bus services would be effected by cuts to subsidies. **Action: TG**

- viii) Councillors Responsibilities – Cllrs had been allocated an area of the village and would pass any maintenance issues in their area on to the Clerk who would in turn inform the village Care Taker. This was an informal arrangement to assist in the management of the Care Taker role. Cllrs would review the document and discuss at the next Parish Council meeting.

Resolved that Cllrs review the document at the next meeting. **Action: All**

- xi) Banbury Rural Neighbourhood Action Group – Prior to the meeting, Councillors Mary Groves had circulated a report on the recent NAG meeting. Cllr MG advised the police were aware of dangerous parking around the Warriner and were liaising with Head teacher. All Parish Councils mentioned the same issues of parking, speeding and petty crime. NAG had suggested that Parish Councils could hire monitoring equipment jointly.

The police had advised that they would not attend annual Parish Council meetings but would hold an annual meeting for Parish Council's to attend.

Resolved that the report be noted.

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165/15 FINANCE

- i) 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 April 2016	£683.93	994
Theresa Goss – Expenses for March 2016	£50.97	994
Katherine Mills – Salary for March 2016	£126.42	995
HMRC Payment for April 2016	£264.43	997
OCC Pension Fund – Clerks Pension	£189.90	996
Mr T Eden – Work at The Slade	£334.00	998
The Wildlife Trust – Chainsaw training	£1324.00	999
Arien Signs and Graphics – New noticeboard	£1172.40	1000
Mr A Griffin – Mercury tilt switch for Church clock	£15.29	1001
Mr G Mollard – Ink cartridges	£54.53	1002
OCC Pension Fund – Clerks pension fund replacement cheque for May 2015 payment	£189.90	1003

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 4 April 2016 for the Bank of Ireland bank accounts.

Resolved that the bank reconciliation be noted.

- iii) Church Footpath – Cllrs discussed the request for funding for the church footpaths. It was noted that the Parish Council already provided funding for other areas in the church and that the Parish Council had difficult decision to make when prioritising funding. An approach would be made to OCC to see if S106 monies would be available.

Resolved that the possibility of partly funding the footpath with OCC 106 monies would be explored by Cllrs JY and GM who would report back at the next Parish Council meeting.

Action TG/JY/GM

- iv) Independent Remuneration Panel Report 2016/2017 – Childcare allowance and dependence allowance rates had been increased. Cllrs agreed not to pay the basic allowance but to pay travel, subsistence and expenses.

Resolved that the report be approved.

166/15 VILLAGE MATTERS

- i) Play Provision – the Parish Council would review the play provision plans to ensure they fulfilled the criteria, for approval at the May Parish Council meeting. The Clerk would send holding emails to the play equipment companies concerned to confirm part of the funds had been received. The Clerk would also liaise with the Jubilee Park Management Committee and the

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recreation ground trustees to formally submit their preferred option to the Council meeting in May. **Action: TG**

Resolved that the Clerk would liaise with the play provision companies, the Jubilee Park Management Committee and the Recreation Ground Trustees to update them on developments.

- ii) The Slade – Cllr Stephen Phipps gave a report on the possible release of a piece of land from Parish Council ownership to the owner of 10 Hyde Grove. The proposal was discussed by the council. The land could be used for information boards or pre visit meetings for the Slade, and it was agreed that cllrs would view the land in question and further investigation and information as to the implications for the Council were required, before a decision was made regarding the possible consideration of the release of the land.

Cllr SP would prepare a progress report for TOE2 and would send to the Clerk.

Action: SP & TG

Resolved that the report be noted and decision regarding the land at the Slade be deferred to the next meeting.

- ii) Village Groups – No report.
- iv) Traffic One-Way System – OCC had proposed that Old Bridge Road could operate as one way system. Further details of the OCC proposal would be given at the Parish Council APM

Resolved that the report be noted.

- v) Youth Club – no report. The clerk to chase for a report for the next meeting. **Action TG**

Resolved that the report be noted.

167/15 CORRESPONDENCE – There were no further items of correspondence.

Cllr CH left the meeting at 21.23pm.

168/15 Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 169/15 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

169/15 STAFFING COMMITTEE – Prior to the meeting, some draft Terms of Reference had been circulated to the Parish Council.

Cllr JY reported that it had been proposed to have a formal staffing committee to improve the current system of staff appraisal. The suggested committee terms of reference had been circulated in advance of the meeting and the council discussed the appointment of a committee and the delegated powers. Unclear if a Staff committee can confirm financial decisions for staff. The staff had submitted a job evaluation to the OALC employment consultant and it was proposed that the Parish Council should consider adopting the report recommendations. The Staff committee would bring forward approved recommendations to the full Parish Council and if all correct procedures were in place it was

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hoped there would not be an area of disagreement. The system would also allow for a member of staff to go through a grievance process. Amendments to the wording in the terms of reference were required and the Clerk would circulate a revised version of the document for approval at the meeting on the 9th May 2016.

Resolved that the decision be deferred.

170/15 Following a matter raised at the Council meeting 7th March 2016 under minute 154/15, a meeting was held on the 30th March 2016. At this meeting a frank discussion was had by the concerned parties.

It should be recorded that at no time did any Councillor intend to infer any impropriety had occurred on the part of another Councillor and an amicable solution has now been reached. The Councillors resolve to work together effectively for the benefit of Bloxham Parish Council.

171/15 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:

14 April 2016 (Annual Parish Meeting at Jubilee Hall)
9 May 2016
6 June 106
4 July 2016

172/15 ITEMS FOR THE NEXT AGENDA

Section 106 Working Group
Co-option of cllrs
Jubilee Park representatives
Cllrs areas of responsibility
Church footpath 106 funding report
Play provision
The Slade transfer of land
Staffing committee

(The meeting closed at 21.45 pm)

Chairman
9 May 2016