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 7 June 2018 at 7.30pm in Launton Parish Hall

Councillors Present: Mr Chris Fox, Mrs Lesley Thompson, Mr Simon Turner (Chairman), and Mr Ed Sanders

In attendance: The Clerk, Mrs Jane Olds; Parish Path Warden, Mr John Boulton, Parish Path Warden (left 7.40pm) and 2 members of the public

Apologies: Mrs Lizzie Chisholm, Mr Bobby Clements and Mrs Jeanne Walker

1. **To receive and accept apologies for absence**
   The Council received apologies from Mrs Lizzie Chisholm, Mr Bobby Clements and Mrs Jeanne Walker.

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**
   The Parish Path Warden, Mr Boulton, presented his report on the state of the footpaths around the village which he would send on to the OCC Footpaths Officer.

4. **Reports from District and County Councillors**
   Cllr Hughes reported that following the issues in Northamptonshire, CDC had had to extricate themselves from the joint working agreement with South Northants. There was a proposal to join Oxfordshire County Council in a similar arrangement and the Heads of Terms was just being considered, but this was not to be a Unitary arrangement. Both Councils would need to be in agreement.

   Cllr Hughes reported that he had attended a Stakeholder meeting in Milton Keynes regarding the East West Expressway. There were a number of ‘corridors areas’ under consideration at present and the decision for which ‘corridor’ was to be used would be announced in July.

   Concern was raised with Cllr Hughes about whether regular inspections of the Blackthorn Road Traveller site were made and Cllr Hughes would look into this.

   Cllr Hughes reported that he had been elected as Vice Chairman of the Council.

   Cllr Corkin submitted a written report which had been circulated.

5. **To confirm the Minutes of the previous meeting held on 3 May 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. **Bank Signatories** – the Clerk had received confirmation that the form sent was correct and would arrange for its completion.

7. **Finance**
   a. **To receive the Finance Report**
   As at 16 May, the Accounts stood at:

Co-op Current Account	£29,842.31
Co-op Deposit Account	£22,222.76

   There were 3 outstanding cheques totalling £1,231.20

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

   The first tranche of the Precept (£10,125.00) was received on 20 April and the CTRS Grant (£636.09) was received on 4 May.

   The VAT Reclaim for 2017/18 of £941.85 was received on 16 May.

   b. **To acknowledge scrutiny and acceptance of previously circulated bank statements**
   The bank statements were reviewed and accepted. However, it had only been noticed that morning that the bank statement for the Deposit Account for the previous month had not been received, so the Clerk had requested a copy which would be considered at the July meeting.

   c. **Statement of Accounts**– to consider and approve the Statement of Accounts for the year ending 31 March 2018
   The Council **RESOLVED** to agree the Statement of Accounts which had been circulated previously.

   The Chairman and Clerk signed the document.

   d. **External Audit –** to complete the External Audit Annual Governance Statement for 2017/18
   The Council **RESOLVED** to agree to all the Governance questions. The Chairman and Clerk signed the form.

   e. **External Audit** – to complete the External Audit Accounting Statements for 2017/18
   The Clerk provided the meeting with the figures and the Council **RESOLVED** to agree the Accounting Statements. The Chairman and Clerk signed the form.

f. Effectiveness of Internal Auditor

The Clerk had circulated the draft document to review the Internal Auditor's effectiveness which the Council considered and **RESOLVED** to agree. The Chairman and Clerk (as RFO) signed the document.

g. To consider and agree the Insurance Renewal for 2018/19

The Council **RESOLVED** to agree to the annual renewal of £536.34 and asked the Clerk to make a full review of the requirements and providers prior to next year's renewal.

h. To consider and agree a Grant to Bethel Congregational Church for the churchyard maintenance support grant for 2017/18 (previously missed)

The Council **RESOLVED** to agree to a payment of £210 for the previous year's grant.

