

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 4 October 2018 at 7.30pm in Launton Parish Hall

Councillors Present: Mrs Lizzie Chisholm, Mr Chris Fox, Mr Simon Turner (Chairman), Mr Ed Sanders, Mrs Lesley Thompson, Mrs Jeanne Walker

In attendance: The Clerk, Mrs Jane Olds; 3 members of the public

Apologies:

1. To receive and accept apologies for absence

No Councillor apologies had been received.

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

No declarations of interest were declared.

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

Nothing was raised.

4. Reports from District and County Councillors

Councillors Hughes (CDC) and Corkin (OCC) sent their apologies. Councillor Corkin sent a written report which had been published on the website.

Councillor Turner reported that Councillor Hughes had received a letter from a villager about the Manor Oak Appeal result. Councillor Hughes had discussed the issue at CDC; CDC's Barrister had advised that it would not be recommended to request a Judicial Review as it was very costly and it would be very difficult for a second Planning Inspector to overturn the first Inspector's decision.

5. To confirm the Minutes of the previous meeting held on 6 September 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. SLCC Regional Training Seminar** – the Clerk informed the meeting that this was a repeat of the seminar she had attended at the beginning of the year and so she would wait for next year's programme.

7. Finance

a. To receive the Finance Report

As at 14 September, the Accounts stood at:

Co-op Current Account	£34,913.98
Co-op Deposit Account	£22,225.65

There were three outstanding cheques totalling £559.20

The Standing Order of £492.89 to pay the Clerk's August salary cleared on 3 September.

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

The second tranche of the Precept - £10,125.00 - was received on 14 September.

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

The current account bank statement was reviewed and accepted. The bank had informed the Clerk that unless there were any transactions on the deposit account, no statement would be sent.

c. To consider the Co-op Bank Declaration to amend the signatories on the bank mandate

The Council **RESOLVED** to agree the Declaration. The Clerk would send the form to the bank.

d. To receive the External Auditor's Report

The Clerk had received the paperwork from the External Auditor who had nothing to report. The Certificate had been published in the 2017/18 Accounts section of the website and the Notice of Conclusion of Audit posted on the website and noticeboards.

e. To consider the Internal Auditor's Letter of Engagement

The Council considered the Letter of Engagement and **RESOLVED** to accept the terms including a physical visit to check the books at a cost of £288 (excluding travel costs). However, the Council agreed that it was not necessary for the Internal Auditor to attend a Parish Council meeting at a cost of £200.

f. To consider a donation to the Royal British Legion for Remembrance Day Poppy Wreath

The Council **RESOLVED** to agree to a donation of £50. Councillor Thompson would collect the wreath from the Ex Services Club on either Friday 19 or Saturday 20 October between 10am and 12noon.

g. To consider grant applications received

No applications had been received.

h. 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
200746	Calber Facilities Management Ltd for one-off maintenance in Sherwood Close shrubbery	Village Upkeep	£307.92

Cheque no:	Payee and reason	Budget	Amount
200747	Cherwell District Council for emptying of 10 dog bins	Dog bin emptying	£960.96
200748	Moore Stephens for External Audit Limited Assurance Review	Audit	£240.00
200749	Calber Facilities Management Ltd for September Grass Cutting	Urban Grass Cutting	£235.20
200750	Royal British Legion for Poppy Wreath	S137 Donations	£50.00

The following cheque was sent on 26 September as agreed at the September meeting

Cheque no:	Payee and reason	Budget	Amount
200745	Royal British Legion Poppy Appeal for two Silent 'Soldiers'	General Grants	£500.00

8. Governance

a. To consider nominations for the co-option of a Councillor

CDC had confirmed that no election had been called. An advert would be published on the website and in the November edition of *Launton Lines* encouraging anyone interested to complete an application form (available on the website) and submit to the Clerk before the December Parish Council meeting ready for consideration at the 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 Number: 18/01345/F

Proposal: Erection of two dwellings

Location: Land South West of South Riding, Station Road, Launton

Amendments: Various amendments to the design of both Plot 1 and Plot 2

The Council considered the application and **RESOLVED** that the previous response in September was adequate and no further comment was necessary.

b. Appeals – to consider whether a further response is necessary

i. Application Number: 18/00032/F

Proposal: Single yard managers dwelling in connection with existing Stratton Fields Livery Stables

Location: Stratton Fields Livery Stables Launton Road Stratton Audley Bicester OX27 9AS

The Council **RESOLVED** that no further comment was necessary.

c. Notice of Decision

The Council noted the following Notices of Decision:

i. Application No: 18/01104/F

Proposal: Creation of reptile embankments, hibernaculum and new natural habitat

Location: Land North Westbury Court and East of Hare Leys Farm, Bicester Road, Launton
Permission for development subject to conditions

- ii. Application No: 18/01202/F
Proposal: Application for planning permission for installation of a replacement LPG tank for Bicester Gliding Centre
Location: Bicester Gliding Centre, Aviation Hangar Building 137, Bicester Heritage, OX27 8AL
Permission for development subject to conditions
- iii. Application No: 18/01127/LB
Proposal: Internal works to form washing and changing facilities for Gliding Centre
Location: Bicester Gliding Centre, Aviation Hangar Building 137, Bicester Heritage, OX27 8AL
Permission for development subject to conditions
- iv. Application No: 18/01254/F
Proposal: Conversion of detached garage to habitable accommodation
Location: Blencowe House, Blackthorn Road, Launton, OX26 5DA
Permission for development subject to conditions
- v. Application No: 18/01277/F
Proposal: First floor rear extension and single storey rear extension
Location: Ladyday Cottage 29 West End, OX26 5DF
Permission for development subject to conditions

10. Village Matters

a. Parish Hall Lease

- i. To consider Bates Wells Braithwaite's Terms of Engagement
The Council **RESOLVED** to agree the Terms of Engagement.
- ii. To receive a progress report
Councillor Turner reported that he had had a constructive conversation with the Parish Council's Solicitor at Bates Wells Braithwaite and that the Solicitor had understood the issues which had been raised about the lease and would be clarifying them with the Diocesan Solicitor.

