

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 1 August 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; Councillor Ian Corkin (OCC) (to 8.17pm), Stuart Malaure (Environment Agency), Kate Prudden (BBOWT) (both left 7.50pm), 2 members 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. To welcome Stuart Malaure from the Environment Agency

Mr Malaure and Ms Prudden from Berkshire, Buckinghamshire, Oxfordshire Wildlife Trust made a presentation about the Catchment Partnership which had been created; this included working with Parish Councils to find out what the water / flooding issues were in order that they could help mitigate the impact to parishes.

Within Launton, villagers would be asked what they thought the issues were and these could then be marked up on maps provided.

The Clerk would write an article for *Launton Lines* and the Council would consider the issues at the next meeting.

7.50pm Mr Malaure and Ms Prudden left the meeting.

5. Reports from District and County Councillors

Councillor Corkin gave a roundup of the matters concerning the village.

- Discussions were still ongoing with Bicester Heritage about the future of the Stratton Audley Quarry because of unforeseen ecology issues.
- CDC's partnership working with South Northamptonshire was due to end in September / October, but this was likely to leave gaps in staffing, particularly in the Planning Department.

- The joint working with OCC was working well; two more senior appointments had been made. The alliance had already made administration savings of £700,000.
- The effectiveness of the partnership was starting to make an impact, particularly in the joint working of social care (OCC) and housing (CDC) and Highways (OCC) and planning (CDC).
- A number of Highways projects had stalled because of the loss of staff from the Highways team which had not been replaced following the cuts a number of years ago. Councillor Corkin was highlighted that this was of significant concern within the County Council and needed to be rectified.
- The Local Transport Plan revision 5 was due for consultation shortly. As part of this there would be an online survey about bicycle use.
- The local road infrastructure, particularly the Vendee Drive roundabout, would be reviewed and the County had taken on responsibility for the re-development of the road and railway bridge re-alignment at Howes Lane / Bucknell Road in order for it to remain on schedule for work over Christmas 2020.

8.17pm Councillor Corkin left the meeting

- 6. To confirm the Minutes of the previous meeting held on 4 July 2019, previously circulated**
The Council **RESOLVED** that the minutes be accepted as a true record and were signed by the Chairman.
- 7. Update on progress from the Minutes – the Clerk / Chairman to report on progress of outstanding items which do not require further decision**
 - a. Attendance Policy, Media and Press Policy and Internal Audit Terms of Reference** – all had been published

8. Finance

a. To receive the Finance Report

As at 22 July, the Accounts stood at:

Co-op Current Account	£23,499.20
Co-op Deposit Account	£22,268.43

There were no outstanding cheques

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

The quarterly Standing Order of £42 for Hire of the Parish Hall cleared on 1 July.

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

No income had been received

Following the fraudulent activity on Wendlebury Parochial Church Council's bank account where a standing order was set up using the signatories from the Parish Council, the Clerk had asked Co-op to set up a form of two factor authentication so if a DD or SO were set up, the bank must contact one of the other signatories to authorise it. This would take 7 – 10 days to come into effect.

The Council **RESOLVED** to agree to the Clerk removing all Councillor home addresses and telephone numbers from the website, just leaving email addresses. The contact details on the noticeboard would remain.

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

No transactions have been made.

d. Fixed Assets Review – – to receive the final bus shelters report

The Council received a report from Councillor Murphy

- Station Road bus shelter: the waste bin was satisfactory, weeds needed removing from the base of the wall near the grit bin. The woodwork in the roof needed further inspection by a roofer.
- The Bull bus shelter: the waste bin was satisfactory, the paintwork on the metal frame and the base needed cleaning and the Perspex panels were in need of refurbishment. Councillor Fox would look into the costs of replacing the Perspex.
- Sherwood Close: the waste bin was satisfactory, there were scratches on the Perspex 'window' panels and the inside needed brushing of cobwebs. There was one roof tile with a hole in which needed attention.

The Council thanked Councillor Fox for installing the new dog bin by Wyndham Hall nursing home. The Clerk had added a label recording that it was the property of Launton Parish Council.

e. Grant application – to consider further an application for support received from Enrych (deferred from July)

Following receipt of updated information, the Council **RESOLVED** to agree to a donation of £50.

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
200787	Oxfordshire Association of Local Councils for Planning Training Course for JO, ST, LC and JW (21 November) (Invoice no W-851)	Training	£216.00
200788	Keith Hooke (Alchester Tree & Garden Services) for hedge cuts and strimming in Sherwood Close	Village upkeep	£140.00
200789	Calber Facilities Management Ltd for July Grass Cutting	Urban Grass Cutting	£252.00
200790	Enrych Oxfordshire	Grants	£50.00

9. Training

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

The Council **RESOLVED** to agree to Councillor Turner attending the Budgeting and Financial Management for Councillors Course on 2 October at a cost of £45.

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

To note and consider if deemed necessary

i. Application number: 19/01255/SCOP

Proposal: Scoping opinion - Redevelopment of existing 9 holes of the wider 18 hole course at Bicester Hotel Golf and Spa to provide a new leisure resort (sui generis) incorporating waterpark, family entertainment centre, hotel, conferencing facilities and restaurants with associated access, parking and landscaping.

