

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 March 2019 at 7.30pm in Launton Parish Hall

Councillors Present: Mrs Lizzie Chisholm, Mr Chris Fox, Mr Mike Murphy, Mr Ed Sanders, Mr Simon Turner (Chairman)

In attendance: Cllr David Hughes (CDC) (from 7.53pm to 8.25pm); the Clerk, Mrs Jane Olds; 3 members of the public (one from 7.37pm)

Apologies: Mrs Lesley Thompson, Mrs Jeanne Walker

1. To receive and accept apologies for absence

Mrs Lesley Thompson and Mrs Jeanne Walker's apologies were received and accepted.

2. Requests for Dispensations, Declarations of Interest, gifts and hospitality

No requests were declared.

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

The members of the public had nothing to raise.

4. Reports from District and County Councillors

Councillors Hughes (CDC) had nothing to report.

5. To confirm the Minutes of the previous meeting held on 7 February 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. **New Councillor** – the Clerk had updated the Councillor list on the website and noticeboards and sent off Councillor Murphy's Register of Member's Interests form to CDC
- b. **Annual Parish Meeting** – the Clerk had booked the hall for 25 April and advertised it in *Launton Lines*
- c. **Emergency Plan** – the Clerk had published the plan and circulated hard copies.

7. Finance

a. To receive the Finance Report

As at 20 February, the Accounts stood at:

Co-op Current Account	£26,003.37
Co-op Deposit Account	£22,229.13

There was one outstanding cheque of £28.50

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

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

No income had been received

The bank confirmed that the interest on the deposit account would be increasing from 0.03% to 0.37%.

The Council **RESOLVED** to agree to the overspend of the following budgets:

Mileage expenses over by £41.27 due to the additional travel for fact finding at village halls
Subscriptions over by £284.56 due to the OALC and CFO subscriptions being paid at the beginning (for 2018/19) and end (for 2019/20) of the year.

General Grants over by £137.75 due to the additional purchase of the RBL Silent Soldiers
Admin costs over by £194.83 due to the purchase of the latest edition of *Local Council Administration* and the new Minute book.

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

The current account bank statement was reviewed and accepted.

c. To consider a donation to the WI for the refreshments provided for the Village Litter Pick

The Council **RESOLVED** to agree to make a donation of £50 to the WI.

d. To consider a request from St Mary's PCC for a support grant for the upkeep of the Churchyard

The Council **RESOLVED** to agree to the request for support of £1,260 – the same level as the previous year – using the Local Government Act 1972 s.214(6) power.

e. To consider a request from Bethel Congregational Church for a churchyard maintenance support grant

The Council **RESOLVED** to agree to the request for support of £210 – the same level as the previous year – using the Local Government Act 1972 s.214(6) power.

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
200762	OALC for 2019/20 Annual Subscription	Subscriptions	£250.32

Cheque no:	Payee and reason	Budget	Amount
200763	JMC Olds for Clerk Admin Expenses (Printing £67.63, Postage £3.75, Telephone £0.37)	Admin Costs	£71.75
	Mileage Expenses	Mileage Expenses	£90.42
	Total		£162.17
200764	Community First Oxfordshire for 2019/20 Annual Subscription	Subscriptions	£70.00

8. Governance

a. Staffing Committee

- i. To consider forming a Staffing Committee as recommended by OALC
Following a discussion, the Council **RESOLVED** not to form a staffing committee.

b. Staffing Policies – to consider documents recommended in OALC’s Dispute Resolution guide

- i. OALC Dispute Resolution Guide
The Council **RESOLVED** to agree to adopt the Guide.

Following the decision not to form a staffing committee the following policies would need to be re-drafted. The Council **RESOLVED** to consider the policies further at a future meeting

- ii. Draft Grievance Policy
 - iii. Draft Dignity at Work Policy
 - iv. Draft Member : Officer Protocol
- c. Complaints Procedure and form** – to consider the revised procedure and form
The Council **RESOLVED** to defer consideration of the document to a future meeting.
- d. Gifts and Hospitality Policy** – to consider the draft Policy and form to comply with the Information Commissioner Office’s recommendations
The Council **RESOLVED** to defer consideration of the policy to a future meeting.
- e. Website** – to consider quotations for the redesign of the Parish Council website
The Council considered quotations based on the website brief which the Clerk had prepared and sent to four web developers.

