

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 6 December 2018 at 7.30pm in Launton Parish Hall

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

In attendance: The Clerk, Mrs Jane Olds; 5 members of the public (1 until 8pm)

Apologies: Mr Chris Fox

1. To receive and accept apologies for absence

The Council received and accepted apologies from Mr Chris Fox.

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.

5. To confirm the Minutes of the previous meeting held on 1 November 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. **SSD hard disk** – the disk had been ordered, received and installed.
- b. **Data Protection Policy** – had been updated and published on the website.
- c. **Local Council Administration** – had been ordered and received. Caversfield Parish Council had agreed to purchase the 10th edition from the Parish for £30.
- d. **Friends of Island Pond Wood** – the Clerk had informed the group that Cllr Thompson would be the Parish Council representative.

7. Finance

a. To receive the Finance Report

As at 26 November, the Accounts stood at:

Co-op Current Account	£30,658.53
Co-op Deposit Account	£22,225.65

There was one outstanding cheque for £200.00

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

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

No income had been received into the Current Account.

The Deposit Account Statement had been received on 3 December. £3.48 interest was received into the account on 5 October.

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

The current account and deposit account bank statements were reviewed and accepted.

c. To consider the draft Budget

The Council considered the draft budget which the Clerk had circulated. The Council **RESOLVED** to agree to consider the information further at the January meeting.

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
200753	Stephen Gray for 2018 verge mowing	Verge cutting	240.00
200754	OALC for Understanding Internal Audit Course (invoice no: W-522)	Training	£54.00
	OALC So you want to be an Internal Auditor? Course (invoice no: W-523)	Training	£54.00
	Total		£108.00
200755	JMC Olds for MEES Report for Parish Hall EPC Certificate	Parish Hall Project	£150.00
200756	Lexis Nexis for 11 th Edition of Local Council Administration (invoice no: I0422758X) Book £103.99, carriage £7.00	Admin costs	£110.99

8. Governance

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

The Council had received one application, but unfortunately the applicant was not eligible as they were not on the Electoral Register or had lived in the village for 1 year.

The Council **RESOVLED** to agree to re-advertise the position. The co-option would be considered at the February meeting.

b. To consider sending all the original Minutes and old Finance Books in the Parish Council store to the County Archives for safe keeping

The Council **RESOLVED** to agree sending all the original Minutes and Finance books to the County Council Archives for safe keeping. Councillor Turner would help the Clerk check all the filing cabinets.

c. To consider the updated Emergency Plan

Councillor Thompson and the Clerk had worked further on the plan, but had only recently received comments from the County Emergency Planning team. The Council **RESOLVED** to agree to defer the discussion for a future meeting.

d. To consider a Social Media Policy

The Council considered the policy and **RESOLVED** to agree to adopt it with a few additional amendments from Councillors.

e. To consider the revised Communication Policy

The Council considered the revised policy and **RESOLVED** to agree to adopt it with the Clerk's suggested additions and amendments.

f. To consider joining the Open Spaces Society as a Parish Council member

The Council **RESOLVED** to agree to joining the Open Spaces Society at a cost of £45 per year with the usefulness being reviewed in one year.

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: 18/01932/F

Proposal: Erect a single story timber garage to the front elevation of the property onto a concrete base

Location: Endymion, Bicester Road, OX26 5DP

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

ii. Application Number: 18/01980/F

Proposal: Alterations and conversion of existing agricultural building into a dwelling

Location: Barn East Of OS Parcel 0062 East Of Blackthorn Road Launton

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

The following application would be presented to CDC Planning Committee on 13 December

iii. Application Number: 18/01333/F

Proposal: Extension to existing Technical Site to provide new employment units comprising flexible B1(c) light industrial, B2 (general industrial), B8 (storage or distribution) uses with ancillary offices,

storage, display and sales, together with associated access,
parking and landscaping

Location: Bicester Heritage, Buckingham Road, OX26 5HA

The Council noted the information and **RESOLVED** that no further response or representation was necessary.

b. Notice of Decision

The Council noted the following Notices of Decision:

- i. Application No: 18/01698/OUT
Proposal: New dwelling with vehicular access
Location: Land Adj To Jack Barn West End Launton
Refusal of permission for development
- ii. Application No: 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
Consent to display advertisement(s) subject to conditions

- c. Weston-on-the-Green Neighbourhood Plan** – to consider a response to the consultation
The Council considered the plan and **RESOLVED** to agree that no response was necessary.

- d. CDC Local Plan Part 2** – to consider a formal request to CDC that Local Plan Part 2 is undertaken
The Council **RESOLVED** to agree that Councillor Turner and the Clerk would write to CDC.

10. Village Matters

a. Parish Hall Lease

- i. To receive a progress report

Councillor Turner reported that there had been no progress with the solicitors, but that the Minimum Energy Efficiency Standards (MEES) Assessment had been commissioned and received. The report indicated that installing LED lighting throughout the building together with roof insulation may be enough to increase to an E rating. However, the works could amount to more than £15,000 which would not be an appropriate amount of money to spend on works which were likely to be removed once the refurbishment of the hall was undertaken.

