

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 July 2019 at 7.30pm in Launton Parish Hall

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

In attendance: The Clerk, Mrs Jane Olds; Councillor David Hughes (from 7.35 to 7.50pm), 5 members of the public (one left 8.35pm)

Apologies: Mr Mike Murphy

1. To receive and accept apologies for absence

Councillor Murphy'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

One member of the public wished to raise concerns about planning application 19/01069/F. Nothing further was raised.

4. Reports from District and County Councillors

Councillor Hughes attended the meeting briefly but had no updates to report.

5. To confirm the Minutes of the previous meeting held on 6 June 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. **Vacancy Procedure, Standing Orders and Financial Regulations** – had all been published
- b. **Environment Agency Partnership Opportunities** – Stuart Malaure would attend August's meeting
- c. **OCC Consultation on Traffic Sensitive Streets** – the Clerk responded to the consultation

7. Finance

a. To receive the Finance Report

As at 19 June, the Accounts stood at:

Co-op Current Account	£25,805.65
Co-op Deposit Account	£22,268.43

There were 3 outstanding cheques totalling £828.00.

The Standing Order of £504.90 to pay the Clerk's May salary cleared on 3 June.

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

The VAT reclaim of £1,307.10 for 1 March 18 – 28 February 19 was received on 24 May.

The budget monitoring report to the end of June was made available.

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

The bank statement was reviewed and accepted.

c. Debit Card – to note any debit card transactions

Payee and reason	Budget	Amount
Defib Store for 2 packets of smart pads for the defibrillator	Defibrillator	£84.00

d. Fixed Assets Review – to receive reports from Councillors on the Fixed Assets

The Council received reports from the Councillors

- Councillor Chisholm reported that the village gates (reduced to three as the south side gate on Station Road had been removed to accommodate the new footpath) were in a satisfactory condition and the salt bins were all full, although the bin on the Bicester Road by the railway bridge had been used as a litter bin;
- Councillor Fox reported on the benches and the litter bins (excluding those in the bus shelters); the benches were in a satisfactory condition apart from the one on Station Road by the pump which needed new slats; the bin at the West End turning circle would be replaced with the one recently purchased;
- Councillor Sanders supplied a report on the dog bins – there was some indication of superficial rust, but on the whole they were sound;
- Councillor Thompson checked the defibrillator and cabinet on a weekly basis. She reported that now that the new battery and pads had been purchased everything was in order;
- Councillor Turner reported that the wall by the Poplars, the War Memorial and the land at the Poplars were all in a satisfactory condition. It was noted that while the speed activated signs were working, it was recommended that the Clerk ask the farmer to cut back the overhanging branches from the sign coming in to the village in order that it can be more effective;
- Councillor Walker reported that the no ball games sign in Sherwood Close was in a satisfactory condition and that the open space at the Glades was in good condition. The Clerk informed the Council that she had taken advice about the uneven path and that instead of relaying it at great expense, simple warning notices would be adequate and proportionate;
- The report on the bus shelters, including the associated litter bins and benches was postponed until August.

e. To consider grant applications received

- i. Friends of Island Pond Wood – request for contribution towards the grass cutting (agreed 5/7/18 7. f. i.)

The Council **RESOLVED** to agree to continuing the funding of £384 of the grass cutting grant as agreed the previous year.

- ii. Enrych – as the appeal was a general circular, the Council **RESOLVED** to agree that further information about how Launton villagers were – or could be – supported was needed before a decision was made.

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
200784	Friends of Island Pond Wood Ltd for grass cutting grant	General Grants	£384.00
200785	JMC Olds for Clerk Admin Expenses (printing £113.03; stationery £10.96; postage £11.54; telephone £0.37)	Admin costs	£135.90
	Mileage Expenses	Mileage expenses	£49.65
	Total		£185.55
200786	Calber Facilities Management Ltd for June Grass Cutting (invoice CL432452)	Urban grass cutting	£252.00

8. Governance

a. Attendance Policy – to consider adoption of the policy

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

b. Internal Audit – to consider the Terms of Reference for appointment of the Internal Auditor

The Council considered and **RESOLVED** to adopt the Terms of Reference in order that quotations for the work could be obtained.

c. Media and Press Policy – to review the previously adopted policy

The Council considered, and **RESOLVED** to agree, the revised Media and Press Policy with a few minor alterations.

9. Training

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

The Council **RESOLVED** to agree to the Clerk together with Councillors Chisholm, Turner and Walker attending the Planning course on 21 November at West Oxfordshire District Council Offices at a cost of £45 plus VAT per attendee. Councillor Murphy would be asked if he would like to attend.

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: 19/01014/F

Proposal: Change of Use of Building 89 from Sui Generis MOD Use to offices (B1)

Location: Retrotech Building 89, Bicester Heritage, Buckingham Road, OX27 8AL

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

- ii. Application Number: 19/01016/F

Proposal: Change of Use of Building 113 from B8 to mixed storage (B8) and assembly and leisure (D2)

Location: Bicester Heritage, Part Hangar 113 And Part Hangar 137, Bicester Airfield, Skimmingdish Lane, OX26 5AD

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

- iii. Application Number: 19/00998/F

Proposal: Creation of eleven car parking spaces - re-submission of 19/00266/F

Location: Wyndham Hall, Skimmingdish Lane, OX26 5AF

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

- iv. Application Number: 19/01069/F

Proposal: Two storey rear extension

Location: 12 Sharpes Cottages, Station Road, OX26 5BU

The Council considered the application and **RESOLVED** to respond with the following comments.

