

## **BLOXHAM PARISH COUNCIL**

### **DRAFT MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 8 MAY 2017 AT 7.30PM**

**PRESENT:** Chairman, Councillor Jenny Yates; Councillors Steve Craggs, Mary Groves, Gloria Lester-Stevens, Stephen Phipps, Nick Rayner and Sue Slater.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk & Responsible Financial Officer) and District Councillors Mike Bishop and Andrew McHugh. There were no members of the public.

**APOLOGIES:** Parish Councillor Tom Smith submitted his apologies because of family issues and these were accepted and the absence authorised.  
Parish Councillor Mike Hawtin submitted his apologies because he was ill and these were accepted and the absence authorised.  
Parish Councillor Andrew Taplin submitted his apologies because he was at work and these were accepted and the absence authorised.  
Councillor Gillian Roberts submitted her apologies because she was at work and these were accepted and the absence authorised.

District Councillor Christine Heath and County Councillor Kieron Mallon also submitted their apologies.

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

**1/17 APOLOGIES FOR ABSENCE** – The Chairman reported that Councillor Tom Smith had requested a leave of absence because he had a number of family issues to address at the present time, but wished to continue as a Parish Councillor.

**Resolved** that a six months extended leave of absence for Councillor Tom Smith be approved.

Proposed by Councillor Stephen Phipps  
Seconded by Councillor Nick Rayner

**2/17 DECLARATIONS OF INTEREST** – There were no declarations of interest.

**3/17 APPOINTMENT OF CHAIRMAN** – Councillor Jenny Yates asked for nominations for the position of Chairman for 2017/2018. Councillor Yates was proposed and seconded for the position of Chairman.

**Resolved** that Councillor Jenny Yates be appointed as Chairman for 2017/2018.

Proposed by Councillor Nick Rayner  
Seconded by Councillor Gloria Lester-Stevens

**4/17 APPOINTMENT OF VICE-CHAIRMAN** – The Chairman asked for nominations for the position of Vice-Chairman for 2017/2018. Councillor Sue Slater was proposed and seconded for the position of Vice-Chairman.

**Resolved** that Councillor Sue Slater be appointed as Vice-Chairman for 2017/2018.

Proposed by Jenny Yates  
Seconded by Mary Groves

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 5 June 2017

**5/17 MINUTES** - The minutes of the meetings held on 3 April 2017 were taken as read and duly adopted and signed by the Chairman.

**Resolved** that the minutes of the meeting held on 3 April 2017 be approved.

Proposed by Councillor Steve Craggs  
Seconded by Councillor Mary Groves

**6/17 MATTERS ARISING**

Minute Number 160/16 (ii) – Councillor Stephen Phipps asked if the pot hole in Little Bridge Road had been repaired. The Chairman reported that it appeared to have been filled in and Oxfordshire County Council highways officers would shortly be checking for any defects on the A361.

Minute Number 161/16 (iii) – Councillor Stephen Phipps asked if a revised quote for the Jubilee Park play area had been received from Wicksteed. The Chairman advised that she would be contacting Wicksteed this week to discuss this with them.

Minute Number 162/16 (iv) – The Chairman reported that she hadn't yet purchased the gazebo, tables and chairs for the Fun Day but would do so this week. The Clerk was asked to contact the Jubilee Park Management Committee Chairman to request that the container be used for storing this equipment. **Action TG**

**7/17 CHAIRMAN'S ANNOUNCEMENTS** – The Chairman reported on the following:

- Request from Cherwell District Council Overview and Scrutiny Committee about Traffic Issues on the A361 – A response had been collated and it was suggested that along with the submission, the Parish Council could also enclose the Parish Council traffic survey, the traffic survey commissioned by Warriner School, the Sustrans report for the Neighbourhood Plan and the information about the four accidents by the Recreation Ground in the last 12 months. This was agreed. **Action TG**
- Cherwell District Council's Parish Liaison Meeting on 14 June 2017 - The Chairman asked for topics which could be submitted to Cherwell District Council.

Suggestions were planning control, planning enforcement and how the planning officers monitored information and loaded it onto the planning portal because it appeared to take a long time for some documents to be available on the web site.

District Councillor Andrew McHugh offered to take this matter up with the relevant department at Cherwell District Council and report back at the next meeting.

Also a request had been made for all planning information relating to Bloxham, to be sent to Councillor Mary Groves. On some occasions information was received by Councillor Groves and on other occasions it was still sent to the Clerk. Therefore, the Parish Council would like this to be regularised and all planning documents be sent to Councillor Groves.

District Councillor Andrew McHugh offered to also take this matter up with the relevant department at Cherwell District Council and report back at the next meeting.

There was a discussion on 'One Oxfordshire' and when it would be implemented, if successful. The Council were informed that it would take about 12 months before there would be any indication about whether or not Oxfordshire would become a unitary authority.