There was a possibility that 'An Agreement to Lease' based on the terms of the Official Lease could be arranged so that the hall could be handed over in its current state and then the Lease completed once the EPC had been re-evaluated.

The Clerk would investigate whether this option would be acceptable to funders.

The Working Group had visited Bletchington, Wendlebury and Towersey village halls.

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

b. East / West Rail

- i. To consider attendance at the Public Inquiry starting on 6 February
The Council **RESOLVED** to agree that attendance was not required at the Public Inquiry.
- ii. To receive a progress report
No further progress had been made.

c. Yew Tree Close Field – to receive a progress report
No further news of progress had been received.

d. Post box – to receive a progress report
Unfortunately, the unrequested and unexpected ‘Lamp-style’ Box which had been installed outside Costcutter had not been adequately fitted and had fallen over shortly after installation. It was understood that this was a temporary solution and it was hoped that the pillar box promised earlier in the year would be installed after Christmas.

e. 20mph Zone Outside School – to consider requesting a 20mph zone outside school for the protection of the public
The Clerk had received estimated costs from OCC Highways which amounted to £5,270, but which excluded the replacement of the existing VAS to one indicating 20mph.

The Clerk had asked Cllr Corkin if any of his Councillor fund would be available for assistance with the project.

f. The Glades

- i. To receive an update on the ‘no ball games’ consultation
Councillor Turner had not had an opportunity to progress this.
- ii. To consider a quotation for repair of the path
The Clerk had received one quote for the path and would be seeing another contractor shortly. The Council noted the quote of £18,254 for replacing the path and asked for additional quotations for removing the path and laying turf.

g. Dog Bin – to consider the purchase of a further dog waste bin for the footpath by Wyndham Hall Care Home
Councillor Turner had not had an opportunity to look at this further.

h. Rubbish Bin – to consider the purchase of a litter bin to replace one damaged on West End
The Council **RESOLVED** to agree to defer the discussion until Councillor Fox could be present to advise.

i. Street Lighting – to consider a request from a villager for street lighting on Bicester Road from the railway bridge to Church
The Council considered the request and recommended that the County Council be consulted about the feasibility of the project before taking it any further.

- j. **Memorial Bench** – to consider a request from a member of the public to install a memorial bench at or around the crossroads

The Council had received a request from a member of the public to install a memorial bench in memory of his parents who had lived in the village for many years. The Council agreed that there was very little appropriate space far enough away from the traffic at the crossroads, but suggested an alternative open place which the member of the public could approach the owner of directly.

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

- a. **OCC** – Trees of Remembrance (forwarded to FIPW)
- b. **CDC** – request for updated Electoral Register
- c. **PSMA** – access to aerial photography and height data
- d. **Community Links Booklet** from Oxfordshire Age UK
- e. **Rural Services Network** - updates
- f. **TVP** – November Police and Crime Bulletin
- g. **A villager** – re lorry traffic on Station Road (not Network Rail or HS2 enabling works) but may be the power cable utility work
- h. **TVERC** – Neighbourhood Plan Report
- i. **OALC** – November update
- j. **A villager** – re defibrillator cabinet inquiry

12. Attendance at Meetings

No further meetings had been published.

13. Reports from Meetings

- a. **CDC Parish Liaison Meeting** –Wednesday 7 November
Councillor Turner and the Clerk attended the meeting. A note of the meeting provided by CDC had been circulated.

It was noted that while the presentation about health and wellbeing was of interest, the presentation about planning applications and how Parish authorities could make effective responses was poorly presented by CDC's Senior Planners. Feedback to this effect had been given.

- b. **SLCC Oxfordshire Branch Meeting** – 22 November at Millets Farm
The Clerk had attended the meeting. The two speakers were Paul Clayden, the editor of *Local Council Administration*, and Kate Ashbrook from the Open Spaces Society.
- c. **OCC Town and Parish Event** – 28 November
Councillor Turner and the Clerk attended the meeting which was helpful although poorly attended by other Parish Councils. Key OCC officers including members from Highways, Emergency Planning, Health and Volunteers listened, in round table discussions, to understand the issues from a Parish perspective.

14. Reports

- a. **Chairman's Report**
The Chairman had nothing further to report.

b. Clerk's Report

The Clerk had drafted a website brief to start the website review process and it was hoped a meeting between Councillors Turner and Fox and the Clerk would be able to take place shortly.

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

a. Bicester Heritage Sunday Brunch Scramble

The next Sunday Brunch Scramble would be on 6 January. A local residents discount was available with the code LOCALJA19. More information could be found on the Parish Council website.

b. Crossroads Fingerpost

The Crossroads historic fingerpost was damaged around 17 November and was reported by villagers. OCC had re-planted the signpost, and put in an order to straighten the arms. It was unlikely that it would be possible to straighten the Poundon finger without it cracking but everything else would be refurbished, leaving just one new finger and one new column shaft. In order to repair it, the column would be cut off just below the gear teeth; so, there will be a time in due course where the majority of the sign would be removed for the repair.

16. Date of next meeting

The Council **RESOLVED** to agree to change the date of the next meeting to Thursday 10 January as it was unlikely that a meeting on 3 January would be quorate. The Clerk would ask the school if it would be possible to meet there.

The meeting closed at 8.54pm

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.....