

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Monday 6 November 2017

## BLOXHAM PARISH COUNCIL

### DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST MARY'S PARISH ROOMS, BLOXHAM ON MONDAY 2 OCTOBER 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), District Councillor Christine Heath, County Councillor Kieron Mallon, and six members of the public.

**APOLOGIES:** Councillor Gillian Roberts submitted her apologies because she was at work, these were accepted and the absence authorised.

Councillor Mike Hawtin submitted his apologies because he was on holiday, these were accepted and the absence authorised.

District Councillor Mike Bishop also submitted his 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.

**72/17 DECLARATIONS OF INTEREST** – There were no declarations of interest.

**73/17 MINUTES** - The minutes of the meetings held on 4 September 2017 were taken as read and duly adopted and signed by the Chairman.

**Resolved** that the minutes of the meeting held on 4 September 2017 be approved.

Proposed by Councillor Nick Rayner  
Seconded by Councillor Steve Craggs

**74/17 MATTERS ARISING** - There were no outstanding actions from the previous Parish Council meeting.

Minute Number 48/17 – The Chairman reported that the grilles had now been fitted to the culverts on Tadmarton Road.

Minute Number 60/17 – The Chairman reported that the Parish Council's response to the Oxfordshire County Council consultation on the proposed weight limit for Burford had been submitted.

Minute Number 61/17 - The Chairman reported that the matter with the footpath at the end of the Bloxham School driveway from the swimming pool, had been rectified by Bloxham School and they had removed the stones.

Minute Number 61/17 – The Chairman reported that contact had been made with Bloxham Primary School with regard to the report that there were no places available in Foundation Stage. The Clerk had been advised that there were still a number of places available. District Councillor Christine Heath reported that she had contacted the resident again and they had not made it clear they were referring to Bishop Loveday Primary School, not Bloxham Primary School.

The Chairman also reported that with regard to the riparian ownership of ditches outside of the Primary School, Head Teacher, Matthew Ingall, had agreed to check this matter with the County Council's Education Department.

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Councillor Stephen Phipps asked when the fencing around the Bovis site would be removed. The Chairman reported that it would be removed once the Section 278 agreement had been granted by the County Council.

Minute Number 66/17 (ii) - The Chairman also advised that the Housing Association for both of the Miller Homes sites was Catalyst and they had to adhere to Cherwell District Council's guidelines.

Minute Number 67/17 (b) - Amenity Land on Barford Road – District Councillor Christine Heath reported that she had asked Bob Duxbury to facilitate a meeting and would follow this up with him this week. With regard to the flood lights at Tudor Hall, Bob Neville had been out on site last week and Councillor Heath would contact him later this week for a progress report.

**75/17 CHAIRMAN'S ANNOUNCEMENTS** – The Chairman reported on the following:

- Since the last meeting, Tom Smith had resigned from the Parish Council and the vacancy was now being advertised. It was agreed to write to Mr Smith and thank him for his work during his time as a Councillor and for his offer to continue to support the Parish Council. **Action TG**

**76/17 RESIDENTS' ISSUES** – There were no residents' issues.

**77/17 SKATEPARK IN BLOXHAM** – Greg Harrison attended the meeting and reported that since the last meeting, he had circulated a survey at Bloxham School, Bloxham Primary School, Warriner School and Christopher Rawlins Primary School in Adderbury and had received 243 responses. There was an example of the survey in the papers Greg circulated to the Councillors and the papers also contained the results.

Greg had also included a map of the areas where the responses had come back from and the blue area showed that 154 responses were from Bloxham and Bodicote which equated to 58.3%. In OX17, which was the Adderbury area the response rate was 12.6%. 71.8% of those who replied were from the OX15 area.

The survey also included questions about the type of equipment which potential users had and the replies referred to the use of skateboards, scooters and roller-blades at the facility.

In addition, 85% of people who didn't currently take part in sports using this type of facility, stated that they would take it up if there was a skatepark in Bloxham and 81% of those said they would use it at least once a week. Greg felt that overall it was very positive feedback.

