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 7 December 2017 at 7.30pm in Launton Parish Hall

Councillors Present: 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 Jane Olds; 4 members of the public, Cllr David Hughes (from 8.45 to 9.05pm)

Apologies: Mrs Lizzie Chisholm

1. **To receive and accept apologies for absence**
   The Councillors accepted Mrs Chisholm's apologies and received apologies from Councillor Ian Corkin (OCC).

2. **To Receive any Declarations of Interest in items on the agenda**
   Cllr Lesley Thomson declared a non-pecuniary interest in Item 9.a.i

3. **To facilitate public participation with regard to items on the agenda**
   One member of the public raised the issue of the footpath outside CostCutter. The heavy delivery trucks and vans were eroding the pavement and causing a dip which was filling with water when it rained. This information would be passed on to Cllr Ian Corkin for his walk around the village.

4. **Reports from District and County Councillors**
   Cllr David Hughes briefly attended the meeting, but had no formal report to make.

5. **To confirm the Minutes of the previous meeting held on 2 November 2017, previously circulated**
   The Council **RESOLVED** to agree to the Minutes.

6. **Update on progress from the Minutes – the Clerk / Chairman to report on progress of outstanding items which do not require further decision**
   There was nothing further to report as all items were on the agenda.

7. **Finance and Governance**
   a. **To receive the Finance Report**
      As at 23 November, the Accounts stood at:

Co-op Current Account	£35,830.81
Co-op Deposit Account	£10,060.02

There were no outstanding cheques

The Standing Order of £110 to Launton Lines cleared on 6 November.

No income had been received.

The Clerk had received confirmation that she was an Authorised Account Person for the Co-op bank accounts.

The Co-op had not been able to perform the bank transfer of the funds from the Bank of Ireland by letter as it had to be by telephone. The Clerk had arranged for the transfer on 29 November.

b. To acknowledge scrutiny and acceptance of previously circulated bank statements
The bank statements were reviewed and accepted.

c. To consider the draft budget for 2018/19
The Clerk had started work on the budget but had not yet received the Tax Base figure or the CTRS figure from CDC, so was not able to finalise her recommendations.

d. To consider a verbal application for the grant to Launton Lines
Mr Spinage attended the meeting to request the grant for the forthcoming year. The Council considered the request and **RESOLVED** to agree to a grant of £110 per month which could be reviewed if the costs changed unexpectedly.

e. To agree to a payment of £83.40 to HMRC for a missed PAYE instalment
The Council **RESOLVED** to agree to make the payment of £83.40 to cover the outstanding instalment from Month 10 of the 2016/17 tax year.

The Clerk would appeal the small penalty which had been incurred following her request to HMRC for clarification.

f. To consider and approve invoices for payment itemised on the Payment Schedule
The Council **RESOLVED** to approve the following invoices for payment:

Cheque no:	Payee and reason	Budget	Amount
200550	JMC Olds for November Clerk Salary	Clerk's Salary	£471.02
200701	LexisNexis – 10th Edition of Local Council Administration	Admin expenses	£64.60
200702	Information Commissioner Registration	Information Commissioner	£35.00
200703	C Fox for Postcrete for installation of dog bin	Dog bins	£13.22
200704	HMRC for final PAYE instalment	HMRC	£83.40

8. Governance

a. To consider the Launton Village Fête Management Document
The Council **RESOLVED** to agree to defer discussion on the document until the January Meeting.

b. To consider the Risk Assessment for the year 2017/18
The Clerk had updated the Risk Assessment for the year which the Council considered and **RESOLVED** to adopt.

The Clerk would work on a complete revision of the document for 2018/19.

c. To consider the adoption of the Communication Policy
The Council considered the Communication Policy and **RESOLVED** to agree adopt it with the amendment to switch the Introduction and Aims.

d. To consider the adoption of the Data Protection Policy
The Council considered the Data Protection Policy and **RESOLVED** to agree to adopt it. It would be likely that some further amendment would need to be made once the responsibilities under the GDPR (General Data Protection Regulations) had been clarified.

e. To consider the adoption of the Freedom of Information Policy and Scheme
The Council considered the Freedom of Information Policy and Scheme which had been updated to the ICO's current text and **RESOLVED** to adopt it.

