

LAUNTON PARISH COUNCIL

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

Minutes of the meeting held on Thursday 5 April 2018 at 7.30pm in Launton Parish Hall

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

In attendance: The Clerk, Mrs Jane Olds; 2 members of the public (1 from 7.35pm)

Apologies: Mrs Lizzie Chisholm and Mrs Lesley Thompson

1. To receive and accept apologies for absence

The Councillors received apologies from Mrs Lizzie Chisholm and Mrs Lesley Thompson.

2. To Receive any Declarations of Interest in items on the agenda

No declarations of interest were made.

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

No members of the public raised any issues.

4. Reports from District and County Councillors

Cllr Corkin sent his apologies, but had reported to the Clerk that he would contact the villager regarding the drains on Blackthorn Road so that he could have a full briefing. He also wished to advise the village that he had initiated a review of the recent accidents on the A41 at the Blackthorn Turn; also regarding traffic, the Rodney House Roundabout improvements were likely to have an impact on the village and he was wanting to mitigate these issues. Each County Councillor had some Locality Funding available for small projects which he suggested the Council might consider.

5. To confirm the Minutes of the previous meeting held on 1 March 2018, 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. **London Oxford Airport Consultation and Brize Norton Airspace Consultation** – the deadline had been extended to 5 April and it had been responded to in time. The Councillors thanked Councillor Turner for his time in working on the draft. The responses were available on the Parish Council website.
- b. **First Aid Box** – the Clerk purchased a new box.
- c. **Litter Pickers** – the Clerk had labelled all the litter pickers with identification numbers.

7. Finance

a. To receive the Finance Report

As at 26 March, the Accounts stood at:

Co-op Current Account	£22,174.13
Co-op Deposit Account	£22,222.76

There were no outstanding cheques

The Standing Order of £110 to Launton Lines cleared on 5 March

No income had been received.

The Year End would be completed as soon as possible in order to get the data to the Internal Auditor prior to completing the External Auditor information.

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

The bank statements were reviewed and accepted.

c. External Audit – to consider whether to claim exemption due to being under the £25,000 threshold or to have a Limited Assurance Review

The Council considered the suggestion and **RESOLVED** to agree that the Council would have a Limited Assurance Review at a cost of £200.

d. Asset Register – to update and confirm

The Clerk had worked on the Asset Register, but there were still some items which needed confirmation including the location and number of all dog bins. The Council **RESOLVED** to re-consider the Register in June.

e. Reserves – to confirm the Reserves agreed in the 2018 / 19 budget

The Council **RESOLVED** to agree the following reserves:

Sherwood Close maintenance (s106)	£5,651.78
Glades Open Space Maintenance	£3,572.00
Parish Hall Contingency	£5,000.00
Asset Replacement fund (initiated 05.01.12)	£3,000.00
3 months' running costs	£5,000.00
Election Expenses	£1,600.00
Insurance Excess	£300.00
General Contingency Funds	£2,000.00
Defibrillator contingency	£300.00
Bus shelter contingency	£1,500.00
Street Furniture contingency	£1,500.00
Trees contingency	£3,000.00
Total	<u>£32,423.78</u>

- f. Credit Union** – to consider investing a proportion of the Deposit Account funds in the Oxford Credit Union

The Clerk had received information about the Oxford Credit Union, but had subsequently also heard about the Harvest Money Credit Union which CDC had recently publicised. The Council **RESOLVED** to agree to look into both options further.

- g. OALC Finance Course** – to agree to Cllr Turner attending the OALC Finance Course on 18 April

The Council **RESOLVED** to agree to Councillor Turner attending the course and also to book Councillor Fox on the course if space was available.

- h. Subscriptions** – to agree the list of annual subscriptions

The Council **RESOLVED** to agree the following list:

Society of Local Council Clerks

Oxfordshire Association of Local Councils

Community First Oxfordshire (formerly ORCC)

- i. 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
200715	JMC Olds for March Clerk Salary	Clerk's Salary	£483.26
200716	St Mary's PCC for churchyard upkeep grant	General Grants	£1,260.00
200717	Launton Congregational Church for churchyard upkeep grant	General Grants	£210.00
200718	JMC Olds for Website Hosting	Website	£66.00
	JMC Olds for First Aid Kit	Village upkeep	£19.99
	Total		£85.99
200719	Cherwell District Council for dog bin emptying	Dog bin emptying	£480.48
200720	OALC for Annual Subscription	Subscriptions	£241.15
200721	OALC for Finance Course for Cllr Turner	Training	£96.00
200722	Community First Oxfordshire for Annual Subscription	Subscriptions	£70.00
200723	Society of Local Council Clerks for Annual Subscription	Subscriptions	£80.00
200724	Launton WI (replacement cheque for contribution to cakes for Litter Pick – cheque no 200714 cancelled)	Village upkeep	£50.00

8. Governance

- a. Financial Regulations** – to discuss and consider the revised Financial Regulations

The Council **RESOLVED** to agree to postpone the discussion to the June meeting.