While the Council did not object, there were concerns about how neighbours would be able to gain access to the rear of their properties during construction, particularly if the lane were blocked by construction equipment.

There was also concern about the potential for damage to items in neighbouring gardens, including sheds and oil tanks, during construction together with the potential issue of a drain which may not be sufficiently deep but was connected to neighbouring properties.

The Council requested that if Cherwell were minded to grant permission that conditions should be in place to protect the neighbouring properties.

- v. Application Number: 19/01090/F

Proposal: Erection of a close boarded fence to the eastern boundary - 2.7m in height

Location: Thornbury, The Green, OX26 5EF

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

vi. Application Number: 19/01093/F

Proposal: Erection of a close boarded timber fence to the rear garden boundary - 2.5m in height

Location: Six Gables, The Green, OX26 5EF

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

1 Member of the public left 8.35pm

b. Notice of Decision

The Council noted the following Notices of Decision:

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

Approval of reserved matters subject to conditions

ii. 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, OX27 9AS

Permission for development subject to conditions

iii. Tree Preservation Order (no, 10) 2019 re two oak trees at land east and adjacent to roundabout at junction of Bicester Road, Launton

11. Village Matters

a. Parish Hall Lease

i. To receive a progress report

Councillor Turner reported that he hoped to be able to complete the work on the Lease shortly.

ii. To agree further action

No further action was necessary.

b. East / West Rail

i. To receive a progress report

Road surveys had taken place on Station Road on 26 June. Nothing further was reported.

- c. **Post box** – to receive a progress report
Councillor Fox reported that there was no further news but that the Post Office representative was 'quietly optimistic'.
- d. **20mph Zone Outside School** – to receive a progress report and agree specification
The Clerk reported that Wendlebury now had their 20mph zone through the village so she had asked Highways for an update. No further news was available.
- 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 hoped to complete the consultation for August.
- g. **Expressway** – to receive a progress report
The No Expressway Alliance had organised for Professor David Rogers to make a presentation on 'Transport, Climate Change and the Expressway' on Wednesday 10 July at 7pm at Kingsmere Community Centre.
- h. **Station Road Pump** – to receive a progress report
The Council **RESOLVED** to agree that villager, Mr Marsh, who was an experienced painter, would undertake the work as agreed previously, as a Parish Council volunteer. The Council would pay for materials used.

The Council would consider the area further in due course.
- i. **Traffic Calming** – to consider further methods of reducing traffic speeds in the village
The Council **RESOLVED** to agree to Councillor Fox investigating the options of new speed indicator signs which could log speed and time.

A speed check on the Blackthorn Road had been requested. Councillor Fox had volunteered to help.
- j. **Weight Limits** – to consider organising a Community Weight Watch event
The Council considered the suggestion from OCC but **RESOLVED** to agree to consider it further in due course.

- 12. Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required
- a. **Rural Services Network** – updates
 - b. **NALC** – newsletters
 - c. **No Expressway Group** – updates and Expressway Stories launch
 - d. **OALC** – Annual General Meeting Notice
 - e. **CFO** – AGM Notice
 - f. **Oxfordshire Historic Churches Trust** – Day Conference 28 September
 - g. **Children's Air Ambulance** – location for textile recycling banks
 - h. **Healthwatch** - updates

- i. **Open Spaces Society** – Summer Newsletter
- j. **OCC Fleet Services** – information
- k. **Police and Crime Commissioner** – newsletter
- l. **Oxfordshire Association for the Blind** – request for support
- m. **Citizens Advice** – re volunteer driver service (circulated via Facebook)
- n. **OALC** – June update
- o. **Clerks and Councils Direct**
- p. **OALC** – re Assistant County Officer. The Council asked the Clerk to write to the Assistant County Officer to thank her for her support over the years and to wish her well.

13. Attendance at Meetings and reports from meetings / courses

a. CDC Parish Liaison meeting – Wednesday 12 June

Councillor Turner and the Clerk attended the meeting; the minutes would be circulated when published.

The Clerk raised a question (prompted by the BBC1 *War on Plastic* television programme) about plastic recycling and whether Cherwell was able to guarantee how residential recycling was being disposed of. Cllr Wood was not able to give a full answer and had asked for more information.

The main focus of the evening was given by the Assistant Director for Planning and Economy, Robert Jolley, who introduced the team of planning officers.

b. Bicester Police Rural Community Resilience Group - 19 June, 7pm at Chesterton Village Hall (OX26 1BJ)

Councillor Turner and the Clerk attended the meeting; the minutes had been circulated.

14. Reports

a. Chairman's Report

The Chairman had nothing further to report.

b. Clerk's Report

The Clerk reported that the Minute books had been deposited at the County Archives.

Following a request from a resident, the footpath between Sycamore Road and Ancil Avenue would be repaired by the OCC Footpaths team.

Following an article in *The Clerk* magazine, the Clerk had written to OALC querying why the signatures on the AGAR may not be redacted. The Clerk and Chairman felt very strongly that they had a right not to have their signatures publicly available. OALC had taken it up with NALC.

The Clerk had been in contact with the grass cutting contractors to clarify the areas which needed cutting.

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

- a. **OCC Highways Superuser training** – 17 or 19 July, 10- 12noon at Ron Groves House in Kidlington. Cllr Fox hoped to attend on 19 July.

16. Date of next meeting – Thursday 1 August 2019 at 7.30pm 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.....