Greg also circulated some ideas on designs and prices for a variety of skateparks and advised that the park would be less expensive if a base concrete was already in place. If it was not, it would be more expensive to build. However, the bigger the park was, the better the value for money. Greg then talked through each of the examples he circulated to the Parish Council and WheelSkate had been advising him on the pricing.

Greg had already investigated funding for the project and the National Lottery could possibly provide funds from £100,000 to £150,000 and it had supported skateparks previously. If an application was submitted, supporting letters from the Parish Council and County Council would help the application and so too would evidence of the local community's support for the facility.

Councillor Jenny Yates asked how many replies had been received from the Primary School and the age groups who replied. Greg advised that there were over 100 replies from Bloxham Primary School and there were a number of replies from Bloxham School pupils too. He advised that the survey had been sent to Deddington Primary School, but they did not reply, therefore the replies from primary school children were from Adderbury and Bloxham. If the project progressed, the village would be consulted on their preferred type of skatepark.

Greg was asked to forward, by email to Theresa Goss, the information he had circulated at the meeting. **Action GH**

With regard to issue of availability of land in the village, the Chairman reported that Adderbury Parish Council had land on Milton Road which could be suitable and representatives from the Recreation Ground Trustees and

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Feoffees were in attendance at the meeting to hear Greg's presentation on the proposal. The Parish Council could also investigate the possibility of leasing land for the skatepark.

There was a discussion about setting up a Working Party and following the meeting at Cherwell District Council on Wednesday 4 October 2017 this would be discussed further.

David Tyrrell felt that more information was needed on the sizing and Greg advised that size would depend on the availability of funding. Greg would also forward to Theresa Goss, the different sizes of skateparks which were available. **Action GH**

A resident asked about the maintenance costs and WheelSkate had advised it was 2% every year of the overall spend, which equated to about £200 a year. The Chairman reported that the Parish Council could budget for future maintenance costs. Mr Hart also advised that fundraising could be arranged each year to go towards the maintenance costs.

Greg also agreed to investigate funding sources for the skatepark and he would report back at the next meeting of the Parish Council on 6 November 2017. **Action GH**

It was also agreed that Theresa Goss would advise Greg of the feedback from the meeting with Cherwell District Council on 4 October 2017. **Action TG**

Greg was thanked for his work on the project and the excellent presentation he had made to the Parish Council.

Greg Harrison, Richard Harrison and Graham Hart left the meeting at this point.

**78/17 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – A written report from County Councillor Kieron Mallon had been circulated prior to the meeting, which included information and a report on the Cherry Tree Centre.

Councillor Gloria Lester-Stevens asked County Councillor Kieron Mallon if he had followed up on the issue of the poor visibility for drivers when exiting the garage on the A361 due to increased signage in the area. Councillor Mallon reported that he had already spoken to County Councillor officers and he would follow this up again with Paul Wilson. **Action KM**

District Councillor Christine Heath reported that it appeared that bins belonging to Sadler's House were backed up against the wall owned by Bloxham School and were permanently on display. It was agreed to ask Bloxham School if they minded the bins being placed there. **Action TG**

**Resolved** that:

- 1) the reports be noted;
- 2) the signs obscuring the visibility for drivers when leaving the forecourt of the garage on the A361 be reported to County Council officers; **Action KM**
- 3) contact be made with Bloxham School with regard to the Sadler's House bins outside of the school building; and **Action TG**
- 4) the report from Councillor Mallon on the Cherry Tree Centre be considered by the Resources Committee. **Action TG**

**79/17 PLANNING** - Planning Items (not covered within the minutes of the Planning Committee meeting held on 12 September 2017) – The Chairman of the Committee, Sue Slater, had nothing further to add.

**Resolved** that the report be noted.

**80/17 PARISH COUNCIL MATTERS**

- i) Co-option – Prior to the meeting, an application from Leonard Leigh had been received, requesting to be co-opted onto the Parish Council.

**Resolved** that Leonard Leigh be co-opted onto the Parish Council and he be appointed to the Resources Committee and Planning & Strategy Committee. **Action TG**

ii) Committee Minutes and Recommendations.

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

Chairman of the Committee, Councillor Nick Rayner, circulated an amended proposal from the Environment Committee with regard to the proposed new Christmas lights.

