

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 4 April 2019 at 7.30pm in Launton Parish Hall

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

In attendance: The Clerk, Mrs Jane Olds; 6 members of the public (one from 7.35pm) including the Parish Path Warden (three left 9.10pm)

Apologies: Mrs Lizzie Chisholm, Mrs Lesley Thompson,

1. To receive and accept apologies for absence

Mrs Lesley Thompson and Mrs Lizzie Chisholm'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 Parish Path Warden had sent in his report and noted that there was a vastly increased number of paths in need of attention.

4. Reports from District and County Councillors

Both Cllr Hughes (CDC) and Cllr Corkin (OCC) sent their apologies.

5. To confirm the Minutes of the previous meeting held on 7 March 2019, previously circulated

The Council **RESOLVED** that the minutes be accepted as a true record with the addition of Councillor Fox assisting with the response to the Oxfordshire Plan at Point 10; with this correction they 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. **Staffing Policies** – the Clerk would update the policies ready for the May or June Meeting.
- b. **Website** – the hosting had been transferred over to the new provider and email mailboxes had been set up for all Councillors. In order to comply with the GDPR, the email forwards which had been set up while the Councillors got used to the new setup but would be removed by the beginning of June and only the official mailboxes would be available.
- c. **Filing Cabinet** – the cabinet had been disposed of.
- d. **Bicester Traffic Advisory Group** – the request for parishes to be involved in the town's Traffic Advisory Group had been referred to the next Full Council meeting.

7. Finance

a. To receive the Finance Report

As at 20 March, the Accounts stood at:

Co-op Current Account	£25,209.81
Co-op Deposit Account	£22,229.13

There were two outstanding cheques totalling £329.32

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

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

No income had been received

The Clerk had received the AGAR documentation from Moore Stephens and would close the books once she had received the year end bank statements.

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

The bank statements were reviewed and accepted.

c. To consider Councillor nominations to have access to the online bank account

The Council **RESOLVED** to agree that Cllr Fox and either Cllr Thompson or Cllr Sanders together with the Clerk would have access to the online bank account.

d. Regular payments– to consider and approve the list including Standing Orders and Direct Debits

The Council **RESOLVED** to agree the following list:

Clerk Salary: monthly by Standing Order

Launton Lines: monthly - £110 by Standing Order

Parish Hall: quarterly - £42: April, July, October, January by Standing Order

Dog bin emptying: twice yearly - March / April and September / October by invoice and cheque

Information Commissioner: annual - £35 by direct debit in December

External Auditor: annual - £200 – if necessary by cheque

Subscriptions: annual by cheque

Society of Local Council Clerks

Oxfordshire Association of Local Councils

Community First Oxfordshire

Open Spaces Society

e. Reserves – to consider the Policy and confirm the reserves for 2019/20

The Council **RESOLVED** to agree to the policy and the following reserves:

3 months' running costs	£5,000.00
Sherwood Close maintenance (s106)	£5,651.78
Glades Open Space Maintenance	£3,572.00
Parish Hall Contingency	£5,000.00
Asset Replacement fund (initiated 05.01.12)	£3,000.00

Election Expenses	£1,600.00
Insurance Excess	£300.00
External Audit Contingency	£200.00
Clerk sickness / overtime contingency	£700.00
General Contingency Funds	£2,000.00
Defibrillator contingency	£350.00
Bus shelter contingency	£2,000.00
Street Furniture contingency	£1,500.00
Trees contingency	£3,500.00
Fete contingency	£1,000.00

- f. **Risk Assessment** – to consider and agree the Risk Assessment for 2019/20
The Council **RESOLVED** to agree to defer the discussion until the following month in order that the document could be read more fully.
- g. **Asset Register** – to update and confirm the Asset Register
The Council **RESOLVED** to agree that no changes had been made to the Register and it should, therefore, remain at the value £33,943.08.
- h. **Internal Financial Controls** – to review effectiveness
The Council **RESOLVED** to agree to do the review the following month once the Internal Audit report had been received.
- i. **Internal Audit** – to receive the report from the Internal Auditor
The Council **RESOLVED** to agree to accept and receive the report.
- j. **External Audit** – to consider whether to claim exemption due to being under the £25,000 threshold or to have an External Audit Limited Assurance Review
The Council **RESOLVED** to agree to claim exemption provided the income and expenditure remained below £25,000 at 31 March.
- k. **Grant applications** – to consider grant applications received
The Council **RESOLVED** to agree to awarding a grant of £250 to Bicester Good Neighbour Scheme and £100 to the Clean Slate organisation.
- l. **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
200765	JMC Olds for Fasthosts domain name (Launton-pc.gov.uk) renewal (invoice no 49769672)	Website Hosting and Domain Name	£73.20
200766	Navitas Design Ltd for web hosting and transfer of site files to new server (invoice no 27841)	Website Hosting and Domain Name	£179.99
200767	Cherwell District Council for winter dog bin emptying (invoice no 7009706)	Dog bin emptying	£480.48

Cheque no:	Payee and reason	Budget	Amount
200768	Society of Local Council Clerks for annual subscription (shared with Caversfield and Wendlebury)	Subscriptions	£81.60
200769	Launton WI for donation for refreshments for litter pick	Village upkeep	£50.00
200770	St Mary's Church PCC for grass cutting grant	General Grants	£1,260.00
200771	Launton Congregational Church for grass cutting grant	General Grants	£210.00
200772	MD Blake for reducing the Beech tree crown and cutting back the laurels in The Glades (Invoice no 1003)	Trees/ Landscaping	£360.00
200773	Bicester Good Neighbour Scheme grant	General Grants	£250.00
200774	Clean Slate grant	General Grants	£100.00

8. Governance

- a. CDC Parish Remuneration Report** – to consider the 2019/20 report and agree members' allowances

The Council received the report and **RESOLVED** to agree that members would not claim any of the allowances except for mileage to external meetings where necessary. A note to this effect would be added to the public notice.

