

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 July 2018 at 7.30pm in Launton Parish Hall

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

In attendance: The Clerk, Mrs Jane Olds; 1 member of the public

Apologies: Mrs Lizzie Chisholm, Mr Bobby Clements and Mrs Lesley Thompson

1. To receive and accept apologies for absence

The Council received apologies from Mrs Lizzie Chisholm, Mr Bobby Clements 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 issues were raised.

4. Reports from District and County Councillors

Councillors Hughes (CDC) and Corkin (OCC) sent their apologies. Cllr Corkin submitted a written report.

5. To confirm the Minutes of the previous meeting held on 7 June 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. Standing Orders and Financial Regulations – the Clerk had updated them and published them on the website.

b. Insurance Renewal – the Clerk had sent the cheque and had received confirmation of receipt and cover.

c. Staffing Policies – in view of the High Court Ruling, OALC was reviewing their Dispute Resolution Guide so the Clerk had taken this off the agenda for the time being.

d. CDC's Open Space, Sport and Recreation Review – the Clerk had sent in the suggestion that the grass areas in the Glades and Sycamore be included as other open space and that the size of the allotments would be reduced due to East / West rail.

e. Code of Conduct Training – the Clerk had notified CDC that Councillor Turner and she would attend on 12 September.

7. Finance

a. To receive the Finance Report

As at 15 June, the Accounts stood at:

Co-op Current Account	£28,468.53
Co-op Deposit Account	£22,225.65

There was one outstanding cheque totalling £235.20

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

The OCC Grass Cutting Grant of £1,216.28 had been received and paid into the Current Account.

The Deposit Account had received annual interest of £2.89.

The budget monitoring sheet for April to end of June had been published and circulated.

The Clerk had completed all the documents for the External Audit and emailed them to Moore Stephens on 14 June. The Parish website had been updated with all the required information in the Financial Information section and the Notice of Electors' Rights published on the website and on the noticeboards. The period for Electors' Rights would be from 18 June to 27 July.

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

The bank statements were reviewed and accepted.

c. To consider and agree the Risk Assessment for 2018/19

The Council considered the Risk Assessment, which had been restructured significantly to reflect the changes in Council working, and **RESOLVED** to agree to accept and adopt it.

d. To consider the purchase of a new Minute Book

The Clerk reported that the current Minute book was almost complete and that a new one would need to be sourced. The Council considered the alternatives and **RESOLVED** to agree to the purchase of a Minute Guard Book from Shaws at a cost of £124.74 plus VAT.

e. To consider the list of regular payments

The Council considered and **RESOLVED** to agree the following list of regular payments:

Clerk Salary: monthly

Launton Lines: monthly - £110

Parish Hall: quarterly - £42: April, July, October, January

Dog bin emptying: twice yearly - March / April and September / October

Information Commissioner: annual - £35 by direct debit in December

External Auditor: annual - £200

Subscriptions: annual (as agreed on 5 April, but included for completeness)

Society of Local Council Clerks

Oxfordshire Association of Local Councils

Community First Oxfordshire (formerly ORCC)

f. To consider grant applications received

- i. Island Pond Wood – request for contribution towards the grass cutting for 2018/19 and 2019/20

The Council considered the request and **RESOLVED** to agree to a contribution of £384 per year for 2018/19 and 2019/20 to assist with the grass cutting costs.

g. To consider paying the Clerk by monthly Standing Order

The Financial Regulations made provision for the payment of the Clerk by Standing Order. The Council **RESOLVED** to pay the Clerk by monthly Standing Order on the first of each month from 1 August and agreed that the Clerk would do the necessary administration.

h. To agree to inspect the Fixed Assets and allocate responsibilities

The Council **RESOLVED** to agree that the list of responsibilities was correct apart from Councillor Fox being responsible for litter bins, not Councillor Sanders.

The Inspection Reports would be considered at the next meeting.

The Clerk alerted the Council that one of the doors on the Noticeboard by the War Memorial was deteriorating and would need attention shortly. The Council **RESOLVED** to agree that the Clerk arrange for an additional set of noticeboard keys to be cut for ease of maintenance and Councillor Fox would look at what needed doing.

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
200734	JMC Olds for June Clerk Salary	Clerk's Salary	£492.89
200735	JMC Olds for Clerk Admin Expenses (printing £110.60; stationery £0.54; laminating £3.00; postage £10.34)	Admin costs	£124.48
	Meeting expenses	Meeting Expenses	£2.00
	Mileage Expenses	Mileage expenses	£43.11
	Total		£169.59
200736	Calber for June Grass Cutting (Invoice CL423980)	Urban Grass Cutting	£235.20

8. Governance

a. Marking the death of a Senior National Figure – to consider forming a procedure

The Clerk reported that Mr Wright had indicated that the Church could be the venue for any book of condolence which the Parish would need to organise.