- b. Grant Awarding Policy** – to discuss and consider the adoption of a grant awarding policy and application form
The Council considered the documents and **RESOLVED** to agree to adopt the policy and application which would be reviewed in two years.

c. General Data Protection Regulation

i. To consider a draft Privacy Notice

The Council **RESOLVED** that further thought needed to be given to expand the phrase about not selling personal information and agreed that the notice be considered further at the May meeting.

ii. To consider a draft Document Retention Policy and Procedure

The Council considered the document retention policy and procedure and **RESOLVED** to adopt it with minor changes to the planning section which the Clerk would implement.

d. Staffing Policies

- i. Draft Grievance Policy
- ii. Draft Dignity at Work Policy
- iii. Draft Member : Officer Protocol

The Council considered the policies and **RESOLVED** to consider them further at the June Meeting.

e. Planning Pre-application Protocol – to discuss and consider the adoption of the Planning Pre-application Protocol

The Council considered the Protocol and **RESOLVED** to agree adopt it.

f. CDC Parish Remuneration Report – to consider and adopt CDC's Parish Remuneration Report for 2018/19

The Council received the report and **RESOLVED** that it be noted that the Council members had all agreed not to claim any of the allowances apart from mileage to meetings outside the village where necessary. A note to this effect would be added to the public notice.

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

The following application was received after the agenda had been posted.

- i. Application No: 17/02490/F
Proposal: Variation of condition 8 (permitted uses) to include B1c (light industrial use), sui generis (showroom/workshop use) and ancillary A3 use to building 129 (latter use retrospective); and variation of condition 17 (to revise the timeframe for the installation of the new access) of planning permission 17/02312/F.
Location: Bicester Heritage
Summary of

Amendments: Revised description. Variation of condition 8 (permitted uses) to include B1c (light industrial use), sui generis (showroom/workshop use) and ancillary A3 use to building 129 (latter use retrospective); and variation of condition 17 (to revise the timeframe for the installation of the new access) of planning permission 17/02312/F.

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: 18/00032/F
Proposal: Single yard managers dwelling in connection with existing Stratton Fields Livery Stables
Location: Stratton Fields Livery Stables, Launton Road, OX27 9AS
Refusal of permission for development
- ii. Application No: 18/00082/F
Proposal: Proposal Single storey rear extension, bay window, and porch extensions. (Replaces Planning Consent 17/00908/F)
Location: Tenaya Bicester Road Launton Bicester OX26 5DP
Permission for development subject to conditions
- iii. Application No: 18/00087/F
Proposal: First floor extension over existing garage and two storey side extension to dwelling with associated internal alterations
Location: The Gardens, Bicester Road, OX26 5DP
Permission for development subject to conditions

- c. **Jack Barn, West End** – to welcome the Developers to present their proposals for their development of the Jack Barn area
No representative attended the meeting.

10. Village Matters

- a. **Parish Hall Lease** – to receive a progress report
Councillor Turner reported that the drive access was still awaiting a decision from the School Governors.

The first bill from the PCC Solicitors for £750 plus VAT had been received by the PCC. As the Parish Council had agreed to pay the costs, the Council **RESOLVED** to ask the solicitors to re-address the bill to the Parish Council in order that it could be paid out of the Parish Council funds. The Council **RESOLVED** to settle the bill between meetings in order to avoid the payment of additional costs if necessary.

Following the Heads of Terms, the PCC Solicitor has provided a draft Lease, but it appeared to contain errors and was in other ways currently not satisfactory. If any charges were incurred as a result of correcting errors in the draft, the Parish Council would contest

them. The Council also requested that the invoice have a more informative breakdown of the works incurred.

b. East / West Rail – to receive an update

The Transport and Works Act Order (TWAO) application was to be made shortly and the Clerk had requested access to electronic copies of the documents which would be available in due course.

c. Village Tidy-up day – to receive a progress report and to agree to the purchase of additional litter pickers

The day was very successful – despite the awful weather – with more than 30 helpers turning out and a lot of rubbish collected.

The Clerk had received the new litter pickers two days after the event.

