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.

Minutes of the meeting held on Thursday 2 November 2017
At 7.30pm in Launton Parish Hall

Present: Councillors: Mrs Lizzie Chisholm, Mr Chris Fox (Vice-Chairman), Mr Ed Sanders, Mrs Lesley Thompson, Mr Simon Turner (Chairman) and Mrs Jeanne Walker

In attendance: The Clerk, Mrs Jane Olds; 6 members of the public

Absent: Mr Bobby Clements

1. To receive and accept apologies for absence
No apologies had been received from Councillors. Apologies had been received from Councillor Ian Corkin (OCC) and David Hughes (CDC).

2. To Receive any Declarations of Interest in items on the agenda
Cllr Lesley Thomson declared an interest in Item 8.a.i

3. To facilitate public participation with regard to items on the agenda
No members of the public had any matters to raise.

4. Reports from District and County Councillors
No District or County Councillors attended the meeting.

5. To confirm the Minutes of the previous meeting held on 5 October 2017, previously circulated
The Councillors **RESOLVED** to agree to the Minutes.

Proposed: Councillor Fox	**Seconded: Councillor Walker**
All in favour	**Motion Carried**

6. Update on progress from the Minutes – the Clerk / Chairman to report on progress of outstanding items which do not require further decision

a. External Auditor's Report
The Clerk informed the meeting that she had looked at the accounts for the last two years, and could confirm that the value of the fixed assets would have gone down with the change of laptop as it was cheaper than the original. However, she would do a full review of the assets in due course.

b. Pavement to Costcutter

Councillor Thompson reported that Councillor Ian Corkin had looked at the pavement and understood the issues, but was not hopeful as Highways did not deem the damage 'bad enough'. He would monitor the situation.

c. Change of Authorised Persons on Bank Account

The Clerk had given the form to the signatories for completion. Once this form had been finalised and sent, the Financial Regulations would need to be updated and agreed before electronic banking could be arranged.

d. Police Liaison Meeting

The date of the Police Liaison meeting had been changed from 1 to 2 November and therefore no Parish Councillors were able to attend.

7. Finance and Governance

a. To receive the Finance Report

As at 23 October, the Accounts stood at:

Co-op Current Account	£36,958.68
Co-op Deposit Account	£10,060.02

There were no outstanding cheques

The Standing Order of £42 for Hire of the Parish Hall cleared on 2 October.

The Standing Order of £110 to Launton Lines cleared on 4 October.

No income had been received.

b. To acknowledge scrutiny and acceptance of previously circulated bank statements

The bank statements were reviewed and accepted.

c. To agree to the appointment of Arrow Accounting as Internal Auditor for the year 2017/18

The Council considered the Letter of Engagement and **RESOLVED** to agree to the terms.

Proposed: Councillor Turner	**Seconded: Councillor Fox**
All in favour	**Motion carried**

d. To consider a donation to the Royal British Legion for Remembrance Day

The Council **RESOLVED** to agree to a donation of £50 using the S137 allowance.

Proposed: Councillor Thompson	**Seconded: Councillor Fox**
All in favour	**Motion carried**

e. To note the Clerk's Pay Scale and monthly remuneration

The Council **RESOLVED** to agree to the Clerk's Pay Scale of SCP21 at £10.467 per hour. At 45 hours per month this would amount to £471.02 gross.

f. To consider and approve invoices for payment itemised on the Payment Schedule

Cheque no:	Payee and reason	Budget	Amount
200545	Jane Olds for October Clerk Salary	Clerk's salary	£471.02
200546	Calber Facilities Management Ltd for September grass cutting (invoice no: CL418114)	Grass cutting	£235.20
200547	Stephen Gray for 2nd verge cut (invoice no: 76)	Grass cutting	£240.00
200548	The Business Store for stationery (invoice no: 71115)	Admin costs	£21.65
200549	Royal British Legion for contribution to poppy appeal	S137	£50