Location: Bicester Hotel Golf And Country Club Akeman Street Chesterton Bicester OX26 1TE

The Council considered the application and **RESOLVED** that while no response was necessary for this current document, to ensure that any future applications be considered because of the impact on the wider community.

ii. Application number: 19/01147/F (received 31 July)

Proposal: Construction of a new timber framed car port within the existing car parking area

Location: Bicester Heritage, Buckingham Road, Bicester

The Council considered the application and **RESOLVED** that there were no objections to the proposal, but wished to raise concern about the water run-off from the roof which it was felt should be managed with a proper specified drainage solution.

b. Notice of Decision

The Council noted the following Notices of Decision:

i. 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, OX26 5AH

Permission for development subject to conditions

ii. Application Number: 19/00867/F

Proposal: Single storey rear extension and conservatory

Location: 1 Blenheim Drive, OX26 5EA

Permission for development subject to conditions

- iii. Application Number: 19/00728/ADV
Proposal: Company sign above front entrance of building
Location: 9 Longlands Road, OX26 5AH
Consent to display advertisement(s) subject to conditions
- iv. Application Number: 19/00750/F
Proposal: Erection of extension to rear of existing garage
Location: 32 Sycamore Road, OX26 5DY
Permission for development subject to conditions
- v. 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
Permission for development subject to conditions
- vi. 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
Permission for development subject to conditions
- vii. Reference Number: 18/00094/ENFC
Location: The Old Pool House, West End
Re: Alleged unauthorised change of use from enclosed swimming pool to C3 self-contained residential unit. The Council had received confirmation that the use had ceased, but CDC would continue to monitor the premises.

- c. **Wretchwick Green Meeting** – to consider attending a meeting on 21 August at 6.30pm at Franklins House, Bicester, to receive a presentation about the Design Code document for the Wretchwick Green site (ref 16/01268/OUT)
The Council **RESOLVED** to agree to attend the meeting

- d. **Withdrawal of application** – to note

- i. 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

11. **OCC Traffic Management Permit Scheme Consultation** – to consider a response (consultation closes 23 August)
The Council **RESOLVED** to agree that no comment was necessary.

12. **Oxfordshire Minerals and Waste Local Plan** – to consider the Consultation on Revised Statement of Community Involvement (closes 2 October)
The Council **RESOLVED** to agree to defer discussion to the September meeting.

13. Village Matters

a. Parish Hall Lease

- i. To receive a progress report

Councillor Turner reported that would be discussing the document with the PC's solicitors shortly.

- ii. To agree further action

No further action was necessary.

b. East / West Rail

- i. To receive a progress report

No further information had been received.

c. Post box – to receive a progress report

Councillor Fox reported that there was no further news.

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

Councillor Corkin reported earlier in the meeting that he had also asked the Officer responsible for an update.

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

No further news was available.

f. The Glades

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

Councillor Turner hoped to complete the consultation shortly.

g. Expressway – to receive a progress report

The Clerk had arranged for Professor David Rogers to give his presentation about the potential impact of the Expressway on the village area on Thursday 19 September at 7.30 in the Parish Hall. Posters and social media publicity had been published.

h. Treatment of Brambles – to consider a quotation for the removal of the brambles along the Bicester Road 'swan neck'

The Clerk had met a potential contractor but, following consideration of the work, the contractor had decided the road was too dangerous to complete the work by hand. The Clerk had asked OCC Highways if they could help.

i. Station Road Pump – to receive a progress report

No further progress had been made.

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

a. CDC – Parish Liaison Meeting update and notes

b. OALC – AGM Draft Minutes and presentation

c. Edgcott Parish Council – Expressway presentation flyer

d. CDC – Community Link newsletter

e. NALC – Chief Executive's bulletins and newsletters

- f. **CDC** – follow-ups from CDC Parish Liaison Meeting
- g. **Chesterton PC** – notes from a Joint Parishes meeting and Great Wolf Resorts Scoping opinion
- h. **Open Spaces Society** – AGM News
- i. **OCC** – electric blanket ‘roadshow’ – Bicester 22 October
- j. **Villager** – re bad parking around Bicester Road / Sherwood Close (suggested villager contacted Police)
- k. **Anonymous villager** – re verge outside hairdressers
- l. **OALC** – July newsletter
- m. **Rural Services Network** – updates and invitation to their September conference
- n. **OALC** – NALC survey about May election 2019
- o. **CPRE** – A better vision for Oxfordshire
- p. **Villager** – re cars for sale at roundabout – reported to CDC

9.30pm: The Council **RESOLVED** to agree to extend the meeting by 10 minutes.

15. Attendance at Meetings and reports from meetings / courses

a. OCC Highways Superuser training

Councillor Fox attended the training course and had subsequently met with the Highways Steward. He was now qualified to report road defects which would be fast tracked to the repairers.

16. Reports

a. Chairman’s Report

The Chairman had nothing further to report.

b. Clerk’s Report

The Clerk reported that following CDC’s ‘upgrade’ to the planning portal, she had spent time going through the last 18 months’ of planning applications, updating the website and re-tracking the applications. The document section, while it had been set up in a more viewer-friendly way was, in the Clerk’s opinion, not fit for purpose, as every document had to be downloaded before viewing and the documents came up in a variety of formats including Word, rtf and PDF. The Clerk had made some comments to the implementation team and would be attending a meeting the following day.

Contractors for SSE wanted to tidy up the ash tree in the park behind Yew Tree Close, but were unable to gain access to the park because of the locked bollard at the top of Yew Tree. The Clerk found out from Bodicote House where the key was kept, but there appeared to be no way of contacting the key holder other than going into the CDC office in Bicester; the message to the member of staff was not responded to. The Clerk had let the SSE contractor know in the hope that he was able to go and get it.

Following advice in the latest OALC newsletter, the Clerk had created the 19/20 finance page for the website and included a PDF of the annual budget together with a section for the quarterly Budget Monitoring sheets.

17. Items for information or next Agenda only – the Clerk requested all items for the next agenda be submitted by Thursday 22 August

18. Date of next meeting – Thursday 5 September 2019 at 7.30pm Launton Parish Hall

The meeting closed at 9.39pm

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.....