

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 June 2019 at 7.30pm in Launton Parish Hall

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

In attendance: The Clerk, Mrs Jane Olds; 1 member of the public

Apologies: Mrs Jeanne Walker

1. To receive and accept apologies for absence

Councillor 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

Nothing was raised.

4. Reports from District and County Councillors

No reports had been received.

5. To confirm the Minutes of the previous meeting held on 2 May 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. **Risk Assessment and Internal Financial Controls Policy** – the Clerk reported that she had published the documents
- b. **Insurance** – the renewal had been confirmed
- c. **OALC courses** – the courses had been booked

7. Finance

a. To receive the Finance Report

As at 18 May, the Accounts stood at:

Co-op Current Account	£32,357.21
Co-op Deposit Account	£22,268.43

There were two outstanding cheques totalling £280.00.

The Standing Order of £504.90 to pay the Clerk's April salary cleared on 1 May.

The Standing Order of £110 to Launton Lines cleared on 7 May.

Deposit Account Interest of £39.30 was received on 5 April.

The CTRS Grant of £363.09 was received on 26 April.

The Grass Cutting Grant of £1,216.28 was received on 15 May.

The VAT reclaim of £1,307.10 from 1 March 18 to 28 February 19 was submitted via the Government Gateway on 15 May.

The Debit Card for the bank account had been received.

The online banking fobs had been received and the Clerk has started the activation process. Councillors Fox and Thompson would also need to activate their devices.

The bank had written to give notice that the 14 Day Notice Deposit Account would be converted to a Business Select Instant Access account with effect from 22 July 2019. No other changes would be made.

The Clerk had completed the AGAR, sent the Exemption Certificate to the External Auditor, Moore Stephens, and published the documents on the website with redacted signatures. The period of Electors Rights would be from 10 June to 19 July; the Notice of Electors' Rights was on the website and the noticeboards.

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

The bank statements were reviewed and accepted.

c. Reserves

- i. To agree to transfer £170 from the Defibrillator Reserve to pay for the new battery and pads

The Council **RESOLVED** to agree to the transfer.

- ii. To agree to transfer £400 from the Street Furniture Reserve to pay for the dog bin and litter bin

The Council **RESOLVED** to agree to the transfer.

d. Debit Card – to note any debit card transactions

Payee and reason	Budget	Amount
Defib Shop for battery for defibrillator	Defibrillator	£180.00

e. Fixed Assets Review – to agree to inspect the Fixed Assets and allocate responsibilities

The Council **RESOLVED** to agree that

- Councillor Chisholm would have responsibility for checking the village gates and the salt bins;

- Councillor Fox would have responsibility for checking the benches and the litter bins (excluding those in the bus shelters);
- Councillor Murphy would have responsibility for checking the bus shelters, including the associated litter bins and benches;
- Councillor Sanders would have responsibility for checking the dog bins;
- Councillor Thompson would continue to be responsible for checking the defibrillator and cabinet on a regular basis;
- Cllr Turner would have responsibility for checking the wall by the Poplars, the War Memorial, the speed activated signs and the land at the Poplars
- Councillor Walker would have responsibility for checking the open space at the Glades and the no ball games sign in Sherwood Close.

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
200779	Calber Facilities Management Ltd for April grass cutting (invoice CL430926)	Urban Grass Cutting	£252.00
200780	Oxfordshire Association of Local Councils 6 July Roles and Responsibilities course for Cllr Jean Walker (invoice no W-765)	Training	£120.00
	Oxfordshire Association of Local Councils 18 September Roles and Responsibilities course for Cllrs Lizzie Chisholm and Mike Murphy (invoice no W-766)	Training	£204.00
	Total		£324.00
200781	Winkworth Sherwood LLP for Parish Hall Lease Solicitors' Advice (PCC)	Parish Hall Project	£6,006.00
200782	Calber Facilities Management Ltd for May grass cutting	Urban Grass Cutting	£252.00
200783	Glasdon UK Ltd for Retriever 35 dog bin and Sherwood hooded litter bin (invoice no S1776085)	Dog and litter bins	£693.76

8. Governance

a. Vacancy Procedure – to consider the draft procedure

The Council **RESOLVED** to agree to adopt the procedure.

b. Standing Orders – to review the Standing Orders

The Council considered the Standing Orders and **RESOLVED** that no further revision was necessary.

c. Financial Regulations – to review the Financial Regulations

The Council considered the Financial Regulations and **RESOLVED** that no further revision was necessary.

9. Environment Agency Partnership Opportunities – to consider working with the Environment Agency

The Council **RESOLVED** to agree to invite Mr Stuart Malaure, the Environment Agency Catchment Co-ordinator to a future meeting.

10. Training

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

No further courses were available. However, a number of Councillors expressed an interest on attending a planning course when available.