Proposed: Councillor Turner **Seconded: Councillor Fox**
All in favour **Motion carried**

g. To agree to appoint the Clerk as Data Protection Officer for the Parish
To conform to the new General Data Protection Regulations (GDPR), the Council **RESOLVED** to agree to appoint the Clerk as Data Protection Officer for the Parish.

h. To agree to register with the Information Commissioner and to pay the £35 annual registration fee
The Council **RESOLVED** to agree to register with the Information Commissioner and to pay the fee. The Clerk would arrange the registration.

i. Replacement option for funds from Bank of Ireland – update from Clerk
The funds from the Bank of Ireland account were paid into the Current Account as the Deposit Account had the same number with a different identifier on the end.

The Council **RESOLVED** to agree to the transfer of £12,161.16 from the Current Account to the Deposit Account.

j. To consider applying for a NALC Transparency Grant
The Council **RESOLVED** to agree to apply to NALC for a Transparency Grant to assist with the development of the Parish Council Website.

k. To agree to the purchase from LexisNexis of the new edition of Local Council Administration at a cost of £64.60
The Council **RESOLVED** to agree to the purchase of the latest edition of the book.

l. To consider the Risk Assessment for the year 2017/18
The Risk Assessment had been due for consideration at the meeting, but the Clerk had not had the opportunity to look at it. The Council **RESOLVED** to agree to defer consideration to the December meeting.

8. Planning

a. Planning applications to consider
Councillor Thompson left the meeting while point i. was discussed.

i. Application No: 17/02000/OUT
Applicant's Name: Howson
Proposal: Erection of 3 No dwellings – re-submission of 17/01234/OUT
Location: Jack Barn West End, Launton, OX26 5DG
The Council considered the application and **RESOLVED** that nothing had changed from the previous comments made for application reference 17/01234/OUT. The development still exceeded the village envelope and would be against CDC Policy H18.

Proposed: Councillor Turner **Seconded:** Councillor Sanders
All in favour Motion carried

Councillor Thompson re-joined the meeting.

ii. Applicant's Name: Swan Practice, Lace Hill, Buckingham, MK18 1SH
Proposal: Application for outline consent and premises approval at The Swan practice, Lace Hill Buckingham
The Council considered the application and **RESOLVED** that as it had no relevance to the Parish, no response was necessary.

b. Notice of Decision
The Council noted the following Notices of Decision

i. Application No: 17/01128/F
Applicant's Name: Mr Patel
Proposal: Extension and alterations to existing shop to allow a merger with Budgens and create a post office plus first floor side extension
Location: Budgens, 36 Bicester Road
Permission for development subject to conditions

ii. Application No: 17/01289/REM
Applicant's Name: Albion Land Ltd
Proposal: Reserved Matters to 15/01012/OUT - The reserved matters submission relates to Phases 2a (which comprises a section of the internal spine road) and Phase 3a (in part) which has been split into 2 plots for the purposes of delivery (referred to as plots 2 and 3). This application relates to Plot 3 and represents the first built form of the development to come forward.
Location: Land north east of Skimmingdish Lane, Launton
Approval of reserved matters subject to conditions

iii. Application No: 17/00430/DISC
Applicant's Name: Ms Catherine Hall
Proposal: Partial discharge of condition 4 (design details) of 16/02126/LB
Location: Yew Tree House Station Road Launton Bicester OX26 5DX
Split Decision – part of this application has been granted and part refused

iv. Application No: 17/01841/F
Applicant's Name: Mr and Mrs Robert and Abigail Dowman
Proposal: One and two storey extensions to front, rear and side
Location: 18 Chestnut Close, OX26 5DE

Permission for development subject to conditions

v. Application No: 17/01847/F
Applicant's Name: Bicester Heritage
Proposal: Alterations to existing site access including installation of replacement security gates and erection of gatehouse
Location: Bicester Heritage, Buckingham Road, Bicester, OX26 5HA
Permission for development subject to conditions

The Council **RESOLVED** to reverse the order of the following two items.

c. Ref 17/01008/F – to consider and respond to correspondence from the applicant.
Councillor Turner had received correspondence from the applicant regarding the Parish's comment to CDC about the applicant's Statutory Declaration in its response to the application.

