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 10 January 2019 at 7.38pm in The Bull Public House (due to no other venue being available)

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

In attendance: Councillor Ian Corkin (OCC) (Left 8pm); The Clerk, Mrs Jane Olds; 3 members of the public (1 left 8pm, 1 left 8.55pm and 1 left 9.25pm)

Apologies: Mr Chris Fox, Mr Ed Sanders

1. **To receive and accept apologies for absence**
   The Council received and accepted apologies from Mr Chris Fox and Mr Ed Sanders.

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**
   Councillor Corkin (OCC) updated the meeting on his County area. He was working with OCC and CDC on the Partnership initiative, particularly concentrating on sharing and combining the back office administration to make them more efficient. It was also hoped to be able to align the responsibilities with the NHS, OCC and CDC, particularly in adult social care which would be of benefit to many.

   Many of the County-led projects which have taken place in the village were nearing completion or had been completed including the footpath from the Hummingbird Centre, the Blackthorn Road ditch improvements, the road repair to the railway bridge and the beginning of the 20mph zone.

   Councillor Corkin also updated the meeting on the status of the Stratton Audley Quarry which had recently been bought by Bicester Heritage. The Footpaths Warden requested that a path from Launton to and around the quarry, which it was hoped would be opened as a managed, but natural, green area, would be of great benefit to the village. Councillor Corkin would pass on the suggestion.

   Councillor Hughes sent his apologies.

5. **To confirm the Minutes of the previous meeting held on 6 December 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. **Archiving Minute Books** – the Clerk and Councillor Turner had not had an opportunity to progress this.
   b. **Emergency Plan** – Councillor Thompson and the Clerk had met and re-edited the document ready for the February meeting.
   c. **Social Media Policy and Communication Policy** – had been updated and published.
   d. **CDC Local Plan Part 2 Letter** – the Clerk and Chairman had not had the opportunity to compose the letter.
   e. **Street lighting from the bridge to the Church** – the Clerk had contacted Highways. There were no funds available from OCC for this, but if the Parish Council were prepared to fund the initial installation together with a commuted sum for future maintenance, then OCC would be prepared to take on the energy costs if it were installed on public highway to their specification. Lighting would only be provided in consultation with local councils and a test would be undertaken to see whether it was necessary, affordable and sustainable.
   f. **Memorial Bench** – the villager would contact the Bull directly.

7. **Finance**
   a. **To receive the Finance Report**
   As at 14 December, the Accounts stood at:

Co-op Current Account	£29,680.64
Co-op Deposit Account	£22,229.13

   There were three outstanding cheques totalling £458.99

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

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

   £30 had been received from Caversfield Parish Council for the 10th edition of *Local Council Administration.*

   b. **To acknowledge scrutiny and acceptance of previously circulated bank statements**
   The current account bank statement was reviewed and accepted.

   c. **To consider the draft Budget for 2019/20**
   The Clerk presented a detailed draft budget which the Council considered. The Council **RESOLVED** to agree to the budget of £34,093.00

   d. **To consider and agree the setting of the Precept level for 2019/20**
   CDC had informed the Parish that the estimated Tax Base for 2019/20 would be 543.4 (previous year 536.6). The CTRS Grant was likely to be £636.09 provided that CDC resolved to agree the grants for all parishes, but this had not been taken into account in the budget process because it had not been clear whether it would be awarded for the year 19/20.