The Launton Parish Hall Working Group had met twice and had discussed a number of items including the terms of reference, the need to visit other halls in the area and to start to look at potential architects.

- iii. To agree further action
No further action was required by the Parish Council.

b. East / West Rail

- i. To consider whether to give oral evidence to the TWAO Public Inquiry

The Council **RESOLVED** to agree that it was not necessary to give oral evidence.

ii. To receive a progress report

The response to the consultation had been sent and published on the Parish Council website. There was no further progress.

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

The Clerk reported that the transfer from Vanderbilt Homes to CDC was progressing. CDC would be replacing the dead trees during the winter and would be arranging the footpath diversion for the right of way once they had received the Title; the path would stay where it was and the right of way altered on the map. The Clerk had raised the deterioration of the footpath with CDC.

The Clerk had also met with an Officer from Scottish and Southern Electricity about the Ash tree on the Yew Tree land which was overhanging the garden of 38a Sycamore Road. Following work over the years by SSE to ensure that branches did not interfere with the power lines, the tree was not a balanced shape and, if the residents at 38a Sycamore cut off the branches overhanging their garden, might result in the tree being more unstable. The Clerk was still trying to find a solution acceptable to all.

d. **Post box** – to receive a progress report

No further progress had been made. The Council **RESOLVED** to ask the Clerk to send the Land Registry information to the Post Office and request a progress report.

e. **20mph Zone Outside School** – to consider requesting a 20mph zone outside school for the protection of the public

Following a request from the Clerk and Councillor Corkin, the Highways Officer hoped to make a site visit shortly.

f. **The Glades**

i. **To receive a progress report**

The Clerk had received information from the Land Registry in Gloucester and had confirmation that the definitive map was the Land Registry map with the Title Number ON 150686.

Following the request in July from the owners of number 26 to purchase the land adjacent to the house, the Council had received advice from OALC about the responsibilities of Councils as land owners, trespass to land and disposal of land.

The advice was that by treating the land as their own and planting the shrubs, the owners of the house were, in effect, trespassing on Parish Council land. The Council asked the Clerk to prepare a document for consideration at the next meeting which would acknowledge the planting of the land by the owners of number 26 and ensure that the shrubs were maintained, but that the land would not be sold.

A villager had also requested that the Council consider banning ball games on the grass area and erecting 'no ball games' signs. This would be considered at the next meeting.

The Clerk had confirmed the tree work with the contractor.

g. Silent Soldier – to receive a progress report

The Clerk had ordered the silhouettes and was waiting for an estimated delivery date.

h. Station Road Pump

i. To consider the quotation from Calber for the additional mowing of the area

The Council considered the quotation and **RESOLVED** to agree to the quote of £15 per cut at 10 cuts a year.

ii. To consider adopting the Pump as a village asset and adding it to the Parish Council Fixed Assets Register

The Council **RESOLVED** to agree to the adoption of the pump as an asset and to maintaining it for the benefit of the village.

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

a. Rural Services Network - Bulletins

b. Cllr Ian Corkin – East/West Expressway Announcement

c. CPRE – re publication *What's Special To You: Landscape Issues In Your Neighbourhood Plan*

d. OCC – East/West Expressway Announcement

e. TVP – September Police and Crime Bulletin

f. Oxfordshire Healthwatch - newsletters

g. Images by Hand – Parish Map

h. TTRO Footpath Closures

i. OALC – re External Audit

j. OALC – September Update

k. Yvonne Rees (OCC and CDC) – new Oxfordshire County Council and Cherwell District Partnership introduction

12. Training

a. To consider attendance at OALC training courses

The Clerk confirmed that the Planning course was now fully booked and that the course diary for 2019 had been published.

13. Reports from Meetings

a. Code of Conduct – 12 September

Councillor Turner and the Clerk attended the meeting. The Clerk provided the Councillors with some notes for information.

14. Attendance at Meetings

a. CDC Parish Liaison Meeting – to consider Councillor attendance on Wednesday 7 November

Councillor Turner and the Clerk would attend the meeting.

b. OCC Town and Parish Event – to consider attendance on Wednesday 28 November at 6pm at Exeter Hall in Kidlington

Councillor Turner and the Clerk would attend the meeting.

15. Reports

a. Chairman's Report

The Chairman had nothing further to report.

b. Clerk's Report

The Clerk reported that she and Councillor Thompson had been working on the Village Emergency Plan which would be ready for consideration at the next meeting.

With the emergency plan in mind, the water leak on Bicester Road had had a significant impact on the village with the loss of water in the early morning of Friday 28 September until midday. The Clerk had telephoned Thames Water at 7am to ask when the emergency water supply would be delivered to be informed that the work was not due to take much longer and so the emergency supply was not necessary. Unfortunately, the work took significantly longer which meant that most of the village, including the school, had been without any water for the entire morning.

It had been assumed that Thames Water worked with the OCC Emergency Planning team to let them know when there might be a problem, but this did not happen. In future the Parish Council must let the Emergency Planning Team know if there was likely to be a problem and this would be included in the Emergency Plan document.

16. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Wednesday 18 October

17. Date of next meeting – Thursday 1 November 2018 at 7.30pm at Launton Parish Hall.

The meeting closed at 9.12pm

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.....