

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 1 November 2018 at 7.30pm in Launton Parish Hall

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

In attendance: The Clerk, Mrs Jane Olds; 4 members of the public

Apologies: Mrs Lizzie Chisholm

1. To receive and accept apologies for absence

The Council received and accepted apologies from Mrs Lizzie Chisholm.

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 brief written report.

5. To confirm the Minutes of the previous meeting held on 4 October 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. **Poppy Wreath** – the Clerk had collected the wreath and delivered it to Councillor Turner ready for Remembrance Day.
- b. **Councillor co-option** – the Clerk confirmed that the advert had gone in *Launton Lines* and was on the Parish website and Facebook; she had received one enquiry.

7. Finance

a. To receive the Finance Report

As at 23 October, the Accounts stood at:

Co-op Current Account	£31,465.81
Co-op Deposit Account	£22,225.65

There was one outstanding cheque of £50.00.

The Standing Order of £492.89 to pay the Clerk's September salary cleared on 1 October.

The Standing Order of £42 for Hire of the Parish Hall cleared on 1 October.

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

No income had been received

The budget monitoring sheet for 1 April to 30 September had been published and circulated.

The Clerk had sent off the Bank forms on 10 October but had not received any further news.

The Clerk had completed and returned the Internal Audit interim spreadsheet to the Internal Auditor.

The Clerk had started to work on the budget for next year.

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

The current account bank statement was reviewed and accepted.

c. To consider the purchase of a new SSD hard drive and additional RAM for the Parish Council laptop

The Clerk reported that the hard drive in the Parish Council laptop was making unusual sounds and that this type was one that was known to fail. The Council **RESOLVED** to agree to the purchase of a new SSD 120GB SanDisk at a cost of £24.98.

On further inspection of the laptop, it was discovered that it was not possible to upgrade the RAM unless the current memory was replaced with a completely new 'stick'. The Council therefore **RESOLVED** to agree not to purchase any additional RAM for the time being.

d. 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
200751	JMC Olds for Clerk Admin Expenses (Printing £67.88, Stationery £6.00, Postage £8.25, Telephone £0.74)	Admin costs	£82.87
	Mileage Expenses	Mileage Expenses	£71.52
	Total		£154.39
200752	Celia Evans for reimbursement of Commercial EPC fee (invoice HJ561 paid personally)	Parish Hall	£220.00

8. Governance

a. To consider the revised Data Protection Policy to comply with the Data Protection Act 2018

The Council **RESOLVED** to agree to the small changes in the policy.

b. To consider the purchase of the latest (11th) Edition of Local Council Administration

The Council **RESOLVED** to agree to the purchase of the 11th edition of Local Council Administration at a cost of £103.99 (with a 20% reduction from £129.99).

c. To consider nominating a Councillor to represent the Parish Council on the board of the Friends of Island Pond Wood Ltd

The Council **RESOLVED** to nominate Councillor Thompson as the Parish Council representative until May 2020.

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: 18/01698/OUT

Proposal: Land Adj To Jack Barn West End Launton

Location: New dwelling with vehicular access

The Council **RESOLVED** to respond with the following objections:

- the application was outside the built-up limits of the village and concern was raised that the claim in the applicant's Design Statement that gardens should be considered as developed land could set a precedent for the development of many of the surrounding long gardens;
- there was strong disagreement with the Highways' response regarding traffic on West End as this development would have a negative impact on the narrow, residential lane which was already in a parlous state.

The following arrived after the publication of the agenda:

ii. Application Number: 18/01769/ADV

Proposal: 3no. existing wall mounted Bakels signage proposed to be back lit.