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
200730	JMC Olds for May Clerk Salary together with April's back pay	Clerk's Salary	£502.52
200731	Insurance Renewal	Insurance	£536.34
200732	Launton Congregational Church for 2017/18 churchyard upkeep grant	General Grants	£210.00
200733	Calber for May Grass Cutting	Urban Grass Cutting	£235.20

The Council noted that the cheque below was paid on 10 May following clarification of the VAT situation:

200278	Winkworth Sherwood LLP for Parish Hall legal fees	Parish Hall project	£900.00

8. Governance

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

The Council considered the Financial Regulations and **RESOLVED** to adopt them with the amendments discussed during the meeting.

b. Standing Orders – to discuss and consider the revisions recently advised by NALC to take account of the Openness regulations, the Data Protection Act and the Accounts Regulations

The Council considered the Standing Orders and **RESOLVED** to adopt them with the advised amendments.

c. Staffing Policies – to consider documents recommended in OALC's Dispute Resolution Guide

i. Draft Grievance Policy

ii. Draft Dignity at Work Policy

iii. Draft Member : Officer Protocol

The Council **RESOLVED** to discuss the staffing policies at a future meeting due to time constraints.

d. Marking the death of a Senior National Figure – to consider forming a procedure
The Council **RESOLVED** to agree to defer the discussion for a future meeting.

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: 18/00567/F
Proposal: Change of use of Building 143 from Ministry of Defence use to B1(c) Light Industrial
Location: Bicester Heritage Bicester Heritage, Buckingham Road, OX26 5HA

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

ii. Application No: 18/00589/F
Proposal: Change of use of building from use for B1 purposes to a use comprising of B1, and/or B2, and/or sui generis motor sales showroom, and/or A1 use
Location: Building 87, Bicester Heritage, OX27 8AL

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

iii. Application No: 18/00745/F
Proposal: Variation of condition 2 of 17/01831/F - The proposed parapet facing material has changed from the previous approval
Location: Building 119 FFMT Shed, Bicester Heritage, OX27 8AL

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

iv. Application No: 18/00778/F and 18/00779/LB .
Proposal Insertion of a disabled access panic release fire escape doors including brickwork door jambs to the western elevation of Building 113
Location: Building 113, Bicester Heritage, OX26 5AD

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

v. Application No: 18/00709/LB
Proposal: Replacement windows to property
Location: Yew Tree House, Station Road, OX26 5DX

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

vi. Application No: 18/00893/F
Proposal: Demolish existing garage. Single storey front extension with associated internal alterations
Location: 2 Ancil Avenue, OX26 5DJ

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 Notice of Decision:
i. 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.

10. CDC's Open Space, Sport and Recreation Review / Strategy – to consider a response
The Council considered the amended plan which the Council noted had recorded the previously advised Yew Tree Play Area and field and **RESOLVED** to request that the grass areas in The Glades and in Sycamore Road be included as 'Other Open Space' and that the reduction in the size of the area of the allotments due to the East / West Rail works be noted.

11. Village Matters

a. Parish Hall Lease

i. To receive a progress report and agree further action
Councillor Turner reported that he had read through the draft Lease thoroughly and had a long list of concerns. He encouraged all the Councillors to read through the document so that all the Councillors could participate in a full discussion at a future meeting.

The Council was concerned about the quality of the work, particularly in relation to the accuracy, typographical and style errors and noted the reluctance to pay for correction work.

ii. **To consider the costs associated with the Parish Council's legal representation for the Lease and to formally engage the solicitor**
The Council considered the estimated costs from Mr Huard from Bates Wells Braithwaite and **RESOLVED** to agree to the estimated cost of between £1,750 and £2,350. This price included the advice already received for the consultation about the Heads of Terms earlier in the year.

iii. **To consider how to progress future plans for the hall in anticipation of the Lease being agreed**
Following discussions, the Parish Council **RESOLVED** to form a Working Group which would have representation from members of all the interested groups - the Parish Council, the Parochial Church Council, the Parish Hall Committee and the Parish Hall Improvement Project.

