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 7 February 2019 at 7.30pm in Launton Parish Hall

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

In attendance: The Clerk, Mrs Jane Olds; 5 members of the public; Mrs Jane Paterson Launton School Headmistress; Mike Murphy (participated as a Councillor after Item 8)

Apologies: No Councillor apologies

1. **To receive and accept apologies for absence**
   There were no Councillor apologies.

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**
   Mr Mike Murphy spoke to introduce himself and to explain why he had put himself forward for co-option to the Council.

   A villager raised concerns about the planning application for Launton School. Launton School Headmistress, Mrs Paterson, also explained about the application. Both sides were taken into consideration during the Council's discussion of the proposal.

   Three villagers attended the meeting to raise concerns about the smell which might emanate from a dog bin on Station Road by the pump.

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 10 January 2019, previously circulated**
   The Council **RESOLVED** that the minutes be accepted as a true record and were signed by the Chairman.

6. **Update on progress from the Minutes – the Clerk / Chairman to report on progress of outstanding items which do not require further decision**
   a. **Precept** – the Clerk had sent off the Precept request and received an acknowledgement
   b. **Localities Grant Application** – the Clerk had sent off the application to Councillor Corkin
   c. **Archiving Minute Books** – the Clerk and Councillor Turner had not had an opportunity to progress this.

7. Finance

a. To receive the Finance Report

As at 16 January, the Accounts stood at:

Co-op Current Account	£28,576.76
Co-op Deposit Account	£22,229.13

There were two outstanding cheques totalling £67.50

The Standing Order of £492.89 to pay the Clerk's December salary cleared on 2 January

The quarterly Standing Order of £42 for the Hire of the Parish Hall cleared on 2 January

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

No income had been received.

A budget monitoring sheet to the end of December had been published.

The Clerk had received confirmation from the Bank that Councillor Clements had been removed from the account and that the six Councillors (excluding Councillor Murphy) were signatories.

b. To receive a report from the Councillor responsible for Internal Financial Control

Councillor Fox had inspected the books and processes on 24 January and reported that all was in order.

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

The current account bank statement was reviewed and accepted.

d. To consider implementation of Internet Banking as permitted in the Financial Regulations

The Council **RESOLVED** to agree to the implementation of internet banking. The Clerk would arrange the forms for signature.

e. To consider applying to the bank for a Parish Council debit card

The Council **RESOLVED** to agree to apply for a debit card which would be held by the Clerk. The Clerk would arrange the forms for signature.

f. To consider NALC's revised salary scales for the Clerk and agree the cost of living and spine point from April 2019

The Council noted the revised salary scale structure and **RESOLVED** to agree to a cost of living pay rise. The previous scale point was SCP22 which converted to Point 12 at £11.22 per hour from April which would be a total of £504.90 per month.

g. 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
200759	JMC Olds for Dropbox Renewal (invoice no: GV47TBPTDSDJ)	IT Costs	£79.00
200760	Bates Wells & Braithwaite London LLP (invoice no 1907719) for professional fees for the Parish Hall Lease from July to December	Parish Hall Project	£1,824.00
200761	Friends of Island Pond Wood Ltd for Sorbus aucuparia Armistice Memorial tree	General Grants	£28.50

8. Governance

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

The Council considered Mr Michael Murphy's application for co-option to the Council.

Councillor Fox proposed the nomination and Councillor Thompson seconded the proposal. The Council unanimously **RESOLVED** that Mr Murphy's nomination be accepted and welcomed him as a Councillor. Mr Murphy signed his Acceptance of Office form and was given a Register of Member's Interests form to complete and return to the Clerk; he then joined the Councillors for the remainder of the meeting.

b. Meeting Dates – to consider and agree the meeting dates for the forthcoming year

The Council **RESOLVED** to agree to the following dates for Parish Council Meetings with planning meetings to be convened if required.

4 April
2 May – Annual Meeting of the Parish Council (Venue to be confirmed)
6 June
4 July
1 August
5 September
3 October
7 November
5 December
2020
January
6 February
5 March

The date of the January meeting would be considered in due course.

It would not be possible to hold the Annual Parish Meeting on 18 April as this was Maundy Thursday. The Council, therefore, **RESOLVED** to agree to 25 April provided the Parish Hall was available.