Location: British Bakels Ltd, 3A Longlands Road Launton Bicester OX26 5AH

The Council **RESOLVED** to respond with the following objection:

The Council was concerned about the light pollution from the additional signage and did not feel that there was any need for the signs to be backlit, particularly as there was already so much lighting in the area which currently lit the signs. There was also concern about the loss of visual amenity, particularly for the residents of the nursing home and the new houses being constructed opposite the site.

iii. Application Number: MW.0120/18 (OCC)

Proposal: To continue the development permitted by planning permission no. 97/01501/CM (for infilling of existing limestone quarry with naturally occurring subsoils and other inert wastes to form a country park, importation of waste aggregates for recycling and

resale) without complying with condition 20, to allow the extension of time for the completion of restoration of the site to 30th June 2020

Location: Stratton Audley Quarry, Bicester Road, Stratton Audley

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: 18/00230/TCA
Proposal: "T1 - Blue - 1013 - To fell as it is dead and may cause damage to listed buildings.
T2 - Red - 1119 - To fell as it is dead and may cause damage to listed buildings."
Location: Bicester Heritage
'Notice of Intent' to undertake works to trees in a conservation area (original application not received)
 - ii. Application No: 18/01376/F
Proposal: Extension and alteration to dwelling Crossways; subdivision of land to provide site for new detached dwelling; form 2 No new vehicular accesses
Location: Crossways, Blackthorn Road, OX26 5DA
Refusal of Permission for development
 - iii. Application No: 18/01483/F
Proposal: Erection of new agricultural barn
Location: Redundant Agricultural Barn At Folly Farm Station Road Launton
Permission for development subject to conditions
 - iv. Application Nos: 18/01394/F and 18/01395/LB
Proposal: Change of use of annex from cottage to games room with kitchenette, shower and sauna
Location: Home Farm House, Station Road, OX26 5DX
Permission for development subject to conditions
- Arrived after publication of the agenda
- v. Application No: 18/01345/F
Proposal: Erection of two dwellings
Location: Land South West Of South Riding Station Road Launton (Greenwing Developments Ltd)
Permission for development subject to conditions

10. Village Matters

a. Parish Hall Lease

- i. To receive a progress report
Councillor Turner reported that an Energy Performance Certificate (EPC) had been completed for the PCC the fee for which the Parish Council had agreed to pay. The survey had given the hall a very low rating, but concern had been raised about

spending money on completing remedial work which would be removed during the full renovation of the hall. The Council **RESOLVED** to agree to pay for the additional MEES (Minimum Energy Efficiency Standards) Report should it be required.

A telephone call had been booked with the Parish Council's Solicitor for Tuesday 6 November to discuss the EPC and other matters raised in the Lease.

The Parish Hall Working Group had made one exploration visit to Fringford Village Hall and further visits to Bletchington and Wendlebury were arranged.

ii. To agree further action

No further action was required by the Parish Council.

b. East / West Rail

i. To receive a progress report

The Clerk reported that following concerns from villagers about the haul route and traffic through the village, Cllr Corkin had confirmed that he had met Charles Hurst recently and had been reassured that traffic movements to the construction areas would be via the haul route which was to be built from the compound north of the allotments. The only work currently taking place was the permitted removal of the old track. Cllr Corkin also confirmed that Stratton Audley was not part of the HGV route.

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

No further progress had been made.

d. Post box – to receive a progress report

The Clerk had been informed that the box would be installed on Highways verge land outside Costcutter in the next few weeks.

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

Cllr Corkin had updated the Clerk that the Highways Officer had made his survey and was awaiting costings. It was understood that it was a straight forward project apart from the electricity supply for one sign which it was hoped could be overcome.

f. Disposal of land – to consider the sale of any Parish Council-owned land

The Council considered advice from OALC regarding the sale of Parish Council-owned land, including NALC Legal Topic Notes, and **RESOLVED** that the general presumption should be that land owned by the Parish Council should not be sold unless exceptional circumstances should warrant the sale.

g. The Glades

i. To consider a draft agreement between 26 The Glades and the Parish Council regarding the strip of land currently planted with shrubs

Following a request from the owner of 26 The Glades to purchase the Parish Council-owned land outside their property, the Council **RESOLVED** to agree that while the land could not be sold, the Parish Council could enter into an Agreement to enable the owner to have access to the land to maintain the shrubs which had been planted

previously. Any further planting would need to be with the agreement of the Parish Council.