It was suggested that three members of each group, to make up a Working Group of 12, would work well. The Council **RESOLVED** to agree that Councillor Turner and the Clerk would represent the Parish Council with one other Councillor to be decided at a future date.

b. East / West Rail – to receive an update
The Clerk had received notification that the Land Referencing Exercise started on 4 June for four weeks.

The Clerk had also received a further map of the Allotments which she had sent to the Launton Plotters, but which needed some clarification before approval.

c. Yew Tree Close Field – to receive a progress report on the handover of the field to CDC
The Clerk reported that the Footpaths Officer had found the land owner of the field north of Yew Tree Close and would be in touch with progress on the stile shortly.

There had not been any progress from CDC about the location of the path or the trees. However, it was also noted that a number of the trees had recently been vandalised.

d. Blackthorn Road Drains – to receive a progress report
The Clerk reported that Cllr Corkin met with OCC Officers on site and he was optimistic that they had found a resolution. There would be a further meeting with the contractors Skanska to 'spec the job'.

e. Post box – to receive a progress report
The Clerk reported that the Post Office had successfully completed their searches and the project had now gone to the engineering team to plan the installation. There was no time scale as yet.

f. 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 to empty the dog bins.

g. Bicester Heritage Tour – to consider a suitable date for a tour of the site
The Council **RESOLVED** to agree to accepting Bicester Heritage's suggestion of Tuesday 3 July for a tour of the site.

The tour would comprise:

4.30pm	Welcome refreshments and an introduction by the Managing Director
5.30pm	A guided tour of the site
6.30pm	Closing talk from the Managing Director
6.45pm	Guests to depart

There would be a limit of 15 – 20 guests, which would be available to the village on a first come, first served basis.

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

a. OALC – re Executive Committee

b. **Villagers** – re grass cutting
c. **CFO** - newsletter
d. **OALC** – Social Media course and neighbourhood planning
e. **Beds, Bucks, Oxfordshire Wildlife Trust (BBOWT)** – Ox / Cam expressway
f. **Cllr Ian Corkin** – re planning definition of infill
g. **Calor** – community fund
h. **Villager** – re fallen tree
i. **OCC and CDC** – re joint working proposal following split from South Northants
j. **Clerks and Councils Direct**
k. **Healthwatch**
l. **OALC** – May update

13. Training

a. **CDC Code of Conduct Training** – to consider who would attend the training on 17 July or 12 September
The Council **RESOLVED** that Councillor Turner and the Clerk would attend the 12 September session at 5pm at Bodicote House.

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 worked on the Risk Assessment for 2018/19 and circulated a copy for discussion at the July meeting.

16. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Wednesday 21 June

a. **Bicester Heritage Discount Tickets available for postcode areas OX26 and OX27 for Flywheel .** The Local Discount for Flywheel was BHCSC20 which could be booked on the website at https://classicsportscarshow.seetickets.com/tour/the-classic-sports-car-show/
b. **Otmoor Parishes Meeting** – 8 June
c. **Island Pond Wood Mowing** – The Clerk had received a request to help with the cost of mowing which would be added to the July agenda
d. **Emergency Plan** – the new representative of the OCC Team had requested a meeting to discuss the village's plan. Cllr Thompson and the Clerk would attend a meeting on 11 June.
e. **CDC Parish Liaison Meeting** – the Clerk reported the change of date to 20 June. Cllr Turner and the Clerk would attend
f. **Cllr Ian Corkin A41 Collision Meeting** – 14 June at 2pm
g. **Police Resilience Meeting** – 13 June at Ardley Parish Hall

17. Date of next meeting – Thursday 5 July 2018 at 7.30pm at Launton Parish Hall.

The meeting closed at 9.35pm

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**……………………………………………….**