9. Planning

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

i.

Application No:	17/02169/F
Applicant's Name:	Mr Jonathan Byron
Proposal:	Change of use of the detached annexe building to provide temporary accommodation (i.e. holiday letting) when not otherwise occupied as a Granny Annexe.
Location:	Greyhound House, Bicester Road, OX26 5DQ

The Council considered the application and **RESOLVED** to respond that there were no comments or objections.

Councillor Thompson re-joined the meeting.

ii.

Applicant's Name:	17/00541/DISC
Applicant's Name:	Bicester Heritage
Proposal:	Discharge of condition 4 (plans for buildings 129 and 131) of 16/01806/LB
Location:	Bicester Heritage, Buckingham Road, OX26 5HA

The Council considered the application and **RESOLVED** to respond that there were no comments or objections.

iii. Application No: 17/00540/DISC
Applicant's Name: Bicester Heritage
Proposal: Discharge of condition 4 (plans for buildings 129 and 131) of 16/01805/F
Location: Bicester Heritage, Buckingham Road, OX26 5HA

The Council considered the application and **RESOLVED** to respond that there were no comments or objections.

Application reference 17/02331/F and 17/02324/F / 17/02325/LB were not discussed as the paperwork had not been received. They would be considered at the January meeting.

The paperwork for the following application had been received too late for the agenda having been delayed in the post.

iv. Application No: 17/02267/F
Applicant's Name: Mr James Davies
Proposal: Alterations to convert garage to habitable accommodation (PD Removed 01/00260/F)
Location: 25 Sherwood Close, OX26 5DR

The Council discussed the application in order that their general comments could be sent to the Planning Officer, but no formal decision could be made.

If the Council had been asked to make a formal decision, then no comment or objection would have been made to the application as it was a similar proposal to other properties in the Close.

b. Notice of Decision

The Council noted the following Notices of Decision

i. Application No: 17/01870/F
Applicant's Name: Mr and Mrs Hill
Proposal: Single storey front and rear extension. First floor rear extension. New boundary walls, windows & doors. New render finish.
Location: 9 Chestnut Close, OX26 5DE
Refusal of permission for development

ii. Application No: 17/01831/F
Applicant's Name: Bicester Heritage
Proposal: Variation of condition 2 (plans) of 15/00523/F - Variation of condition listing approved plans to allow minor amendment to approved scheme
Location: Bicester Heritage, Buckingham Road, OX26 5HA
Permission for development subject to conditions

iii. Application No: 17/01712/REM
Applicant's Name: Albion Land

Proposal: Reserved Matters to 15/01012/OUT - Phases 2b (in part) (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 2.
Location: Land North East of Skimmingdish Lane, Launton
Approval of reserved matters subject to conditions

c. **Land north east of Skimmingdish Lane (Bicester Link 9)** – to consider street names for the development (ref 15/01012/OUT
The Council **RESOLVED** to suggest the following names: Longlands (after the Spinney), Landing Lane, The Scramble, or Meadow View. There was also the suggestion that the roads be named after the local fields. The Clerk would make these suggestions to the Planning Officer.

d. **Planning application reference 17/01173/OUT** – to note that the application for has been referred to the Planning Inspectorate
An appeal against refusal of the Manor Oak development had been lodged with the Planning Inspectorate. It was anticipated that it would take between 12 and 14 weeks for an Inspector to be allocated and it would be for the Inspector to decide whether it would be by written submission, hearing or enquiry. If the Parish Council had anything further to add to the information already submitted it would be able to do so at that point, but not before.

e. **CDC Planning Policy** – to consider CDC's Draft Developer Contributions Supplementary Planning Document and Draft Design Guide Supplementary Planning Document
The Clerk had forwarded the documents by email.

The Council considered the documents and had no comments to make.

10. Village Matters

a. **Parish Hall Lease** – to receive an update
The Council had received feedback from CFO and ACRE on the Heads of Terms Lease.

The Council **RESOLVED** to agree to locate an independent solicitor to advise the Parish Council on the proposed Lease as a matter of urgency.

