

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 4 January 2018 at 7.30pm in Launton Parish Hall

Councillors Present: Mrs Lizzie Chisholm, Mr Bobby Clements, Mr Chris Fox (Vice-Chairman), Mr Ed Sanders, Mrs Lesley Thompson, Mr Simon Turner (Chairman) and Mrs Jeanne Walker (from 8pm)

In attendance: The Clerk, Mrs Jane Olds; 4 members of the public, Cllr David Hughes (from 8.05pm)

Apologies: None

1. To receive and accept apologies for absence

The Councillors 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.ii and 9.a.iii

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

One member of the public raised concerns about the 20mph suggestion which were discussed more fully under agenda item 10.c.

4. Reports from District and County Councillors

Cllr David Hughes attended the meeting, but had no formal report to make. Cllr Corkin's report would be published on the Parish Council website.

5. To confirm the Minutes of the previous meeting held on 7 December 2017, previously circulated

The Council **RESOLVED** to agree 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

- a. **HMRC** – the Clerk reported that the payment to HMRC had been sent. However, HMRC had requested that the Clerk officially submit and confirm the outstanding amount using the Basic PAYE Tools software because it was an estimated calculation not a confirmed amount, but this had not been possible because of the loss of data from the old laptop which the Clerk had tried to explain.
- b. **Policy Documents** – the Clerk had created a Policies and Governance section on the Parish Council website and had published the Risk Assessment, Communication Policy, Data Protection Policy and Freedom of Information Policy on it.
- c. **Manor Oak Planning Appeal** – the Clerk reported that there was still no news from the Planning Inspectorate.

- d. **OALC Courses** – the Clerk had booked the GDPR Course on 7 March for the Chairman and herself.

7. Finance and Governance

a. To receive the Finance Report

As at 30 November the Co-op Deposit Account stood at: £22,222.76

As at 2 January the Current Account stood at: £24,422.61
(statement dated 22 December)

There were no outstanding cheques

The bank transfer of the funds from the old Bank of Ireland Account of £12,161.16 from the Current Account to the Deposit Account cleared on 29 November.

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

The VAT reclaim for 2016-17, amounting to £1,530.20, was sent on 17 November and the refund received on 4 December.

The application for the NALC transparency grant for financial assistance to ensure the website was compliant with the Transparency Code was sent to OALC on 12 December with the outcome announced around 26 January.

The Clerk had finalised the Internal Audit questionnaire and returned it to the Internal Auditor.

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 presented a detailed draft budget which the Councillors considered. This itemised the level of expenditure for each budget heading explaining the increases / decreases as necessary and took account of the Reserves held and the anticipated additional expenditure surrounding verge cutting and the Parish Hall Lease (for which Reserves had been allocated) together with the anticipated income, excluding the Precept.

The Council **RESOLVED** to agree to the budget of £36,829.

The Clerk would develop a formal Reserves policy.

CDC had informed the Parish that the estimated Tax Base for 2018/19 would be 536.6 (previous year 530.9). The CTRS Grant was likely to be £636.09 provided that CDC resolved to agree the grants for all parishes.

The Council **RESOLVED** to agree to maintain the Precept at the current level of £20,250 which in real terms would mean a slight reduction. The annual cost to a Band D household would be £37.74 – a reduction of 41p. The Clerk would inform CDC of the decision.

d. To consider a request from St Mary's PCC for a support grant for the upkeep of the Churchyard

The Council **RESOLVED** to agree to the request for support of £1,260 – the same level as the previous year under the Power of the Local Government Act 1972 s.214(6) The cheque would be issued prior to the mowing season in April.

e. To consider setting up a Direct Debit to pay the ICO annual renewal fee

The Council **RESOLVED** to agree to set up the Direct Debit. Two of the bank signatories signed the form for the Clerk to return to the Information Commissioner's Office.

f. To agree to the Clerk receiving an additional spine point pay rise for the completion of her Certificate in Local Council Administration

The Council **RESOLVED** to agree to the Spine Point increase from SCP 21 to SCP22 (£10.739 per hour) a total of £483.26 per month.

g. 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
200705	JMC Olds for December Clerk Salary	Clerk's Salary	£471.02
200706	JMC Olds for one third of CiLCA course	Training	£163.00
200707	Oxfordshire Association for Local Councils for GDPR training for Cllr Turner and Clerk on 7 March	Training	£96.00

8. Governance

a. General Power of Competence

i. To agree that the Parish Council meets the criteria for eligibility (two thirds elected members and CiLCA qualified Clerk)

The Council **RESOLVED** to agree that the Parish Council met the criteria for eligibility with five elected Councillors and a CiLCA qualified Clerk.

ii. To agree to adopt the General Power of Competence

The Council **RESOLVED** to agree to adopt the General Power of Competence which would be reviewed at the first meeting following the next ordinary election of the Council in 2020.

b. To consider the Launton Village Fête Management Document

The Council considered the document and agreed that it was comprehensive. The Council **RESOLVED** to agree to the document with the addition of the word 'unrecouped' in the clause for the underwriting of the costs and the addition of a Parish Council nominated member of the group.

c. To discuss and consider the adoption of the revised Standing Orders

The Council considered the Standing Orders and clarified a number of points which the model Standing Orders had left open for consideration.