The Chairman and Vice-Chairman would attend the Parish Liaison Meeting. **Action TG**

- Actions from the Annual Parish Meeting held on Thursday 27 April 2017 – An issue had been raised about overflowing litter bins at the shops and the situation would be monitored. A note would also be included in the Broadsheet, giving details about how the Parish Council spent its precept. **Action TG**

**8/17 RESIDENTS' ISSUES** – There were no residents' issues.

**9/17 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – There was no report from County Councillor Kieron Mallon.

District Councillor Andrew McHugh reported that he was still a member of the County Council's Overview and Scrutiny Committee and a meeting with the OCCG had been scheduled for 2 June 2017. However this meeting had been put back due to the elections and it had not currently been rescheduled. All Councillors at Cherwell District Council were supporting the campaign to save the Horton Hospital.

**Resolved** that the report be noted.

#### **10/17 PLANNING**

- i) Planning Items (not covered within the minutes of the Planning Committee meeting held on 10 April 2017) – Councillor Sue Slater reported there was nothing further to add to the minutes.

Councillor Sue Slater reported that Olivia Williams, the Parish Council's Administration Assistant, would be clerking the Planning and Strategy Committee in future.

**Resolved** that the report be noted.

#### **11/17 PARISH COUNCIL MATTERS**

- i) Committee Memberships/Outside Bodies – Prior to the meeting, the list of memberships and outside bodies had been circulated to the Parish Council.

**Resolved** that the Committee Memberships/Outside Bodies for 2017/2018 be approved, as detailed in Appendix A to the minutes. **Action TG**

- ii) Committee Minutes and Recommendations.

- **Environment Committee** – There had not been a meeting of the Environment Committee since the last meeting of the Parish Council. The next meeting was scheduled to be held on Wednesday 17 May 2017.

**Resolved** that the report be noted.

- **Resources Committee** – There had not been a meeting of the Resources Committee since the last meeting of the Parish Council. The next meeting was scheduled to be held on Thursday 11 May 2017.

**Resolved** that the report be noted.

- **Planning & Strategy Committee** – Chairman of the Planning and Strategy Committee, Councillor Sue Slater, reported to the Parish Council, the draft minutes of the Planning and Strategy Committee held on 10 April 2017. The agendas and minutes for the Committee were available on the Parish Council web site. The next meeting was being held on Tuesday 9 May 2017.

**Resolved** that the draft minutes be noted.

- **Staffing Committee** – There had not been a meeting of the Staffing Committee since the last meeting of the Parish Council. A meeting would be scheduled shortly. **Action TG/SS**

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 5 June 2017

- iii) Dispute Resolution Process – Prior to the meeting, the Oxfordshire Association of Local Council's (OALC) Dispute Resolution Process had been circulated to the Parish Council.

**Resolved** that the Dispute Resolution Process be referred to the Staffing Committee. **Action TG**

Proposed by Councillor Nick Rayner  
Seconded by Councillor Steve Craggs

- iv) Reports for the Parish Council – The following reports had been circulated to the Parish Council prior to the meeting.

- Drop-In and Chat – Session had been held on 8 April 2017 – Issues raised included a water meter in the Ridgeway which would be referred to Thames Water and the cycle for cleaning the road gullies.  
**Action TG**
- Bloxham School Meeting – Meeting held on 11 April 2017 - Notes had been saved in Drop Box for the information of Councillors.
- Funding for a Library Access Point – A meeting with Keith Mitchell, Chairman of FOCAL (Adderbury Library) and Adderbury Parish Councillor Ann Lyons had been held on 5 May 2017. Notes had been saved in Drop Box for the information of Councillors.
- Outstanding Issues – These had been updated in Drop Box for Councillors' reference including updates from the meeting held with Oxfordshire County Council on 7 April 2017.
- Parish Council Actions - These had been updated in Drop Box for Councillors' reference.

**Resolved** that the reports and actions be noted.

## 12/17 FINANCE

- i) Accounts for Payment - The Clerk submitted to the Parish Council, the accounts for payment.

**Resolved** that the following accounts be approved and payments made since the last meeting, be approved:

Payments	Amount	Cheque No.
Theresa Goss – Salary for May 2017	£837.53	1147
Theresa Goss – Expenses for May 2017	£44.00	1147
HMRC Payment for May 2017	£338.73	1148
Olivia Williams – Salary for April 2017	£42.92	1149
OCC Pension Fund – Clerks Pension May 2017	£259.18	1150
Oxfordshire County Council – Donation to Cherry Tree formerly Butterfly Meadows Children's Centre	£5,000.00	1151
Edge Signs – Plaque for Tree for to commemorate HM The Queen's 90 <sup>th</sup> Birthday	£235.20	1152
Mr P Bennett – Removal of ivy from trees and removal of tree opposite Winters Way	£235.00	1153
Jubilee Park Management Committee - Room hire	£20.00	1154
Came and Company – PC insurance for 2017/2018	£660.64	1155
Arrow Accounting – Internal Audit 2016/2017	£326.76	1156
Adderbury Parish Council – Use of Laptop and printer	£30.00	1157
Mr N Prickett – Grass cutting for April 2017	£1218.00	1159