**Resolved** that:

- 1) the report be noted;
- 2) an extraordinary meeting of the Parish Council be arranged when further details about the Christmas lights and proposed funding have been obtained; and **Action TG**
- 3) permission from the appropriate landowners be sought for either supporting the power supply or locating the Christmas lights on their land. **Action NR/SC**

- **Resources Committee** – Councillor Jenny Yates, Chairman of the Committee, presented the minutes of the Resources Committee meeting held on 28 September 2017.

**Resolved** that the minutes be noted and the recommendations be approved.

Proposed by Councillor Steve Craggs  
Seconded by Councillor Mary Groves

- **Planning & Strategy Committee** – Councillor Sue Slater, Chairman of the Committee, presented the minutes of the Planning and Strategy Committee meeting held on 12 September 2017. The next meeting was scheduled for Tuesday 12 October 2017.

Councillor Christine Heath reported that with regard to the five year housing land supply, only 77 rural homes out of the original target of 750 rural homes allocated to Category A villages, now had to be built to meet Cherwell's target.

**Resolved** that the minutes and report be noted.

- **Staffing Committee** – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting would be held on 26 October 2017.

**Resolved** that the report be noted.

iii) Reports for the Parish Council

- Drop-In and Chat – Session had been held on 9 September 2017 – One resident attended and there was a report in Drop Box and also on the Parish Council web site. The next session was being held on 14 October 2017.

iv) Rural Community Forum – Prior to the meeting, a report from the Rural Community Forum meeting held on 21 September 2017 has been circulated to the Parish Council. The Chairman asked the Parish Council whether it should help the 'Have Your Say' community meetings by paying for room hire and whether the Parish Council should support the Community Speed Watch Scheme.

**Resolved** that:

- 1) the report be noted;

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- 2) Deddington Parish Council be asked about their Community Speed Watch Scheme and how successful it is in Deddington; and **Action TG**
  - 3) the Community Speed Watch Scheme be considered again once the 'Have Your Say' meetings are convened and the interest in the Scheme can be judged.
- v) Highways Issues/Miller Homes Site – Prior to the meeting, a report of the meeting held on 26 September 2017 with Geoff Winter (Miller Homes), Matthew Ingall (Head Teacher at Bloxham Primary School) and Geoff Barrell/Mike Wasley (Oxfordshire County Council) had been circulated to the Parish Council.

Councillor Stephen Phipps raised the issue of the proposed Barford Road footpath and the Chairman advised that the Parish Council was waiting for a revised feasibility study from the County Council, which would include additional lighting for both the footpath and the lower end of Barford Road.

**Resolved** that the report be noted.

## 81/17 FINANCE

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

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

Payments	Amount	Cheque No.
Theresa Goss – Salary for Oct 2017	£837.73	1225
Theresa Goss – Expenses for Oct 2017	£104.59	1225
HMRC Payment for Oct 2017	£338.53	1227
Olivia Williams – Salary for September 2017	£42.92	1226
OCC Pension Fund – Clerks Pension October 2017	£259.18	1228
Kompan Ltd – Parts for the seesaw at Jubilee Park	£412.32	1229
Viking – Stationery for Clerk	£36.96	1230
Humphris Funerals – Restoration Work to the War Memorial	£918.00	1231
Jubilee Park Management Cttee – Room Hire	£20.00	1232
Nigel Prickett – Grass cutting for August 2017	£774.00	1233
Gardening Club – Plants for the Planters	£80.02	1234

Payments made since the last meeting:

Payments	Amount	Cheque No.
ACS Building Contractors – Works at Ellen Hinde Hall	£3780.00	1124

Proposed by Councillor Mary Groves  
Seconded by Councillor Nick Rayner

- ii) Bank Reconciliation & Financial Report – Prior to the meeting, the bank reconciliation and financial report as at 2 October 2017, had been circulated to the Parish Council.