The Council **RESOLVED** that the Clerk further revise the document with the comments and bring it to a future meeting for further consideration.

9. Planning

- a. **Planning applications** – to consider all recent applications received from Cherwell District Council detailed below and any other planning applications submitted between the circulation of this agenda and the meeting

- i. Application No: 17/02331/F
Applicant's Name: Mr and Mrs Hill
Proposal: Single storey front and rear extension, first floor rear extension.
New boundary walls, windows & doors.
Location: 9 Chestnut Close, OX26 5DE

The Council considered the application and **RESOLVED** to respond that the revised application was still overdeveloped and that the rendering was not in keeping with the rest of the street scene within the Close. It was also requested, should Cherwell be mindful to grant permission, that the boundary wall height of 0.9m should be stipulated in the conditions.

Councillor Thompson left the meeting while points ii. and iii. were discussed.

- ii. Application Number: 17/02324/F and 17/02325/LB
Applicant's Name: Mr Jonathan Byron
Proposal: To install air source heat pump as sole supply for heating in annexe
Location: Greyhound House Bicester Road, OX26 5DQ

The Council considered the application and **RESOLVED** to respond that while the Council applauded the use of renewable resources for heating, the Council had objections to the current application as there was no specification of the heat exchanger and it was therefore not possible for the Council to make a decision on such information, particularly as the noise levels varied significantly between the models.

- iii. Application No: 17/02319/M56
Applicant's Name: Mrs Shirley Johnson
Proposal: Change of use from post office to residential dwelling
Location: Post Office and Stores, Sherwood Close, OX26 5DR

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

Councillor Thompson re-joined the meeting.

- iv. Application No: 17/02475/F
Applicant's Name: Mr & Mrs Ames
Proposal: Replacement roof to main house. Flat roof to existing dining room. Garage conversion
Location: Avalon, 12 Blackthorn Road, OX26 5DA

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

b. Notice of Decision

The Council noted the following Notices of Decision

- i. Application No: 17/02000/OUT
Applicant's Name: Howson
Proposal: Erection of 3 No dwellings (revised scheme of 17/01234/OUT
Location: Jack Barn, West End, OX26 5DG
Outline permission for development subject to conditions
- ii. 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
Permission for development subject to conditions

10. Village Matters

a. Parish Hall Lease – to receive an update

Councillor Turner reported that he and Councillors Fox and Sanders had had a constructive meeting with some members of the PCC and their consultant Rod Aitken on 12 December and that the previous suggestions had been well-received and accepted.

Further work needed to be completed before the document could be sent to a solicitor for the Parish Council, but it was hoped that this could be done urgently.

b. East / West Rail – to receive an update

The Clerk had received notification that there was to be a further consultation day on Friday 19 January from 12noon until 8pm at the Sports and Social Club.

c. 20mph speed limits – to receive a report from the 'walk-about' meeting with Cllr Ian

Corkin and the OCC Highways Officer and to consider a further response
Councillors Thompson, Turner and Sanders met with Cllr Corkin on Tuesday 19 December at 8.30am. They walked the village from the Bull to school which gave a good example of the traffic and parking issues on the Bicester Road, and the turning issues into Station Road.

A number of options were available including reducing the speed to 20mph outside school, repainting the yellow zig-zag lines outside school, installing temporary OCC traffic monitoring devices which covered speed and volume in both directions at a cost of £100 per device per week.

The pavement outside CostCutter was also discussed and would be looked into further. Unfortunately, the pile of earth outside the shop was the shop's responsibility as it was on private land.

- 11. Parliamentary Boundary Commission** – to note the submission to the consultation
The Council noted the submission which was available on the Parish Council website.

12. Training

a. Clerk CiLCA Course

The Clerk was pleased to report that she had received confirmation that she had passed all the Units of the course and was now qualified. The Council congratulated her on her achievement.

- 13. Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required

- a. A villager** – re drainage on Blackthorn Road (Clerk still chasing Highways)
- b. Ian Corkin** – re HS2 Meeting
- c. Sarah Aldous** (OCC Footpaths) – re repair to footbridge handrail which was in hand
- d. London Oxford Airport Consultation** (closes 22 March)
- e. RAF Brize Norton** – Airspace Consultation (closes 22 March)
- f. SLCC** – no referendum principles for English Parishes for the next three years
- g. OCC Highways** – re Winter service and filling grit bins
- h. Thames Valley Police** – re Survey on an increase in council tax to help protect operational policing
- i. OALC** – December update
- j. OCC** – Broadband update

14. Reports from Meetings

No meetings had been attended.

15. Reports

a. Chairman's Report

The Chairman had nothing further to report.

b. Clerk's Report

The Clerk had nothing further to report

16. Date of next meeting – Thursday 1 February 2018 at 7.30pm in Launton Parish Hall.

The meeting closed at 9.52pm

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.....