

# LAUNTON PARISH COUNCIL

Members of the Parish Council and the Parish Clerk had been available before the start of the formal meeting from 7.00 pm to meet the public. All plans and correspondence were available for viewing and comments. 6 members of the public attended the meeting.

## Draft Minutes of the meeting held on Thursday 6<sup>th</sup> April 2017 at 7.30pm in Launton Parish Hall

**Present:** Councillors: Mr Bobby Clements, Mr Chris Fox (Vice-Chairman), Mr Ed Sanders, Mrs Lesley Thompson, Mr Simon Turner (Chairman) and Mrs Jeanne Walker.

**In attendance:** The Clerk, Mrs Caroline Dunn, Councillor Catherine Fulljames (OCC).

**1) To receive and accept apologies for absence**

Apologies were received from Councillor Lizzie Chisholm.

**2) To receive any Declarations of Interest in items on the agenda**

Councillors Turner and Thompson declared an interest in item 7)a)iii and Councillor Thompson also declared an interest in item 7)a)i.

**3) To facilitate public participation with regard to items on the agenda**

Mr Martin Chick spoke about item 7)a)v) - planning application 17/00591/F, a resubmission of planning application 16/02389/F, which had been withdrawn so that the plans could be revised and resubmitted with new designs.

Mr Bob Roberts addressed the Council about the grass cutting contract for Island Pond Wood and stated that it is unlikely that Friends of Island Pond Wood will be renewing their contract with Continental Landscapes.

**4) To confirm the minutes of the previous meeting on 2<sup>nd</sup> March, previously circulated**

**Proposed:** Councillor Turner  
All in favour

**Seconded:** Councillor Fox  
**Motion carried**

**5) Reports from District and County Councillors**

Catherine Fulljames (OCC) updated the Council on the progress being made with the footway along Station Road and also informed the Council that in the upcoming elections she will be standing as an independent candidate.

**6) Finance and Governance**

- a) To acknowledge scrutiny and acceptance of previously circulated bank statements.
- b) To confirm and approve expenditure for April and review income in March.

### Monthly Payment and Receipts Summary

#### Payments for approval

| Cheque No         | Payee                               | Amount    |
|-------------------|-------------------------------------|-----------|
| 1. 200597         | C Dunn                              | £347.32   |
| 2. 200598         | HMRC                                | £86.80    |
| 3. 200559         | C Fox                               | £25.14    |
| 4. 200600         | St Mary's PCC                       | £1,260.00 |
| 5. 200501         | M D Blake Forestry & Landscape Svcs | £192.00   |
| 6. 200502         | Trueform Engineering Limited        | £3,294.00 |
| 7. 200503         | Society of Local Council Clerks     | £93.00    |
| 8. 200505         | C Dunn                              | £143.39   |
| 9. 200506         | Glasdon UK Ltd                      | £184.74   |
| S/O               | Launton Lines                       | £110.00   |
| Total Payments in | April 2017                          | £5,736.39 |

All above cheques drawn on The Co-operative Bank

**Income Received**

| Source                    | Reason                 | Amount    |
|---------------------------|------------------------|-----------|
| Launton Plotters          | Insurance Contribution | £10.00    |
| HMRC                      | VAT refund             | £1,703.37 |
| Cherwell District Council | New Homes Grant        | £526.60   |
| Co-operative Bank Current | No Interest            | £0.00     |
| Co-operative Bank 14 days | No Interest            | £0.00     |
| Bank of Ireland           | Interest               | £1.99     |
| Total Receipts for        | March 2017             | £2,241.96 |

**Explanatory Notes**

|                                                        |           |
|--------------------------------------------------------|-----------|
| 1. Caroline Dunn pay (gross pay £434.12)               | £347.32   |
| 2. HMRC for Caroline Dunn Income Tax                   | £86.80    |
| 3. Reimbursement for parts to fix bench by memorial    | £25.14    |
| 4. Churchyard grass cutting contribution               | £1,260.00 |
| 5. Tree cutting in The Glades and The Poplars          | £192.00   |
| 6. Benches for bus shelters x 3                        | £3,294.00 |
| 7. Membership of SLCC                                  | £93.00    |
| 8. Reimbursement for Council website & email addresses | £143.39   |
| 9. Litter bins for bus shelters x 2                    | £184.74   |

**Proposed:** Councillor Turner  
All in favour

**Seconded:** Councillor Fox  
**Motion carried**

- c) **Costs associated with Parish Hall lease** – reaffirm commitment to pay PCC costs and review initial limit. The Chairman confirmed that he had spoken to the Vicar and that she was having difficulty obtaining an estimate from the Diocese. It was then suggested that the Council offer £500 to the PCC to provide some funding for any modest initial costs they may encounter, in the hope of getting this moving.
- d) **Donation on behalf of WI to Denman House (restoration fund)** – in lieu of cake baking expenses for the Village Clean Up event, and as a gesture of thanks, the Council agreed to make a donation of £50 to the restoration fund for the headquarters of the Women's Institute.