The Council noted that 2 May would be Polling Day for the District Council elections and so an alternative venue would need to be arranged.

c. To consider the updated Emergency Plan

The Council considered the updated Plan which Councillor Thompson and the Clerk presented.

The Council **RESOLVED** to adopt the plan and thanked all the villagers who had volunteered.

The Council **RESOLVED** to agree to appoint Councillor Thompson as Chairman of the Emergency Planning Team; Councillor Fox as Councillor Representative and Councillor Chisholm as an additional member.

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: 19/00004/F
Proposal: External alterations and change of use of Building 103 (Link Trainer) for educational purposes (D1) in connection with the expansion of the heritage skills academy
Location: Bicester Heritage, Building 103 Link Trainer, Buckingham Road, OX27 8AL

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

ii. Application Number: 19/00017/LB
Proposal: Insertion of disabled access panic release fire escape doors within existing opening to the western elevation of Building 113.
Location: Bicester Heritage, Bicester Heritage Buckingham Road Bicester
The Council considered the application and **RESOLVED** to respond that there were no comments or objections.

iii. Application Number: 18/02207/F
Proposal: Creation of a path in stone chippings close to the perimeter so that the field can be used by the children all year. Adjacent to the path on one side, proposed installation of a run of wooden trim trail equipment on a base of green durabond (perimeter 56.1m and area 95.8m2).
Location: Launton Church Of England School Bicester Road, OX26 5DP
The Council considered the application and **RESOLVED** to respond that while supportive of the scheme in concept, the Parish Council objected to the plans as currently presented because they were inaccurate and without detail. It was agreed that the plans did not need to be drawn to scale, but that in order to understand the proposal, dimensions of the path and the distance from the hedge to the path would have been helpful.

The Parish Council also noted that an objection had been raised from a resident to the siting of the Trim Trail area and apparatus. It was understood that there might have been problems with the alternative locations, but it would have been helpful to have seen these considered together with the reasons for the proposed site.

iv. Application Number: 19/00113/F
Proposal: Demolition of existing garage and construct new single storey side, part front and rear extension - re-submission of 18/00450/F
Location: 14 Ancil Avenue, OX26 5DJ

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

v. Application Number: 19/00122/F
Proposal: The repair, partial rebuild, extension and alteration of Building 144 (currently derelict) and change of use from Sui Generis MOD Use to Class A3 Use to create a new on-site cafe as part of the RAF Bicester Technical Site redevelopment
Location: Bicester Heritage, Building 144, Buckingham Road Bicester
The Council considered the application and **RESOLVED** to respond that there were no comments or objections.

vi. Application Numbers: 19/00145/F and 19/00146/LB
Proposal: Change of Use from Sui Generis MOD use to various commercial use of Buildings no 81 and 97 with associated physical alterations in addition to creation of 1 No bin store adjoining Building 146, alteration to 2 No former tank housings to create additional bin storage and the erection of a new car port behind Building 129
Location: Bicester Heritage, Buckingham Road
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 Number: 18/00381/TCA
Proposal: T1, T2 x Unspecified dead trees - fell
Location: Bicester Heritage, Buckingham Road, Bicester
Notice of intent to undertake works to trees in a conservation area

ii. 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
Refusal of permission for development

c. Appeal Against Refusal
The Council noted the date of the following appeal as 20 February at 10am in River Cherwell Meeting Room at Bodicote House

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, OX27 9AS

d. CDC Housing Strategy – to consider a response
The Council **RESOLVED** that no response was necessary.

10. Village Matters

a. Parish Hall Lease

i. To receive a progress report

Councillor Turner reported that the fabric of the Lease was currently back with the PCC. Mrs Prentis had forwarded a response from the Minister regarding the EPC which was regarded as unhelpful. However, it was looking positive that a Legally Binding Agreement to Lease (as agreed in January) would be looked on favourably by grant funders.