Having agreed the budget, the Council considered the Precept request and **RESOLVED** to agree to an increase of £590 on the previous year to £20,840.00. The annual cost to a Band D household would be £38.35 - an increase of 61p over the whole year. The Clerk would inform CDC of the decision.

e. To consider grant applications received
No applications had been received.

f. 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
200757	Open Spaces Society Membership	Subscriptions	£45.00
200758	JMC Olds for SSD Hard Drive for PC Laptop	IT Costs	£22.50

8. 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: 18/02079/F
Proposal: Conversion of pool house into a two bedroom dwelling (existing unauthorised) (revised scheme of 17/01008/F)
Location: The Old Poolhouse, 59 West End, OX26 5DG

The Council considered the application and **RESOLVED** to object to the application on the following grounds:

- the application was not materially different from the previous application made in July 2017 which had been rejected both by CDC and the Planning Inspector;
- the application was outside the built up limits of the village;
- the Footpaths Officers, both past and present, had concern about the access and the previous Officer noted that the footpath had not been habitually or regularly used to gain vehicular access to the property;
- the personal circumstances of the applicant must not be given any weight as they were not material considerations.

ii. Application Number: 18/02122/F
Proposal: Temporary use of land as a construction compound incorporating storage area, site offices and car parking and associated highway works
Location: Network Rail Infrastructure Ltd, OS Parcel 7621 At Grange Farm South West Of Station Cottage Station Road Launton

The Council considered the application and **RESOLVED** to respond that while there were no objections to the project, reassurance was sought on the following points:

- that it was essential that the travel / access plan guaranteed that HGVs and LGVs would not be routed through the village;

- that the haul route along the railway bed would be wide enough for HGVs and LGVs to pass;
- that light pollution, particularly having witnessed the light spill from the current plant near the Charbridge Lane roundabout, would be kept to the minimum.

iii. Application Number: 18/00092/SO
Proposal: Screening Opinion to 18/02122/F - Temporary use of land as a construction compound incorporating storage area, site offices and car parking and associated highway works
Location: OS Parcel 7621 At Grange Farm South West Of Station Cottage Station Road Launton
The Council considered the application and **RESOLVED** to respond that there were no comments or objections.

iv. Application Number: 1802191/LB
Proposal: The removal of 2no windows for replacement with new doors for vehicle access, extension of the external hardstanding and removal of internal partition walls
Location: Bicester Heritage, Building 103, Buckingham Road, Bicester
The Council considered the application and **RESOLVED** to respond that there were no comments or objections.

The Council noted the following:

v. Application Number: 18/01259/F
Location: Summer Place, Blackthorn Road.
Planning Committee considered the application in November where it was agreed to be deferred *"to allow the applicant time to address issues related to vision splays at access and foul drainage and compliance with previous conditions imposed on the site"* (taken from Planning Committee Decisions summary). The Clerk had asked the Planning Officer for clarification. The Planning Officer had contacted the applicant regularly, but had not received any of the information requested.

b. Notice of Decision

The Council noted the following Notices of Decision:

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
Permission for development subject to conditions

9. Village Matters

a. Parish Hall Lease

i. To receive a progress report
Councillor Turner reported that unfortunately, while the Parish Council Solicitor and the PCC Solicitor had been corresponding, they had not been in contact with the Parish Council.

The Clerk would chase the Parish Council Solicitor. The Clerk had also asked Community First Oxfordshire for advice on the way forward for the EPC rating.

ii. To agree further action

The Council considered the proposal to create a legally binding Agreement to Lease which would be arranged in order that the Parish Council could take over responsibility for the Hall, start to raise funding and undertake the refurbishment works and then once the hall had received a satisfactory EPC, the Lease (which would have been agreed but not signed at the same time as the Agreement to Lease) would be completed.

The Council **RESOLVED** to agree that if there were no other way forward that this was an acceptable proposal.

b. East / West Rail

i. To receive a progress report

The Public Enquiry would start on 6 February at the MK Community Foundation Conference and Training Facilities, Margaret Powell House 433C Midsummer Boulevard, Milton Keynes MK9 3BN. Information would be posted shortly.

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

The Clerk reported that the site had been transferred to CDC just before Christmas. The Clerk would contact CDC about how they proposed to maintain the park, shrubbery and trees.

d. Post box – to receive a progress report

Royal Mail had put in a request with their Engineering team for a more traditional replacement box to be installed. They would let the Clerk know the installation date.