The Clerk and Councillor Thompson had written an article for Launton Lines and the Clerk had written a thank you note to the WI.

d. Kissing Gate – to receive a progress report on the maintenance of the surface under the kissing gate between Yew Tree Close and the Playing Fields

The Clerk reported that she had met with the new OCC Footpaths Officer to discuss the kissing gate and also the stile on the other side of the field.

The Officer believed that there should be a ditch running down on the Yew Tree side of the Playing field which should help with the drainage by the kissing gate and would contact Vanderbilt about this.

The Officer suggested that it might not be necessary to have the kissing gate there as no stock was kept in the field. The Councillors could not see a reason why it should remain either, but asked whether the gate could be reused.

The Clerk also showed the flooded area under the stile on the other side of the field to the Footpaths Officer, who suggested that it might be possible to obtain TOE2 funding for a boardwalk, but it would need the permission of the land owner. The Councillors agreed that this would be a good project to progress.

On a related matter, in the Yew Tree field was an ash tree in a poor state of health which the Clerk had reported to the CDC Arboricultural team in order that all issues could be cleared before the area was handed over by Vanderbilt to CDC.

e. Blackthorn Road Drains – to receive a progress report

The Clerk had passed on further information from a villager to the Highways team and had copied in Cllr Corkin in order that he could help with finding a suitable solution.

f. Post box – to receive a progress report

The Clerk reported that the file had been sent to 'Post-box appearance' who were conducting searches with utilities in terms of services in the ground etc. Once this file had been returned they would install it.

- g. **Dog Bin Emptying** – to agree to continue with the contract with Cherwell District Council for the dog bin emptying for 2018 / 19
The Council **RESOLVED** to agree to CDC continuing with the contract.

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

- a. **OCC Emergency Planning Team** - SSE community funding
- b. **Co-op Bank** – re adding Councillors Walker and Chisholm to the Mandate
- c. **HST** - update
- d. **OALC** – re Ledbury Town Council and Dispute Resolution issue
- e. **ICO** – confirmation of Direct Debit
- f. **CDC** – re Local Plan Partial Review submission to the Planning Inspector
- g. **British Horse Society** – re further footpath identification workshops
- h. **Stratton Audley Barn** – re asking to advertise on websites for staff (forwarded to Launton.org)
- i. **BBC Oxford** – ‘Shout Out to Oxfordshire’
- j. **OALC** – re update on Governance and Accountability and GDPR article
- k. **Moore Stephens** – re 2017/18 external audit
- l. **OALC** – March update. To note consultation on NPPF (closes 10 May) and the Code of Conduct consultation (closes 18 May) – for discussion at the May meeting

12. Reports from Meetings

a. SLCC Meeting – 6 March

The Clerk and Councillor Turner attended the SLCC branch meeting at County Hall. There were a number of presentations by County Officers which were useful and informative. OCC appear to be working with the other Districts in a much more constructive and positive way, so even though it appears unlikely that the Unitary application will come to fruition, the work which was done on it would still be put to use. The Clerk also reported that she had been elected as Group Treasurer at the meeting.

b. GDPR Training – 7 March

Councillor Turner and the Clerk attended the course which was comprehensive. It explained the need for the General Data Protection Regulation which would work with the new Data Protection Act, shortly to become law, and that it was an evolution of the 1998 Data Protection Act.

Councillor Turner re-iterated the necessity to use Parish Council email addresses and mailboxes and this would be investigated as part of the website hosting discussion.

c. Launton Plotters AGM – 15 March

Councillors Turner and Sanders together with the Clerk attended the meeting. Mr Charles Hurst from East West Rail attended the meeting and explained the plans to change the access to the land and the requirement for some of the plots to be used by the project, some of which would be returned to the Plotters following the work. There was also the understanding that sheds would be replaced by the project where necessary.

13. Reports

a. Chairman's Report

The Chairman had nothing further to report.

b. Clerk's Report

The Clerk had sent out the invitations to the Annual Parish Meeting and would collate the reports shortly. The Clerk was starting the work on the Year End in order that she would have a Financial Report prepared for the Annual Parish Meeting.

14. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Thursday 15 February

- a. Annual Parish Meeting** – the Annual Parish Meeting for the village would take place on Thursday 19 April at 7.30pm in the Parish Hall. All villagers were welcome to attend and those on the Electoral Register able to participate.
- b. Berkshire, Buckinghamshire, Oxfordshire Wildlife Trust** –a public meeting was being organised for Wednesday 18 April at St Edburg's at 6pm about the East / West Expressway. Booking was essential.

15. Date of next meeting – The Annual Parish Council Meeting - Thursday 3 May 2018 at 7.30pm at the Congregational Church, Station Road (please note venue).

The meeting closed at 9.32pm

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.....