The Council **RESOLVED** to agree to draft a procedure for consideration.

b. Recording of Meetings Policy – to consider the policy for adoption

The Council considered the policy as recommended following the review of the Standing Orders and **RESOLVED** to adopt it with a review in two years.

c. Internal Financial Controls Policy – to consider the policy for adoption

The Council considered the policy following the review of the Financial Regulations and **RESOLVED** to adopt it with a review in two years.

d. Village Fete – to receive a report

Councillor Turner reported that the Fete went well and was well attended. It raised over £3,000 for St Mary's Church and the Youth Football clubs in the village.

The Council agreed that while it was useful to have a Parish Council representative on the organising committee, it did not necessarily need to be a Parish Councillor, but someone who could report back to the Parish Council on a regular basis.

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 Number: 18/00450/F

Proposal: Demolition of existing garage and construct new single storey side, part front and rear extension

Location: 14 Ancil Avenue, OX26 5DJ

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

Arrived on 3 July

ii. Application Number: 18/00827/LB

Proposal: Changes to the roof to the west elevation of Building 131 and a new opening in an internal wall in Building 130 as part of their tenant fitting out works to the existing buildings which form part of the RAF Bicester Technical Site redevelopment

Location: Bicester Heritage

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: 18/00567/F

Proposal: Change of use of Building 143 from Ministry of Defence use to B1(c) Light Industrial and alterations to north-east elevation.

Location: Bicester Heritage, Buckingham Road, Bicester

Permission for development subject to conditions

ii. Application No: 1818/00131/TCA

Proposal: Tree number 1523 x Sorbus sp is in poor condition with overhanging branches over the main entrance, the tree is quite hollow in places and the cavities are rotten - Fell

Location: Bicester Heritage, Buckingham Road, OX26 5HA

'Notice of Intent' to undertake works to tree(s) in a conservation area

c. Planning Appeal

- i. Application No: 17/01173/OUT
Appeal Reference: APP/C3105/W/17/3188671
Applicant's Name: Manor Oak Homes
Proposal: OUTLINE - Development of up to 72 dwellings with associated large area of public open space. All matters reserved except for access
Location: OS Parcel 4846 South East Of Launton Road And North East Of Sewage Works Blackthorn Road Launton
To consider which Councillors will attend the above hearing between 10 and 12 July at Bodicote House
The Council **RESOLVED** to agree the Councillor Turner and the Clerk would attend the hearing.

10. Village Matters

a. Parish Hall Lease – to receive a progress report and agree further action

Councillor Turner reported that he hoped to speak to the Parish Council's solicitor shortly to discuss and clarify some of the Parish concerns.

Councillor Turner had received communication from the School Chair of Governors about the narrow strip of driveway owned by the school. However, although there was no resolution at present, it was possible to proceed with the Lease as there would be no material impact. Councillor Turner had drafted a response to the school which the Council **RESOLVED** to agree.

b. East / West Rail – to receive an update

The Clerk had received notice that EWR would be submitting a planning application for environmental mitigation site A5 (A7) shortly and had published a map which had been circulated. The access to the site would be in Launton Parish, although the actual area would be within Marsh Gibbon.

c. Yew Tree Close Field – to receive a progress report

No progress had been made.

d. Blackthorn Road Drains – to receive a progress report

Cllr Corkin wrote that the work had been passed to contractors and should be completed by the end of July. The contractors would be digging out the jammed jetting hose which should clear the pipe allowing water to flow again; they would also be clearing the ditch up to the white gates to make an improvement to the drainage.

e. Post box – to receive a progress report

The Post Office Team had reported that 'P&FS' had raised a job to carry out a site visit and CAT scan the new location which should be completed within the next three weeks, workload permitting.

f. The Glades

i. To consider what action to take to remedy the poor state of the path

The Council viewed some images of the path around the grass area of the Glades and **RESOLVED** to agree that the path was needing repair and to request quotations.

ii. To consider what action to take regarding the size of the tree and the possibility of damage to the nearby house (number 26)

The Council **RESOLVED** to agree to request recommendations and quotations from a tree surgeon to reduce the size of the tree.

iii. To consider the request from the owners of number 26 to purchase land adjacent to the house

The Council **RESOLVED** to agree to pay to make a Land Registry enquiry and to seek further advice.