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

i. To receive a progress report and consider paying for implementation

The Council **RESOLVED** to agree to pay Oxfordshire County Council for the implementation of the special 20mph zone outside school at a cost of £5,270.00

Councillor Corkin had indicated that there was the possibility of about £2,000 available from his Localities funding, £1,000 was already in the budget for next year and the further £2,200 would be taken from the Asset Replacement Reserve which would be built up again in future years. The Council **RESOLVED** to agree to the finance plan.

ii. To consider applying to Councillor Corkin for financial support from his Localities Fund

The Council **RESOLVED** to agree to ask Councillor Corkin for financial support for the project and thanked him for his assistance.

f. The Glades

i. To receive an update on the 'no ball games' consultation

The Clerk had drafted a letter and Councillor Turner would help with the implementation of the consultation.

ii. To consider a quotation for repair of the path

The Clerk had was awaiting further quotations and recommendations having met a contractor in late December.

g. **Dog Bins**
   i. **To receive an update on the location of the bin outside Wyndham Hall Care Home**
   Councillor Turner had not had an opportunity to look at this further.

   ii. **To consider a request for a further dog bin by the Water Pump on Station Road**
   The Council considered the request and **RESOLVED** to agree to the purchase of a free-standing red dog bin to be located by the Station Road Water Pump. This would be arranged in the new financial year.

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. **Village Tidy-up Day**
The Council **RESOLVED** to agree to Saturday 6 April between 10am and 12 noon and to ask the WI to assist with refreshments for a donation to a charity of their choice. The Clerk would check to find out whether the Parish Hall was available.

10. **Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required
   a. **OALC** – salary scales for 19/20
   b. **Cllr Ian Corkin** – Horton maternity services consultation
   c. **OALC** – December update
   d. **Healthwatch** - updates
   e. **Rural Services Network Bulletins**
   f. **Cllr Ian Corkin** –street lighting contract
   g. **Local Plan Examination** – starts on 5 February
   h. **Police and Crime Commissioner** – survey on increase in Council Tax to fund policing and December Newsletter
   i. **TVERC** – Spring Recorders' Conference
   j. **CDC** – Funding opportunities for pocket parks
   k. **OCC** – superfast broadband update
   l. **OCC** – December newsletter
   m. **OALC** – section 137 amount for 19/20 £8.12
   n. **Cllr Ian Corkin** – Community Risk Management Action Plan and Community Wardens
   o. **Cllr Ian Corkin** – Oxfordshire update
   p. **Clerks and Councils Direct**
   q. **Healthwatch** - briefing
   r. **OALC** – dispute resolution guide
   s. **Congregational Chapel** – requesting that any documents found in the Parish files belonging to the Congregational Chapel be passed to them

11. **Reports from Meetings / Courses**
   a. **OALC Internal Audit Course** – 10 January
   The Clerk reported that it had been a very helpful course which had given useful reminders on some of the common errors made during internal audit. It was recommended that internal auditors were changed every four to five years and that the Clerk would, therefore, find alternatives for consideration for the year 2019/20.

12. Reports

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

b. Clerk's Report
The Clerk, Councillors Turner and Fox had met to discuss the website and agree a brief which had been sent to some website designers for consideration at the February meeting.

Following the update of the Electoral Register and noting that the electorate had reduced from 1068 (in 2017) to 1038 in December, the Clerk had written a short article for Launton Lines encouraging people to register and maintain their registration.

The Parish Path Warden had reported a footbridge without a handrail a while ago. The OCC Footpaths Officer had informed the Clerk that it would not be possible to add a handrail to this bridge so she had arranged for the bridge to be replaced in the spring.

The Clerk thanked Councillor Fox for his assistance in taking down the 'Silent Soldiers' which had been put away in the Parish Council store ready for 2019.

13. Items for information or next Agenda only – the Clerk requested all items for the next agenda be submitted by Thursday 24 January

14. Date of next meeting – Thursday 7 February 2019 at 7.30pm at Launton Parish Hall

The meeting closed at 9.34pm

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**……………………………………………….**