**Proposed:** Councillor Fox  
All in favour

**Seconded:** Councillor Thompson  
**Motion carried**

- e) **Budget for 2017-18** – this was approved and a review will be presented by the Clerk at the same time as the first quarterly accounts.

**Proposed:** Councillor Fox  
All in favour

**Seconded:** Councillor Sanders  
**Motion carried**

**7) Planning****a) Planning applications to consider**

**Councillor Thompson left the room before the next item and took no part in the discussion or vote.**

- i. Application No: 17/00343/LB & 17/00342/F  
Applicant's Name: Jonathan Byron  
Proposal: Single storey detached garage with garden store to side of dwelling (Resubmission of 16/02122/LB).  
Location: Greyhound House, Bicester Road, Launton, OX26 5DQ  
**Decision:** No objections or comments  
**Councillor Thompson then re-joined the meeting.**

**Proposed:** Councillor Turner  
Councillor Thompson abstained, others in favour

**Seconded:** Councillor Sanders  
**Motion carried**

- ii. Application No: 17/00031/F  
 Applicant's Name: Mr Gerry Conners  
 Proposal: Enlarge the site to the rear to include two further static mobile homes and enlarge two day rooms and relocate one.  
 Location: Summer Place, Blackthorn Road, Launton  
**Decision:** Objection - primarily on the ground of incorrect and misleading plans, and both incompatibility with and violation of conditions of previous planning permission. Supporting letter states the owners are permanent residents but this does not appear to be the case.

**Proposed:** Councillor Turner  
 All in favour of objection

**Seconded:** Councillor Clements  
**Motion carried**

**Councillors Turner and Thompson left the room before the next item and took no part in the discussion or vote.**

- iii. Application No: 17/00525/F  
 Applicant's Name: Mr Martin Evans  
 Proposal: Retrospective – Change of use of site A to B8 storage.  
 Location: Storage Building, Hare Leys Farm, Poundon Road, Launton  
**Decision:** No objections or comments

**Councillors Turner and Thompson then re-joined the meeting.**

**Proposed:** Councillor Fox  
 Councillors Turner and Thompson abstained,  
 others in favour

**Seconded:** Councillor Clements  
**Motion carried**

- iv. Application No: 17/00127/DISC  
 Applicant's Name: Ms Catherine Hall  
 Proposal: Discharge of Conditions 3 (full building record), 4 (design details), 7 (chimney liner), 8 (floor material), 10 (balustrade details) or 16/02126/LB.  
 Location: Yew Tree Farm, Station Road, Launton, OX26 5DX  
**Decision:** No objections or comments

**Proposed:** Councillor Turner  
 All in favour

**Seconded:** Councillor Fox  
**Motion carried**

- v. Application No: 17/00591/F  
 Applicant's Name: Mr M Chick  
 Proposal: Demolish livery stables including one bedroom flat; erection of three bedroom dwelling (Resubmission of 16/02389/F).  
 Location: Stratton Fields Livery Stables, Launton Road, Stratton Audley, OX27 9AS  
**Decision:** No objections but the following comments were to be noted as on the previous planning application – We are somewhat concerned about setting a precedent about developing outside the limits of the village and hoping that replacing an existing dwelling rather than building new dwellings on the site of stables means that no undesirable precedent will be set.

**Proposed:** Councillor Thompson  
 All in favour

**Seconded:** Councillor Clements  
**Motion carried**

**b) Notice of Decision**

- i. Application No: 16/02164/F  
 Applicant's Name: Mr Patel  
 Proposal: Extension and alterations to existing shop and flat.  
 Location: Costcutter, 36 Bicester Road, Launton, OX26 5DQ  
**Decision:** **Granted**
- ii. Application No: 16/02568/F  
 Applicant's Name: Miss Jane Hawes  
 Proposal: Change of use from general purpose agricultural building to allow use for livestock.  
 Location: OS Parcel 4088 adjoining and east of Old Police Cottage, Station Road, Launton  
**Decision:** **Granted**