- b. Complaints Procedure and form** – to consider the revised procedure and form

The Council **RESOLVED** to agree the procedure and form.

- c. Gifts and Hospitality Policy** – to consider the draft Policy and form to comply with the Information Commissioner Office's recommendations

The Council **RESOLVED** to agree the policy and form.

9. Training

- a. To consider attendance at OALC courses over the forthcoming months**

The Council **RESOLVED** to agree that Cllrs Murphy and Walker would attend the Roles and Responsibilities course when convenient.

10. 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: 19/00474/REM

Proposal: Reserved Matters to 17/02000/OUT - The erection of 3 No three bedroom detached houses - approval of design and layout

Location: Jack Barn, West End, OX26 5DG

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

- ii. Councillor Turner reported that Cllr Hughes had agreed to take planning application reference 19/00163/F for the power plant to Planning Committee on 18 April.

Councillor Turner would contact all the District Councillors and Cllr Ian Corkin to ask for assistance at the Planning meeting. Councillor Turner hoped to be able to make a presentation to the Committee.

b. Notice of Decision

The Council noted the following Notices of Decision:

- i. 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
Permission for development subject to conditions
 - ii. 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
Permission for development subject to conditions
 - iii. 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
Permission for development subject to conditions
- c. Appeal Decision – to note**
- 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
Appeal Dismissed

11. Oxfordshire Plan 2050

Due to work commitments, Councillor Turner had been unable to help, but Councillors Fox and Sanders had submitted a response.

12. East/West Expressway

a. To receive a progress report

No further progress had been made, however, the Clerk would order the basic signs.

13. Village Matters

a. Parish Hall Lease

- i. To receive a progress report

Councillor Turner reported that the Lease documents had been sent to the Clerk that afternoon and would be available for consideration at the next meeting. The documents would also be taken to the Parish Hall Working Group meeting the following day.

- ii. To agree further action

Following the receipt of a substantial bill from the PCC Solicitor (wrongly addressed) and in order to ensure costs were now kept to a minimum, the Council **RESOLVED** to agree to work on the Lease with the PCC to find the most satisfactory solution.

b. East / West Rail

- i. To receive a progress report

Cllr Corkin had asked affected villages whether the haul route, which would start at the top Stratton Audley Road through the avenue of trees, should have temporary or permanent passing bays. The residents in that area were concerned that having been promised temporary bays, they may be made permanent. Cllr Corkin would pass on the concerns of the residents.

The meeting was also informed that the project was working with Southern Gas on one of the gas mains which was affecting the project.

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

No further progress had been made.

d. Post box – to receive a progress report

Councillor Fox reported that the Post Office representative confirmed that installation was expected in approximately nine weeks.

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

The Clerk had confirmed the proposal agreement with OCC Highways and had asked for a timescale for implementation. She was awaiting a response.

f. Barriers Outside School – to consider asking OCC to erect an additional barrier outside the school entrance for the safety of the children

The Council considered the request. It was noted that when the school entrance was changed, the barriers were altered and reduced and that the barrier was there to stop children running straight out of the entrance onto the road.

The Council **RESOLVED** to ask the Clerk to write to OCC Highways to ask them about the possibility of lengthening the current barrier.

It was requested that a review of traffic calming issues was included on the Agenda for a forthcoming meeting.

g. The Glades

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

No further progress had been made

h. Parish Path Warden Report – to receive a report

The Path Warden presented his written report which the Council had recently received. It was noted that there was a vastly increased number of paths which needed attention and the Path Warden requested that all walkers report issues (via Fix My Street) whenever possible.

The Path Warden also noted that the path through the Peace Park was in need of restoration. The land owner would need to be approached (which the OCC Footpath team would be able to do) in the first instance.

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

The Clerk reminded the meeting that the tidy-up day was on Saturday 6 April.

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

a. SLCC Meeting – 19 March

b. OALC – February and March updates

c. Rural Services Network - briefings

d. Environment Agency Partnership Opportunities

e. Healthwatch - briefings

f. A villager – re concerns about parking around Sherwood Close; reported to Police and PCSOs were working with school and the children to produce information parking tickets

g. OCC Emergency Plan Team – annual survey

h. Cllr Ian Corkin – briefing from Trading Standards about sale of knives to young people

i. Seafarers UK – requesting support by flying the Red Ensign on 3 September

j. CDC – re dog bin emptying charges increase effective from 1 April: written to Ed Potter, Head of Environmental Services asking for more notice in future in order that it can be accommodated in the budget.

15. Attendance at Meetings and reports from meetings / courses

No meetings had been attended.

16. Reports

a. Chairman's Report

The Chairman thanked Cllrs Fox and Sanders for their help in working on the Oxfordshire Plan response and had nothing further to report.

b. Clerk's Report

The Clerk had started an insurance review process in order to have the information available for the May meeting.

17. Items for information or next Agenda only – the Clerk requested all items for the next agenda be submitted by Thursday 18 April

a. TTRO Request – for information, the A4421 will be closed at Newton Purcell for up to 5 days from 7 June for routine surface dressing.

b. Annual Parish Meeting – the Clerk reminded the meeting that APM would be on Thursday 25 April at 7.30pm

c. West End Drains – the Council was asked if the drains down West End could be cleared. The Clerk would ask OCC.

18. Date of next meeting – the Annual Meeting of the Parish Council would be on Thursday 2 May 2019 at 7.30pm at the revised location of Launton Primary School

The meeting closed at 9.24pm

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.....