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

- a. CFO** – AGM 28 June
- b. OCC** – re consultation on new school in Graven Hill – 13 June to 24 July
- c. Blackthorn PC** – re website and domain name advice
- d. TVP** – Hidden Harm Campaign
- e. OALC** – re grant for silhouette remembering WW1
- f. OALC** – re AGM on 2 July and request for members on Executive
- g. HS2 Funds** – re funding for community projects
- h. CDC** – Parish Liaison Meeting presentations and notes
- i. TVERC** - newsletter
- j. Hummingbird Centre** – re asking for help with sorting verge / footpath between car park and entrance
- k. Cllr Ian Corkin** – re grant funding update
- l. Cllr Ian Corkin** – re Councillor Briefing
- m. Ambrosden Chairman** – re Wootton (Launton) Charity papers
- n. OALC** – June Newsletter. Of particular importance, the planning issue with regard to the suggestion that PCs respond within 14 days
- o. Clerks and Councils Direct**

12. Training – to consider further OALC training courses

Councillor Turner expressed an interest in attending the GDPR progress on implementation course on 17 October and Councillor Walker expressed an interest in attending the Roles and Responsibilities course. Both would review attendance in August.

13. Reports from Meetings

a. Otmoor Parishes Meeting – 8 June

Councillor Sanders attended the meeting and the notes had been circulated.

b. Emergency Plan Meeting – 11 June

Councillor Thompson and the Clerk met the new representative of the Emergency Planning Team and went through the current plan. They had been given some additional suggestions which they would work on over the next few weeks.

c. Police Resilience Meeting – 13 June

The Clerk attended the meeting which had very few attendees. Sergeant O’Leary was pleased to announce that rural burglary had reduced from 23 instances the previous year

to 22 this year, but still reminded villagers to remain vigilant, to lock doors and windows of cars and property and to report suspicious activity.

The CDC representative reminded the meeting that it was important to report all fly tipping to CDC in order that they could monitor the issue, and also raised awareness that scrap metal merchants should be registered within the District area they were working in and so must have a licence to collect scrap metal in the Cherwell area.

d. A41 Collision Meeting – 14 June

Councillor Turner reported that it was a positive meeting at the Blackthorn Road Junction. The road signs to Launton had already been repositioned to give a better view of the road.

OCC was arranging a traffic and speed survey and would be undertaking further work shortly.

e. Parish Liaison Meeting – 20 June

Councillor Turner and the Clerk attended the meeting. Councillor Turner reported that Cllr Wood outlined the issues surrounding the disintegration of Northamptonshire County Council and the implications it would have on the working relationship between Cherwell and South Northamptonshire District Councils. Through mutual understanding it had been agreed to separate, although some contracts would be maintained for their duration. With the separation imminent, CDC had been looking for other partners and was in discussions with Oxfordshire County Council.

Adrian Colwell, Executive Director for Place and Growth, made a presentation on planning including the change in structure of the department, the status of the revised Local Plan Part 1 which had been submitted to the Planning Inspector, but awaited a date for inspection, and other planning related matters.

There was a final presentation about funding which included the SPARK funding which Launton would be eligible for together with Community Infrastructure Funding which may be useful for the Parish Hall renovations.

14. Reports

a. Chairman's Report

The Chairman had nothing further to report.

b. Clerk's Report

The Clerk reported that she had discovered that the Blackthorn Bridge weight limit was not marked on the 'Freight Gateway' which is understood to be what hauliers use as a mapping system. This had now been reported to Highways and Trading Standards and it was hoped that the map would be updated shortly which might reduce the number of HGVs using the road.

15. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Wednesday 19 July

a. OCC Town and Parish Events

The meeting would now be on 28 November at Exeter Hall in Kidlington.

b. Congregational Chapel

The Chapel graveyard had been inspected by Reeves Memorials from Oxford. The very old leaning headstones reported as safe. However, the more "modern" headstones from 1950s onwards were more likely to be unsafe as they had not been fixed (if at all) in a safe way. The graves would be monitored regularly by the Chapel.

On the advice of Reeves, it had been agreed to remove some of the trees which were behind the headstones, too close to the footstones of graves, or too close to the Chapel exterior wall.

The Chapel would be grateful if unsupervised children were not allowed in the graveyard.

16. Date of next meeting – Thursday 2 August 2018 at 7.30pm at Launton Parish Hall.

The meeting closed at 9.50pm

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.....