**Resolved** that the bank reconciliation and financial report, as at 2 October 2017, be noted.

Proposed by Councillor Mary Groves  
Seconded by Councillor Nick Rayner

- iii) Section 106 Funds

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a) The Parish Council received an update on the following issues:

- Ellen Hinde Hall – The Parish Council was awaiting revised costs for the project following the discussion at last Parish Council meeting.
- Jubilee Hall – The Chairman reported that there had been a meeting with the Chairman of the Jubilee Park Management Committee, Bloxham Football Club and Richard Walker, Architect for the project, prior to the Parish Council meeting. The outcomes of that meeting would be reported to the next meeting of the Parish Council, together with a report of the meeting with Cherwell District Council held on 4 October 2017.
- Bloxham Recreation Ground – Prior to the meeting, a report from the meeting held with Bloxham Recreation Ground Trustees on 27 September 2017 had been circulated to the Parish Council. The Trustees would be considering alternative projects now that the drainage project was not being progressed.
- Ex-Serviceman's Hall – The revised costs for the project had been submitted to the Parish Council and would be discussed with Cherwell District Council at the meeting with Tom Darlington on 4 October 2017.
- The two play equipment projects – Work had started at both sites and was due for completion on Friday 6 October 2017. Jubilee Park Management Committee sought Parish Council funding for repairs to the gate in the fencing around the play area at the Jubilee Park for £246.54 (plus VAT) and also repairs to the junior swing, which would be around £35 per hour, plus parts.
- The legal agreements for all of the projects – The agreements had been finalised and it was hoped that they could soon be signed.

**Resolved** that:

- 1) the reports be noted;
- 2) the repairs to the gate at £246.54 (plus VAT) be funded by the Parish Council; and **Action TG**
- 3) the repairs to the swing be funded by the Parish Council from the New Homes Bonus at a cost of £242.50 plus VAT. **Action TG**

b) Update on the progress with the Deed of Variation for Miller Homes, Milton Road – Copies of the signed letters had not been received by the Parish Council. The Clerk agreed to chase this up with Amy Jones at Cherwell District Council.

**Resolved** that the report be noted.

c) Update on the progress with the amenity land on the Miller Homes, Milton Road site – A meeting would be arranged with Bob Duxbury and Miller Homes as soon as possible, to discuss this matter further and District Councillor Christine Heath agreed to facilitate such a meeting. **Action CH**

**Resolved** that the report be noted.

## 82/17 VILLAGE MATTERS

i) Bloxham Fun Day – Prior to the meeting, Councillor Mary Groves had circulated a report on progress with Fun Day for 2018. The Committee was thanked for all of its hard work on the Fun Day.

**Resolved** that the report be noted.

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- ii) Bloxham Apple Day – Councillor Mary Groves reported that a number of volunteers had been apple scrumping and it had gone very well and Apple Day would boost funds for the Fun Day. It was being held on Sunday 8 October 2017, from 12 noon to 4pm.

**Resolved** that the report be noted.

**83/17 CORRESPONDENCE** – The Chairman reported that an email had been received with regard to the mis-use of the disabled parking bay at the shops. This would be raised with the County Council. **Action TG**

**84/17 EXCLUSION OF THE 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 minutes numbered 85/17 & 86/17 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**85/17 TREE WORK AT THE GOGGS** – Prior to the meeting, quotes had been circulated to the Parish Council for tree works at The Goggs.

**Resolved** that the work be completed by Treetops, as per their original quote. **Action SC/TG**

**86/17 PLAY EQUIPMENT PROJECTS** – The Chairman reported that once the new play equipment had been installed at Jubilee Park and the Recreation Ground, a post installation inspection was required and quotes had been sought from suitable qualified contractors.

**Resolved** that:

- 1) the quote for the post installation inspections from John Hicks and Associates be accepted; **Action TG**
- 2) quotes be obtained for the annual inspections of the play equipment at Jubilee Park and Bloxham Recreation Ground; and **Action TG**
- 3) John Hicks and Associates be asked they can provide training for the monthly play area inspections. **Action TG**

*(The press and public were invited back into the room at the conclusion of this item)*

**87/17 MEETING DATES**

**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:

- 6 November 2017
- 4 December 2017

**88/17 ITEMS FOR THE NEXT AGENDA**

1. Skatepark
2. Ellen Hinde Hall Revised project plans

(The meeting ended at 9.40pm)

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Chairman – 6 November 2017

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DRAFT