- iii. Application No: 17/00086/F  
Applicant's Name: Mr Richard Messenger  
Proposal: New driveway gate.  
Location: 38 Yew Tree Close, Launton, OX26 5AE  
**Decision: Granted**
- iv. Application No: 17/00053/F  
Applicant's Name: Bicester Heritage  
Proposal: Variation of Condition 2 of 15/00523/F to allow minor amendment to approved scheme.  
Location: Building 119 FFMT shed, Bicester Heritage, Buckingham Road, Bicester  
**Decision: Granted**
- v. Application No: 17/00270/F & 17/00062/LB  
Applicant's Name: Ms Catherine Hall  
Proposal: Install a 2500 litre Oil Fuel Tank inside the confines of Yew Tree Farmhouse and the installation of fencing around driveway in rear garden.  
Location: Yew Tree Farm, Station Road, Launton, OX26 5DX  
**Decision: Granted**

## 8) Village Matters

- a) **Parish Hall lease** – It was agreed that the Chairman will draft a letter on behalf of the Parish Council to the Diocese requesting that the PCC formally approve the Parish Council obtaining a long lease on the Parish Hall.
- b) **Bus shelters, bins and seating (to include bench at The Poplars)** – Councillor Fox informed the Council that he has fixed the bin in the bus shelter near the Post Office and installed one in the bus shelter opposite the entrance to Yew Tree Close. A proforma cheque has been issued to Trueform for three bus shelter benches, and the Clerk will obtain a delivery date as soon as the cheque has cleared. It was decided that the bin for the bus shelter near The Bull Inn will be located on the grass near the grit bin and Councillor Fox will have this installed as soon as possible.
- c) **Grass cutting contract to be reviewed** – The Clerk explained that six companies had been approached to tender for the grass cutting contract within the village. Only two companies had submitted bids and the Council agreed that the contract should be awarded to Calber. The first cut will take place during the week beginning 10<sup>th</sup> April.

**Proposed:** Councillor Turner  
All in favour

**Seconded:** Councillor Clements  
**Motion carried**

- d) **Parish Path Warden Report on danger of potential flooding in Launton** – The Parish Path Warden expressed his concern that the development at Wretchwick will potentially increase the flood risk to Launton. It was agreed that the Clerk will make contact with Gordon Hunt from OCC drainage and see if there is any way to reduce this risk.
- e) **Annual Cherwell District Council Survey** – The Clerk has asked that this be publicised in both the Launton Lines and on the village Facebook page, and will ensure that there is a poster on the noticeboard also showing how villagers can complete the Cherwell District Council Annual Survey.

## 9) Correspondence

- a) **Correspondence received for action**
  - i. Email from Kathy House requesting another talk on the use of the village defibrillator – Councillor Thompson is planning another Saturday morning training session in the Parish Hall for all those interested in learning how to use the defibrillator mounted on the wall of The Bull Inn.
  - ii. Email from Rob Pritchard, the SSE Community Liaison Officer for Oxfordshire about the smart meter roll out – The Clerk will ask both the Launton Lines and Launton Facebook page to publicise Mr Pritchard's details should anyone wish to find out more about smart meters.

- iii. Second contract received from OCC for grass cutting – prior to the meeting the Clerk had received a message from OCC saying that this second contract had been sent in error, as there is already a signed and sealed contract in place between Launton Parish Council and Oxfordshire County Council.

b) **Correspondence received for information**

- i. Rural Services Network weekly summaries.
- ii. SSLC Monthly Bulletins.
- iii. Community First Spring Newsletter

**10) Reports**

- a) Chairman's Report – there was no report from the Chairman.
- b) Clerk's Report
  - i. Parish Hall timings with Brownies – Anna Dunkley has asked that the Councillors do not enter the Parish Hall before 7pm on the nights the Brownies meet so their meeting can be finished without interruption. The Councillors noted that they do not believe they have been entering the hall before 7pm, but since that is the starting time for the public session before Parish Council meetings, the Brownies should have vacated the building by that time.
  - ii. SSE Open Event – both the Clerk and Councillor Thompson attended the SSE event in the Parish Hall and were impressed with efforts they appeared to be making to keep disruption to a minimum within the village. They appeared to take on board the idea of improving a bridge on footpath 15 with a handrail.
  - iii. Clerk's Cupboard – it was agreed that the Clerk will arrange a date for further cupboard clearing at the Parish Hall.

**11) Date of next meeting – Thursday 4<sup>th</sup> May 2017 at 7.30 in Launton Primary School.**

**The meeting closed at 9.03pm.**

**Notes on declarations of interest.**

Any Member arriving after the start of the meeting is asked to declare pecuniary interests, as necessary, as soon as practicable after their arrival, even if the item in question has been considered.

National rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in secondary legislation made under the Act, in particular, The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012