Following consideration, the Council **RESOLVED** to agree to the quotation from Navitas Design comprising: Hosting at £74.99 /year; Redesign at £200; Training as required at £45.00 per hour and moving the site files from Fasthosts to new server and configure for SSL at £75.

The site would be moved before the current hosting was due for renewal on 16 March, but the Council **RESOLVED** to retain the domain name renewal with the current provider, Fasthosts.

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: 19/00163/F

Proposal: Erection of accommodation building and associated ancillary external works to accommodate gas fuelled demand response electric generation facility to support the National Grid
Location: Part Land East And Adj To Roundabout At Junction Of Bicester Road Launton

The Council considered the application and **RESOLVED** to respond with the following objections:

The primary concern was that of horrific loss of visual amenity in a countryside setting which contravened Cherwell Local Plan Part 1 Policies ESD19 and ESP13.

The proposed building was extremely unsympathetic with, and to, the surrounding countryside location and would do irreparable damage to the rural setting of the village. It would open up the potential for further urban development in that field which was outside the developed limits of the village. It was noted that the current works depot for the East / West Rail project was located in the field, but that this was a temporary agreement and would be removed on completion of the work.

The location was also previously cited in earlier iterations of the draft Local Plan as a Green Buffer Zone and when this had been removed, the Council had been assured that the existing polices would be adequate to protect coalescence from urban Bicester. The field was essential for the rural character of the area.

The plans indicated that the finished height of the building would be 7.5m tall which was extremely high for a single structure in a rural field. Additionally, the structure was poorly and unsympathetically designed with no visual mitigation planned for observers from the road.

The proposals outlined that the unit would only be operational 'on demand' but there were no apparent limits for its use and therefore demand could end up being 24 hours a day, 7 days a week. Guarantees were required on the maximum length of time it could be used for together with mitigation for noise and air pollution and how CO2 emissions would be handled.

The Council also **RESOLVED** to request that Councillor Hughes refer the application to the Planning Committee for consideration.

ii. Application Number: 19/00189/F

Proposal: Extension and alterations to existing dwelling (Crossways) with alterations to vehicular access. Subdivision of land to provide site for new detached dwelling with new vehicular access - Resubmission of 18/01376/F
Location: Crossways, Blackthorn Road, OX26 5DA

The Council considered the application and **RESOLVED** to respond with the following objections:

The vehicular access was not acceptable, in terms of the location of the entrance nearest to the crossroads together with the tandem driveway.

While the drive had been moved from the corner of West End (in the previous iteration of the plans) to the Blackthorn Road, it was still very close to the busy crossroads and would now exit onto the through road with increasing traffic.

The current tandem parking for the existing building enabled drivers to manoeuvre within the curtilage of the property, but this would not be possible with the proposed additional building and would necessitate drivers using the busy road in order to re-order the vehicles. The response from OCC Highways did not acknowledge this issue.

iii. Application Number: 19/00266/F

Proposal: Creation of eleven car parking spaces

Location: Wyndham Hall, Skimmingdish Lane, OX26 5AF

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

iv. Application Number: 19/00129/F

Proposal: Insertion of new windows and fire escape door in side and rear elevations. Provision of new internal store room with storage mezzanine over.

Location: 3 Longlands Road, OX26 5AH

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

v. Application Number: 19/00145/F

Proposal: Change of Use of Building 81 and 97 from Sui Generis MOD Use to workshops (B2) and/or light industrial (B1(c)) and/or motor sales showroom (Sui Generis) with associated external alterations to buildings. Addition of a brick enclosure adjacent to Building 146 for bin storage and alteration to existing door/window to create access to WC. Alteration to 2no former tank housing to create bin storage. The erection of a car port behind Building 129; extension to car parking area; alteration to circulation routes and removal of 3no trees.

Location: Bicester Heritage, Buckingham Road, Bicester

This application was considered at the previous meeting (having received earlier electronic notification) as having no comments or objections. However the paperwork was received after publication of the current Agenda with a changed description. Therefore, the Council considered the application further and **RESOLVED** to respond that there were no comments or objections.