11. 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

8:14pm – the meeting was suspended in order for Councillors to view the location of the proposed access for application number 19/00607/F

8:20pm – the meeting reconvened

i. Application Number: 19/00607/F

Proposal: Use of land as a construction compound incorporating storage area, site offices and car parking

Location: Network Rail, Land At Skimmingdish Lane And Land And Roundabout At Bicester Road Launton

The Council considered the application and **RESOLVED** to object to the proposals, particularly with regard to the access and the traffic light arrangements proposed for the Bicester Road.

It appeared that the access was to be moved from its current, acceptable, position to much nearer to the railway bridge. This would result in two sets of traffic lights in very close proximity which, in the Council's view, would be unworkable and cause great disruption to the village traffic. Also, having the additional junction close to the 'blind bridge' would be dangerous.

The Council also requested that, as this was supposed to be a temporary arrangement, a five-year time limit should be added to the Conditions.

The Council was also concerned that OCC Highways appeared not to have responded to the consultation.

ii. Application Number: 19/00712/F

Proposal: Variation of Condition 2 (plans) 17 ('temporary contractor's compound') of 16/01418/F - Following installation of all the electrical apparatus within the substation it became clear that an additional area outside the main compound would be required to enable access for ongoing maintenance and potential future replacement of equipment. Variation to Condition 17 to allow partial retention of the external compound to allow access to the

southeast area of the substation compound. Access, when required, will be gained by temporary removal of a section of the palisade fencing along the southeastern boundary. Variation to Condition 2 to substitute approved drawings 8150218-5101 Rev PA3 and CTE4002-L-02 with drawings 8150218 5101 Rev Z and CTE4002-L-02 Rev B which include an additional gravel area to the southeast of the substation.

Location: SSE, The Electricity Network Company Bicester North Sub Station
Skimmingdish Lane Caversfield Oxfordshire

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

iii. Application Number: 19/00713/F

Proposal: Demolition of existing stables, erection of single stable block / feed and tack room, alterations to existing flat, welfare accommodation for staff / visitor, Menage improvements, solar panels with inset roof.

Location: Stratton Fields Livery Stables Launton Road Stratton Audley
Bicester OX27 9AS

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

iv. Application Number: 19/00750/F

Proposal: Erection of extension to rear of existing garage

Location: 32 Sycamore Road Launton Bicester OX26 5DY

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

v. Application Number: 19/00727/F

Proposal: "Company sign to front elevation. Gas store to front warehouse yard, new substation for SSE to rear of building. New compressor house and plant enclosure to rear of building. New ducts and stack to rear elevation. Additional windows to front elevation"

Location: 9 Longlands Road Launton Bicester OX26 5AH

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

vi. Application Number: 19/00728/ADV

Proposal: Company sign above front entrance of building

Location: 9 Longlands Road Launton Bicester OX26 5AH

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

vii. Application Number: 19/00867/F

Proposal: Single storey rear extension and conservatory

Location: 1 Blenheim Drive, OX26 5EA

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

b. To note withdrawal of application

- i. Application Numbers: 15/02339/F and 15/02340/LB

Proposal: Extension, alteration and change of use of Building 89 (The Guardhouse) from sui generis MOD use to A3 restaurant

Location: Building 89 Guard And Fire Party House RAF Bicester
Buckingham Road Bicester

The Council noted the withdrawal.

c. Notice of Decision

The Council noted the following Notices of Decision:

- i. Application Number: Application numbers: 18/01146/F and 18/01147/LB

Proposal: Rebuild shared stone border between 2 Grade II listed buildings

Location: Yew Tree House, Station Road, OX26 5DX

Permission for development subject to conditions

12. OCC Consultation on Traffic Sensitive Streets – to consider the consultation

The Council considered the consultation and **RESOLVED** to agree that the proposed arrangement of Bicester Road, Blackthorn Road and Station Road as Traffic Sensitive Streets was acceptable. The Clerk would respond accordingly.

13. Village Matters

a. Parish Hall Lease

- i. To receive a progress report

Councillor Turner reported that the PCC Solicitor had defended their invoice; the Council **RESOLVED** to agree that the pragmatic approach was not to challenge it further and agreed to pay it in full.

Councillor Turner reported that the PCC Solicitor had now confirmed that an Albemarle Scheme lease was not required and that it would not need to be approved by the Charity Commissioners.

Provided that there were no more changes, the PCC Solicitor's Senior Partner confirmed that there would not be any further charges.

The Diocesan Trustees (DTOL) had confirmed that they did not need to approve the completed lease prior to formal signing.

However, a clause would need to be included in the Lease that it would be the PCC, not the DTOL, who would have the Landlord's responsibility for day to day decision-making.

- ii. To agree further action

The Council would send a clean version of the revised lease to their Solicitor shortly to forward to the PCC Solicitor.

b. East / West Rail

i. To receive a progress report

Following the receipt of a letter from Network Rail confirming that the bridge behind the Parish Hall would not be constructed, the Council **RESOLVED** to agree to withdraw the Council's previous objection to the project.

c. Post box – to receive a progress report

Councillor Fox reported that the Post Office confirmed that the project was at 'Stage 3, Scanning' with an installation date to be confirmed.