The Council acknowledged that it had misunderstood the legal nature of the declaration, and that its comment was inappropriate; the Council wished to apologise unreservedly for any distress that this may have caused and **RESOLVED** to agree to withdraw the comment. The Council would send a letter to this effect to CDC.

d. Appeals
To consider whether any further information can be given regarding the appeal

i. Application No: 17/01008/F
Applicant's Name: Messrs Richard and David Walker
Proposal: Change of use of poolhouse to a self-contained dwelling and erection of new double garage
Location: The Poolhouse, 57 West End, OX26 5DG

The Council considered the appeal and **RESOLVED** to agree that while no further new information could be given, CDC would be requested to notify the Planning Inspector of the withdrawal of the Parish's comments about the Statutory Declaration.

9. Village Matters

a. Parish Hall Lease – to consider the lease documentation provided by the PCC
The Council considered the draft lease which had been circulated and had a number of comments. The Property Address was not accurate; the Ancillary Rights would need work regarding the rights to the road access between the school, church, County Council and Parish Council; Reviews of rent would need to be agreed by both sides; the Break Option would not be acceptable to the Parish Council in its current form; the Parish could prefer to arrange the Insurance directly; and under Miscellaneous terms conditions point i. would need re-wording.

The Clerk would send the document to the CFO Village Halls Adviser for her comments.

b. East / West Rail – to receive an update
Councillor Turner had received confirmation that the Haul Road was to be constructed. No further information had been received.

c. **Village Floral Displays – to consider agreeing to fund floral displays and pots in the village**
Councillor Thompson informed the meeting that the flowers around the War Memorial were very well-received, but had been planted by a villager at their own, generous, expense. She asked for thoughts on other areas of the village which would benefit from seasonal planting and whether it was appropriate for the Parish Council to fund the project.

The Council **RESOLVED** to agree to Councillor Thompson looking into the matter further.

d. **Affordable Housing in Cherwell – to consider a response to the circulated email**
The Council considered the email and **RESOLVED** to agree that there were no appropriate plots to accommodate 15+ units in the village.

e. **Oxfordshire Transport and Access to Services survey – to consider a response**
The Council responded to the questions on the survey which the Clerk would send to CFO.

10. **Parliamentary Boundary Commission – to consider a further response to the Boundary Commission's consultation which closes on 11 December**
The Council **RESOLVED** to agree to defer the discussion until the December meeting.

11. **CDC Focus Group invitation – to consider attendance to discuss the relationship between parishes and CDC**
Councillor Sanders agreed to attend the meeting on Tuesday 14 November.

12. **Correspondence**

a. **Correspondence received for action – see Village Matters**

b. **Correspondence received for information**

i. Rural Services Network weekly summaries
ii. SLCC Monthly Bulletins
iii. OALC Monthly Newsletter
iv. Rights of Way Workshop on 19 November
v. OCVA – Food Poverty Discussion Forum 22 November
vi. HS2 Community Engagement Strategy – it was requested that the Council be kept informed and would join the group if appropriate

13. **Reports**

a. **Chairman's Report**
The Chairman had nothing further to report.

b. **Clerk's Report**
The Clerk reported that she had created new accounts spreadsheets for the previous and current years and had developed budget headings which she would be grateful for thoughts on so that she can start next year's budget. She would do the VAT reclaim for 2016/17 shortly.

The Clerk had started to re-develop the website and had added the documents in a more usable PDF form. The agenda would be published together with the finance report, links to planning applications and any additional papers in the 2017 18 Agenda and Minutes Section.

The Clerk's next actions would be preparation of the budget, revision of the Risk Assessment, and updating the Standing orders and Financial Regulations.

14. Date of next meeting – Thursday 7 December 2017 at 7.30pm in Launton Parish Hall.

The meeting closed at 9.06pm

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