- vi. Application Number: 19/00146/LB
Proposal: Addition of a new brick enclosure adjacent to Building 146 to create bin storage and alterations to existing door and window to create access to an accessible WC.
- vii. Location: Bicester Heritage, Buckingham Road, Bicester
This application was considered at the previous meeting (having received earlier electronic notification) as having no comments or objections. However, the paperwork was received after publication of the current Agenda with a changed description. Therefore, the Council considered the application further 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: 18/02191/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: Building 103 Bicester Heritage Buckingham Road Bicester
Listed building consent subject to conditions
- ii. 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: Building 103 Link Trainer, Buckingham Road, OX27 8AL
Permission for development subject to conditions
- iii. 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 Buckingham Road Bicester
Listed building consent subject to conditions
- iv. Application Number: 19/00024/TCA
Proposal: Bicester Heritage Buckingham Road Bicester
Location: Removal of trees as indicated on attached Tree Removal Plan. The trees fall within the footprint of the New Technical Site application and we are looking to remove the tree prior to the bird nesting season.
'Notice of Intent' to undertake works to trees in a conservation area

10. Oxfordshire Plan 2050 – to consider a response to the OCC consultation

The Council **RESOLVED** to agree to delegate the formation of the response to Councillors Fox, Turner and Sanders who would meet on 21 March to discuss it further.

11. East/West Expressway

a. To consider erecting 'no Expressway' signs supplied by Horton cum Studley Parish Council around the village

The Council **RESOLVED** to agree that it would be prepared to have 'No Expressway' signs installed at the three entrances to the village once they knew what they would look like.

b. To consider a financial contribution towards the signs

The Council **RESOLVED** to agree to pay £10 per sign which would be securely fixed onto a wooden cross piece and wooden post.

9.30pm – the Council **RESOLVED** to agree to extend the meeting by a further 30 minutes

12. Village Matters

a. Parish Hall Lease

i. To receive a progress report

Councillor Turner reported that the Parish Council's willingness to enter into a legally-binding Agreement to Lease, together with the PCC's request for the additional bookings, had been sent to the Council Solicitors and that the revised Lease was awaited.

Councillor Turner would write to the Minister regarding the rules surrounding the EPC.

ii. To agree further action

No further action was currently needed.

b. East / West Rail

i. To receive a progress report

No further progress could be reported.

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

The Clerk had written to CDC but was yet to hear.

d. Post box – to receive a progress report

Councillor Fox reported that the Post Office representative confirmed that a further survey had been commissioned with the installation of the box expected in 16 to 20 weeks.

e. 20mph Zone Outside School – to receive a progress report and agree specification

The Clerk provided the specification for the signage and location which the Council **RESOLVED** to agree.

The Clerk would write to OCC Highways to confirm acceptance and request that the VAS (one or both) were returned to the Parish Council for re-use if they had to be taken down.

f. The Glades

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

No further progress had been made

ii. To consider a quotation for repair of the path

No further progress had been made

- g. **Dog Bins** – to receive an update on the location of the bin outside Wyndham Hall Care Home

The Clerk reported that she had been in contact with the CDC Street Cleansing Manager and hoped to talk to the Care Home Manager shortly about the final location of the bin. It needed to be close to the road for ease of emptying, as far from the care home as possible but also accessible for the dog walkers.

- h. **Grass Cutting and Weed Spraying** – to consider and agree the contracts for grass cutting, verge cutting and weed spraying

The Council **RESOLVED** to agree to the quotation from Calber of £210 per cut for 10 cuts per year. There was a slight increase, but this was because of additional work around the Station Road pump.

The Council **RESOLVED** to agree to two quotations from Tim Jenkins. Firstly, to spray both sides of Station Road with systemic weed killer and return to clear the gutters and verges and dispose of dead waste at £375 (excl VAT); and secondly, to spray and clear the alleyways between Sycamore Road and Yew Tree Close / Ancil Avenue at £255 (excl VAT).

- i. **Rubbish Bin** – to consider the purchase of a bin to replace one in Blenheim Drive
The Council **RESOLVED** to agree replace the damaged bin with a similar model.