The Chairman, Cllrs Fox and Sanders would be meeting with members of the PCC on Tuesday 12 December. The Chairman had been informed that the PCC would like to finalise discussions by the beginning of February.

b. **East / West Rail – to receive an update**
No further information had been received.

c. **CFO Cluster Document** – to consider a response to the document
The Council considered the document. It was felt that more clarity was needed about what CFO wanted to achieve with the document and what they wanted it to be used for.

d. **20mph speed limits** – to consider a suggestion that the Parish request a 20mph speed limit through the village.
   The Council would be arranging a meeting with Cllr Ian Corkin and OCC Highways representatives shortly to look at the highway issues in the village which would include the options of a 20mph Zone and **RESOLVED** to defer the discussion until after the meeting.

   The WI had also asked the Council to consider whether the national WI should form a campaign that if there was no verge between the pavement and the road that the road should automatically be 20mph. The Councillors agreed that this would not be practicable.

11. **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 the Chairman's suggested text which the Clerk would submit and would send to the District and County Councillors.

12. **Training**
    a. **OALC Courses** – to consider Councillor attendance at any of the 2018 course
       The Council considered the courses and **RESOLVED** to agree to Cllr Turner and the Clerk attending the GDPR course on 7 March at £40 plus VAT per attendee. The Clerk would arrange the booking.

    b. **Clerk CiLCA Course** – to receive an update and to consider funding one third of the Clerk's course costs
       The Clerk reported that she had completed and submitted all the Units. She had passed Units 1 - 4 and was awaiting the outcome of Unit 5.

       The Council **RESOLVED** to agree to fund one third of the course costs (the full total £490), on completion of the course, which would amount to £163, from the training budget. The Clerk's other two parishes had also agreed to help.

    c. **SLCC Regional Seminar** – to consider funding one third of the Clerk's attendance at the Seminar on 31 January
       The Council **RESOLVED** to agree to contribute a third of £37.50 for the Clerk's attendance at the Seminar.

13. **Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required
    a. **A Villager** – re footpaths (received just before the last meeting and forwarded to Councillors and Footpath warden)
    b. **Cllr Tim Hallchurch** – District Council report
    c. **Rural Services Network updates**
    d. **CFO Autumn Newsletter**
    e. **Anonymous letter** – re name of the Black Bull Pub Quiz team. No response necessary as anonymous
    f. **Villager** – request for details of clubs and societies (forwarded to *Launton Lines*)
    g. **Clerks and Councils Direct**
    h. **Villager** – re Blackthorn Road ditches (followed up with Highways)
    i. **OALC** – November update

14. Reports from Meetings

a. **Parish Liaison Meeting** – 8 November
Cllrs Turner and Fox together with the Clerk attended the Parish Liaison Meeting.
Cllr Wood gave his Leader's overview and also introduced Yvonne Rees, CDC's new Chief Executive. Police Inspector John Batty gave a presentation on the policing of unlawful encampments and John McLaughlan from OCC gave a presentation on the Oxfordshire Comet bus and community transport.

b. **Emergency Planning Workshop** – 9 November
Cllr Thompson and the Clerk attended the workshop which was extremely helpful in focussing on what needed to be done to finalise the current year's plan. Cllr Thompson was also writing some articles for *Launton Lines* which would be included on the Parish Council website.

c. **CDC Focus / Peer Review Meeting** – 14 November
Cllr Sanders attended the meeting with about 20 other Parish Council representatives from the District. The smaller parishes were of the same view that improvements could be made to the planning process.

Following the meeting the Chief Executive sent out a short presentation about the review but it was not felt that it reflected what had taken place at the meeting regarding the relationship with the Parishes. A fuller report would be circulated in due course.

15. Reports

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

b. **Clerk's Report**
The Clerk requested that all items for the next agenda be submitted by 20 December. The Agenda for the January meeting would need to be posted on 27 December to take account of the New Year Bank Holiday.

16. Date of next meeting – Thursday 4 January 2018 at 7.30pm in Launton Parish Hall.

The meeting closed at 9.27pm

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

Signed………………………………………………….. Dated**……………………………………………….**