ii. To consider a request from a villager about banning ball games on the grass area

The Council considered the request and **RESOLVED** to ask all households in The Glades for their opinion. An anonymous ballot would be created and sent to every house asking for a response. It was agreed that if a household did not respond, it would be taken as agreement for the continuation of the status quo in allowing ball games. The majority of the houses would have to respond in favour of a ban for the request to be enacted.

h. Dog Bin – to consider the purchase of a further dog waste bin for the footpath by Wyndham Hall Care Home

The Council considered a request for an additional dog waste bin by the Wyndham Hall Care Home (which was in the Parish) and **RESOLVED** to agree to the purchase of a Retriever 35 bin from Glasdon. Councillor Turner would check to see if a post were needed or whether it could be sited on an existing footpath post.

i. Silent Soldier – to receive a progress report

The silhouettes of the soldier and airman had arrived. The Council thanked Councillor Fox for installing them and **RESOLVED** to agree to ensuring that the fixings could be used in future years.

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

- a. Rural Services Network** - updates
- b. CDC re Members' Allowance scheme** – for next Parish Remuneration Panel
- c. Community First Oxfordshire** - update
- d. Launton School** – recipe for recipe book
- e. Villager** – re the right of way by The Green
- f. CDC** – re Empty Homes Week 2018
- g. AGE UK Oxfordshire** – AGM 2 November
- h. Healthwatch Oxfordshire** - briefings
- i. Oxfordshire Lord Lieutenant** – Armistice Bells (sent to Peter Wright)
- j. Thames Valley CCG** – re provision of pharmacies for rural patients
- k. Police Rural Liaison Group** - update
- l. TVERC** – re identification resources from the Field Studies Council
- m. OALC** – October update

12. Training

a. To consider attendance at OALC training courses

The Council **RESOLVED** to agree to the Clerk attending the two Internal Audit courses ('Understanding Internal Audit' and 'So you want to be an Internal Auditor?') on 10 January at Warwick Hall, Burford.

13. Attendance at Meetings

- a. CDC Parish Liaison Meeting** –Wednesday 7 November
Councillor Turner and the Clerk were registered to attend.

- b. Oxfordshire Resilience Group – Communities Evening** – to consider attendance at the meeting on 15 January (6 – 8pm)
Councillor Thompson had signed up to attend and the Clerk would also attend.
- c. SLCC Oxfordshire Branch Meeting** – 22 November at Millets Farm
The Clerk would attend.

14. Reports from Meetings

- a. OALC GDPR Course** – 17 October
Councillor Turner and the Clerk attended the meeting which was a helpful update and had prompted the Clerk to revise the Data Protection Policy.
- b. Police Rural Community Resilience Group Meeting** – Tuesday 23 October
Councillor Fox and the Clerk attended the meeting in Piddington Village Hall. The overall attendance from other parishes was disappointing, but Councillor Fox indicated that it was a useful meeting and he had volunteered to accompany a PCSO in a SpeedWatch operation in the village in due course.

15. Reports

- a. Chairman's Report**

The Chairman had been asked if the Parish Council could provide some recipes for a book which School was publishing. The Councillors and Clerk had circulated suggestions which would be sent to the co-ordinator.

The Chairman had nothing further to report.

- b. Clerk's Report**

The Clerk reported that she had been in contact with Oxfordshire County Archives to find out when the Civil Parish of Launton was created. They believe that it was one of the original parishes established following the Local Government Act 1894 and so the Parish would be celebrating 125 years next year.

The Clerk also reported that, following advice in OALC's latest update about website accessibility, she had downloaded an accessibility checker which indicated that the website was currently 96% accessible. She would do further testing work in due course.

16. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Wednesday 22 November

17. Date of next meeting – Thursday 6 December 2018 at 7.30pm at Launton Parish Hall.

The meeting closed at 8.52pm

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.....