- j. **Village Pump, Station Road** – to consider a maintenance programme for the area
Councillor Fox had inspected the area and reported that both the fence and the pump needed cleaning with a wire brush followed by an undercoat of grey metal paint and a top coat of black. It was suggested that villagers on Station Road may be prepared to form a working party to do the work. The villagers would be consulted.

- k. **Village First Aid Kit** – to consider the purchase of a general first aid kit for general use at village events

The Council considered the suggestion, but **RESOLVED** to agree that while it was a good idea, the liability and administration concerns and considerations were too great.

- l. **Parish Council Filing Cabinet** – to agree to the disposal of the empty cabinet

The Council **RESOLVED** to agree to the disposal of the redundant cabinet. The Clerk would advertise it.

- m. **Village Tidy-up Day** – to receive a progress report

The Clerk confirmed that the hall was booked, the WI ready, the order for additional equipment placed with CDC, the notices published on the noticeboards and in *Launton Lines* and it would be advertised on the Keep Britain Tidy campaign site.

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

- a. **Rural Services Network Bulletins**
- b. **Oxford Walking Tours**
- c. **Volunteer Driver Service for North Oxfordshire** (forwarded to *Launton Lines*)
- d. **Oxford Rehearsal Days**
- e. **OCC Highways** – who does what

- f. **Healthwatch** - briefings
- g. **Villager** – parking issues in Sherwood Close. Passed on to Sergeant Kerry O’Leary
- h. **Salvation Army** – asking if Winchford Hall could support a clothing bank
- i. **Hummingbird Centre** – invitation to Gala Event on 22 March
- j. **CPRE** – re response to OCC’s 2050 Plan consultation
- k. **Carnegie Newsletter**
- l. **Clerks and Councils Direct**
- m. **OCC** – Oxfordshire Matters
- n. **Police and Crime Commissioner**

14. Attendance at Meetings and reports from meetings / courses

a. Police Rural Liaison Meeting Report – 20 February

i. To receive a report

The Clerk attended the meeting which was better attended than usual and had circulated the minutes.

ii. To consider asking to join Bicester Town Council’s Traffic Advisory Group and to work with surrounding parishes on Speedwatch

The Council **RESOLVED** to agree to write to the Bicester Town Council Chief Officer to request that Launton and the surrounding parishes be able to join the Traffic Advisory Group as it was the Bicester traffic which affected the outlying villages

10.00pm The Council **RESOLVED** to agree to extend the meeting by a further 15 minutes

15. Reports

a. Chairman’s Report

The Chairman reported on the meeting which had been held at Bicester Heritage the previous day to outline their plans for the future.

It was proposed that the Technical Site would maintain its Bicester Heritage branding, but that the remainder of the site, including the airfield and the quarry (recently purchased) would be turned into a tourist destination known as Bicester Motion.

Plans included moving the glider hangar to the Buckingham Road side of the air field, restoring and extending the perimeter track, including additional roadway on the northern side for a driver experience area, adding a road across the protected airfield, a technology hub and more tourist facilities including holiday lodges around the lakes and garaging for cars.

The Managing Director had been invited to the Annual Parish Meeting on 25 April.

b. Clerk’s Report

The Clerk reported that she and the Chairman had been through the filing cabinets in the hall and extracted the full set of Minute Books from December 1894. They were a little damp so the Clerk had checked every page and dried them out at home. The Clerk had also taken the opportunity of recording all Chairmen, Vice Chairmen and Clerks for a roll of honour.

The closure of the bus stops in the village had caused inconvenience and had been badly publicised with no notification to the Parish Council. The Clerk had taken the opportunity of raising the issue at a meeting she had had with the Stagecoach MD and hoped that this would see better communication.

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

- a. Bicester Heritage, Sunday Brunch Scramble** – tickets were available for the next Sunday Brunch Scramble on 28 April. More information was on the PC website and in *Launton Lines*, but the local promotional code was LOCAL0419

17. Date of next meeting – Thursday 4 April 2019 at 7.30pm at Launton Parish Hall

The meeting closed at 10.13pm

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.....