It was hoped to have a discussion with the Parish Council solicitor shortly.

ii. To consider adding to the Lease a clause to allow three PCC-sponsored events in the hall per year, free of charge, with the condition that regular paid bookings would take priority
The Council **RESOLVED** to agree to the proposal.

iii. To agree further action
No further action was currently needed.

b. East / West Rail

i. To receive a progress report
The Clerk had circulated a letter in response to the submission which the Parish Council made to the Transport and Works Act Order consultation in September 2018. The Council agreed that it was a positive response.

c. Yew Tree Close Field – to receive a progress report
No progress could be reported.

d. Post box – to receive a progress report
Councillor Fox reported that the replacement pillar box would be installed in 24 weeks at the latest.

e. 20mph Zone Outside School

i. To receive a progress report
A villager had raised concerns about the location of the signage for the project. The Clerk would ask the OCC Highways team for a specification and map for consideration at the next meeting.

f. The Glades

i. To receive an update on the 'no ball games' consultation
Councillor Turner confirmed that Costcutter was prepared to receive responses to the consultation which would be circulated shortly.

ii. To consider a quotation for repair of the path
The Clerk circulated a further quotation with multiple options for the repair of the path, the cheapest of which was £9,530 to dig out the paths, cover the path area with a ground grid and topsoil and reseed. Further quotations were needed.

g. **Dog Bins**
   i. **To receive an update on the location of the bin outside Wyndham Hall Care Home**
   Councillor Turner had looked at the location and observed that the footpath waymarker sign location would not be suitable for the bin. The Clerk would ask the OCC Footpaths Officer for permission to install a bin in a more convenient place.

   ii. **To consider a request for a further dog bin by the Water Pump on Station Road**
   Following representation by villagers requesting that a bin was not installed by the pump, the Council **RESOLVED** to agree to rescind its decision of the previous meeting (Minute reference 10/1/19 9. g. ii.) and not to purchase or install the bin.

h. **Rubbish Bin** – to consider the purchase of a litter bin to replace one damaged on West End
The Council **RESOLVED** to agree replace the damaged bin. Councillor Turner would check with a former Councillor that there was not a spare bin available and if there was not, the Council **RESOLVED** to agree to the purchase of a new, robust, bin.

i. **Friends of Island Pond Wood**- to consider a request to pay for an Armistice Memorial Tree – Sorbus aucuparia
The Council considered the request and **RESOLVED** to agree to pay for the Armistice Memorial Tree at a cost of £28.50.

j. **Village Tidy-up Day** – to receive a progress report
The Clerk confirmed that the hall had been booked for Saturday 6 April and Councillor Thompson confirmed that the WI would be available to make the refreshments (with the usual donation). The Clerk would start the publicity.

11. **Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required
   a. **Rural Services Network** – updates
   b. **Cllr Ian Corkin** – works update
   c. **CDC** – Who's Who list
   d. **Healthwatch** – briefings
   e. **Blackthorn PC** – A41 Highways concerns
   f. **Moore Stephens (External Auditor)** – Closure protocols
   g. **SCAS** – re Defibrillator guardian responsibilities
   h. **Cllr Ian Corkin** – Oxfordshire Plan 2015 - presentation
   i. **Citizens Advice** – volunteer Driver service (forwarded to *Launton Lines*)
   j. **OALC** – January Update
   k. **CFO** – winter newsletter
   l. **OCC** – Oxfordshire Matters newsletter

12. **Attendance at Meetings**
Bicester Heritage had asked for a meeting to update the Parish on their MasterPlan. The Clerk gave two dates with a selection of timings. Councillor Turner hoped to be able to attend.

13. Reports from Meetings / Courses

a. **Grants Course, Bodicote House** – 22 January
Councillor Turner and the Clerk attended the course together with Mrs Evans who represented the Parish Hall Improvement Project. It was a helpful course which gave good guidance on how to complete grants together with a number of useful contacts.

14. Reports

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

b. **Clerk's Report**
The Clerk had updated OALC's dispute resolution guide and documentation ready for March's meeting. She had also reviewed the FoI Publication Scheme and noticed that the Parish did not have a Gifts and Hospitality policy as mentioned by the ICO; the Clerk had drafted a policy together with a notification sheet and a log sheet to enable annual reporting and publication.

The Parish Council had received a request to fund and supply a First Aid kit which could be available for village events and groups which did not need one all the time. The Council would consider the request at the March meeting.

The Clerk had received a Highway Services questionnaire which the Councillors clarified in order that she could respond quickly.

15. Items for information or next Agenda only – the Clerk requested all items for the next agenda be submitted by Thursday 21 February

16. Date of next meeting – Thursday 7 March 2019 at 7.30pm at Launton Parish Hall

The meeting closed at 9.27pm

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**……………………………………………….**