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

The Clerk reported that the OCC Street Lighting Team would be responsible for the installation. They were awaiting parts from suppliers and would assign the works to their new contractors as soon as the parts arrive.

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

OCC Highways Officers would be undertaking a survey when possible.

f. The Glades

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

Councillor Turner had arranged the letters and then found out that Costcutter was closing for refurbishment. It was suggested that the Hairdressers on the corner of Sherwood Close may be prepared to hold the questionnaire box.

g. Sherwood Close Shrubbery – to consider a quotation for tidying the shrubbery around the grass area

The Council **RESOLVED** to agree to Alchester Tree Services' quotation of £180 to trim around shrubs in front border and clear overgrown weeds to ground level. Cut and shape all shrubs / hedges in boarder and remove all waste. Cut all hedging on wall edge to height of wall and shape. Remove all waste.

h. Launton and Cherwell Community Lottery – to receive a report following the launch event

Councillors Fox and Murphy attended the launch. They agreed that it was a good idea and suggested it may be suitable for some organisations within the village.

i. Expressway – to receive a progress report and consider inviting Prof David Rogers from the No Expressway Alliance to give a presentation to the village about the proposals

The Council **RESOLVED** to agree to invite Prof David Rogers to give a presentation to the village. The Clerk would see if Prof Rogers and the hall were available on 18 July; otherwise it would need to wait until September.

j. Station Road Pump – to receive a progress report

The Clerk had contacted the CDC Conservation Officer to ask for advice. The following work had been suggested to the Conservation Officer:

- sand down / remove all loose paint on the railings and pump;
- re-paint the pump green and the railings in black (Hammerite or equivalent);
- weed the area and put preventative measures in place so that the weeds don't come up again.

The Council **RESOLVED** to agree to pay material expenses.

- k. Tactile Paving at West End Crossroads** – to consider alternatives to the bollards
The Council noted the new bollards which had been installed without the Highway Steward's authorisation.

The Council **RESOLVED** to agree to the suggestion to take up the bollards and the current tactile paving and install new concrete tactile paving with metal studs which would not be damaged by vehicles driving over it once the building work near the crossroads was complete.

- l. Grass cutting** – to receive a progress report
The Clerk reported that she had written to Calber about the missing areas. They had just completed the early June cut which had been a great improvement.

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

- a. NALC** - bulletins
- b. Villager** – re adopting a red 'phone box (not possible as there is not one in the village)
- c. Healthwatch** - updates
- d. CDC / Villager** – re Japanese Knotweed on Blackthorn Road (forwarded to OCC Highways)
- e. CFO** – spring update
- f. Rural Services Network** – updates
- g. No Expressway Alliance** – update
- h. Villager** – re estate agent and other boards at West End crossroad
- i. CDC** – re Mid-Cherwell Neighbourhood Development Plan
- j. Villager** – re use of roads as a rat run and increase in traffic
- k. OALC** – May update
- l. Villager** – re Blackthorn Road garage block and anti-social behaviour

15. Attendance at Meetings and reports from meetings / courses

The Clerk gave the meeting a list of meetings which Councillors could attend:

- a. CDC Parish Liaison meeting** – Wednesday 12 June
- b. Rural Oxfordshire Network Meeting** – 11 June, Long Hanborough Pavilion and Hall 9.30 – 12.30.
- c. Bicester Police Rural Community Resilience Group** - 19 June, 7pm at Chesterton Village Hall (OX26 1BJ)
- d. Cherwell Voluntary Forum** – 27 June 9am – 2pm at Bodicote House
- e. OALC AGM** – Monday 1 July, Warwick Hall, Burford, 7.30pm
- f. PTR Meeting** – Wednesday 3 July, 1.30pm at County Hall

16. Reports

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

17. Items for information or next Agenda only – the Clerk requested all items for the next agenda be submitted by Thursday 20 June

- a. Defibrillator Pads** – Councillor Thompson informed the meeting that the pads needed replacing. The Clerk would arrange the order.
- b. Weight Limits** – The Clerk had chased OCC, again, to get the Freight Map updated with the Blackthorn Road weight limit and they would to chase from their end.

However, in the meantime, Trading Standards suggested that the Parish might organise a Community Weight Watch event. The Parish would set a date and time period in which HGVs using the road were noted (so that vehicles which are legitimately stopping on the road can be excluded). Then Trading Standards could then take some action on the vehicles, drivers and/or operators found on the road without lawful reason.

The Clerk would contact the villager who raised the concern to ask for advice on the best time to arrange a Weight Watch event.

18. Date of next meeting – Thursday 4 July 2019 at 7.30pm Launton Parish Hall

The meeting closed at 9.29pm

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.....