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Eton College – Licence for permissive path	£1.00	1160
Mr P Hopkins – Materials for cleaning road signs	£10.40	1172
Viking – Ink and envelopes	£105.55	1173
Bloxham Mill Ltd – Room Hire	£54.00	1158

Payments	Amount	Cheque No.
<b>Grants for 2017/2018</b>		
Bloxham Recreation Ground	£2,500.00	1161
Bloxham May Festival	£2,000.00	1163
St Mary's Parish Rooms	£500.00	1162
Bloxham Village Museum	£107.94	1164
Tree Work St Marys Church yard, church yard up-keep and grass cutting	£1,000.00	1165
Bloxham Pre-School	£981.34	1166
First Bloxham Scout Group	£919.96	1167
Jubilee Park Management Committee	£2,000.00	1168
Alan Griffin (Church Clock maintenance)	£150.00	1169
Bloxham Flower Club	£300.00	1170
Bloxham St Mary's Day Club	£1,500.00	1171

**Payments made since the last meeting:**

Payments	Amount	Cheque No.
TaxAssist Accountants – Payroll services for 2017/2018	£246.00	1145
Cherwell District Council – Emptying of dog bins for winter period	£960.96	1146

Proposed by Councillor Nick Rayner  
Seconded by Councillor Jenny Yates

- ii) Bank Reconciliation – Prior to the meeting, the bank reconciliation as at 8 May 2017, had been circulated to the Parish Council.

**Resolved** that the bank reconciliation, as at 8 May 2017, be noted.

Proposed by Councillor Nick Rayner  
Seconded by Councillor Jenny Yates

- iii) Section 106 Funds – The Parish Council received an update on the following issues:

- progress with the projects at the Ellen Hinde Hall, Ex Serviceman's Hall, Jubilee Park, Recreation Ground and with the play equipment projects;
- the legal agreements for Ellen Hinde Hall, the Ex-Serviceman's Hall, and the Recreation Ground; Aplins Solicitors for the Council were looking at the legal agreements and work was on-going;
- Deed of Variation for Miller-Homes Milton Road – Councillor Chris Heath had been asked to chase this matter, due to the delay in a response from Cherwell District Council Legal Department, this had been done but a progress report was still awaited from Nigel Bell at Cherwell District Council.

**Resolved** that:

- 1) the report be noted; and
- 2) the Jubilee Park Management Committee be requested to write to the Parish Council and formally request permission for the works to Jubilee Hall; and **Action TG**
- 3) if there is no response from the Legal Department at CDC about the Deed of Variation, then Councillor Heath to be asked to escalate the matter. **Action TG**

iv) Accounts 2016/2017

- a) Annual Return for the year ended 31 March 2017

The Parish Council considered the Statement of Accounts (Section 1) and the Statement of Assurance (Section 2).

**Resolved** that these be approved and signed by the Chairman and the Clerk. **Action TG**

- b) End of Year Accounts as at 31 March 2017

The Parish Council considered the Receipts & Payments Account as at 31 March 2017.

**Resolved** that these be approved and signed by the Chairman and the Clerk. **Action TG**

Proposed by Councillor Jenny Yates  
Seconded by Councillor Sue Slater

**13/17 VILLAGE MATTERS**

- i) Bloxham Fun Day 10 June 2017 – Councillor Mary Groves reported on the arrangements for the Fun Day. It had been suggested that the village PCSO should be invited to attend, between 12 noon and 8pm.

**Resolved** that the village PCSO be invited to Bloxham Fun Day on 10 June 2017, between 12 noon and 8pm. **Action TG**

- ii) Proposed Skatepark in Bloxham – The Parish Council considered a request from a resident for a skatepark in Bloxham. The Parish Council felt that it would be helpful if the resident was invited along to the next meeting to give a presentation on his proposals.

**Resolved** that the resident be invited to attend the next meeting of the Parish Council to give a presentation on his proposals. **Action TG**

- 14/17 CORRESPONDENCE** – There was an item of correspondence which was from a visitor to the village who had completed the Circular Walk and raised some concerns with regard to cattle and bulls in the fields. The photos which had been enclosed did not look familiar and the Parish Council were unsure whether the visitor had possibly strayed off the Walk. The Clerk was asked to contact the visitor and establish exactly where the issue was and then the matter be referred to the Environment Committee. **Action TG**

The Chairman reported that Matthew Ingall, Head Teacher at Bloxham Primary School, had provided a report on the new Cherry Tree Centre and had advised that the first sessions had been a success. The Clerk was asked to contact Mr Ingall and establish how the funds donated to the Centre by the Parish Council were being ring fenced for the Centre only. **Action TG**

**15/17 MEETING DATES**

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 5 June 2017

**Resolved** that it be noted that, future meeting dates for Bloxham Parish Council are 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:

- 5 June 2017
- 3 July 2017
- 7 August 2017
- 4 September 2017
- 2 October 2017
- 6 November 2017
- 4 December 2017

(The meeting ended at 9.00pm)

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Chairman – 5 June 2017

DRAFT