

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 3 October 2019 at 7.30pm in Launton Parish Hall

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

In attendance: The Clerk, Mrs Jane Olds; 3 members of the public (one left 8.30pm)

Apologies: Mr Chris Fox, Mrs Jeanne Walker

1. To receive and accept apologies for absence

Councillors Fox and 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

Nothing had been received.

5. To confirm the Minutes of the previous meeting held on 5 September 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. Letter from resident about traffic issues – the Clerk had written to the villager.

7. Finance

a. To receive the Finance Report

As at 16 September, the Accounts stood at:

Co-op Current Account	£33,049.68
Co-op Deposit Account	£22,268.43

There was one outstanding cheque totalling £54.

The Standing Order of £504.90 to pay the Clerk's August salary cleared on 2 September.

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

The VAT Refund of £1,350.28 for 1 March – 31 May was received on 11 September.

The second tranche of the Precept - £10,420 – was received on 13 September.

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

The bank statement was reviewed and accepted.

c. Budget monitoring – to receive the quarterly budget monitoring Report

The Council received the report and acknowledged that there was a probability that the Parish Hall Project would go over budget.

d. Internal Financial Control – to receive a report from the Councillor responsible

The Clerk reported that Councillor Fox had checked the books on 25 September. He would make his report to the November meeting.

e. To consider any grant requests received

i. Oxfordshire Association for the Blind

The Oxfordshire Association for the Blind currently supported 9 villagers. The Council **RESOLVED** to agree to make a donation of £50 to assist their work.

ii. No Expressway Alliance

The Council **RESOLVED** to agree to make a one-off donation of £150 to the No Expressway Alliance.

f. Internal Audit – to consider the appointment of the Internal Auditor for the year 2019/20

The Council **RESOLVED** to agree consider the item in Confidential session at the end of the meeting.

g. 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
200793	Royal British Legion for Poppy Wreath donation	General Grants	£50.00
200794	OALC for VAT for Clerks and Councillors Course for Cllr Turner	Training	£54.00
200795	T L Jenkins Landscaping Ltd	Village Upkeep	£450.00
	Spray and clear Station Road Refuge		
	Spray alleyways between Sycamore Road, Yew Tree Close and Ancil Avenue	Village Upkeep	£306.00
	Total		£756.00
200796	Cherwell District Council for Summer Dog Bin Emptying (invoice no 7011455)	Dog bin emptying	£1,098.24
200797	Oxfordshire Association for the Blind	General Grants	£50.00

Debit Card transactions to note:

Date Cleared	Payee and reason	Budget	Amount
13/9/19	CPRE for membership	Subscriptions	£36.00

8. Governance

- a. **Staff Review** – to consider forming a staffing committee to review the Clerk’s employment
The Council **RESOLVED** to agree review the Clerk’s employment in Confidential Session at the end of the November meeting.
- b. **January Meeting** – to consider and approve the date of the January 2020 meeting
The Council **RESOLVED** to agree to move the date of the January meeting from 2 January to 9 January and to meet in the School hall.
- c. **Oxfordshire Environment Board** – to consider joining the mailing list
The Council **RESOLVED** to agree to join the mailing list.

9. Training

- a. **To consider attendance at OALC courses over the forthcoming months**
No further courses were available.

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: 19/01365/F

Proposal: Single storey side extension and garage conversion to dwelling house

Location: 8 Woodland Close, OX26 5AG

The Council **RESOLVED** to object to the application on the grounds that the proposal was for a 'dwelling house' which implied that it would be separate accommodation for living in rather than for use as an office and was, therefore, a conflict of nomenclature. The Parish Council requested clarification on this issue.

The Council was concerned that the Planning Portal did not appear to indicate that neighbours had been consulted on the plans and therefore the decision on the application should be withheld until it could be confirmed that the neighbours had been consulted.

However, the Council requested that if the Planning Officer were minded to approve the proposal then a Condition should be included that it should not be used for overnight accommodation.

- b. **Notice of Decision**

The Council noted the following Notices of Decision:

- i. Application Number: 18/01333/F

Proposal: Extension to existing Technical Site to provide new employment units comprising flexible B1(c) light industrial, B2 (general industrial), B8 (storage or distribution) uses with ancillary offices, storage, display and sales, together with associated access, parking and landscaping

Location: Bicester Heritage, Buckingham Road, OX26 5HA

Permission for development subject to conditions and subject to a S106 Planning Agreement

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

Permission for development subject to conditions

iii. Application Number: 19/00607/F

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

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

Permission for development subject to conditions

c. Appeal Against Refusal

i. Application Number: 18/02079/F

Appeal Ref Number: APP/C3105/W/19/3234199

Proposal: Conversion of pool house into a two bedroom dwelling (existing unauthorised) (revised scheme of 17/01008/F)

Location: The Old Poolhouse, 59 West End, OX26 5DG

To consider a response. The Council considered the appeal and **RESOLVED** that there was nothing further to add to the previously submitted information.

d. CDC Parish Council Planning Training Sessions

CDC was organising a Parish Council planning training programme. Four Councillors – Councillors Chisholm, Murphy, Thompson and Turner expressed a preference for the training session on 4 December.

11. Environment Agency – to consider a response to the Environment Agency following the presentation to the August meeting

Following consideration of the maps, which had been made available to the public, the Council **RESOLVED** to hold an open meeting for all interested villagers to pass on their knowledge to the Environment Agency project. The Clerk would ask the Environment Agency for some convenient dates and would write an article for *Launton Lines*.

8.30pm One member of the public left

12. Review of Cherwell Polling Districts and Polling Places – to consider a response to the review
The Council **RESOLVED** that the Parish Hall was adequate and no further comment was necessary.

13. Village Matters

a. Parish Hall Lease

i. To receive a progress report

Councillor Turner reported that the Parish Council version of the lease had been sent to the Parish Council Solicitor and that it was hoped to send it on to the PCC Solicitor 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 by the Parish Council.

c. Post box – to receive a progress report

The Clerk had chased the Post Office for an update, but there was no further news.

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

The implementation of the equipment was with the OCC Street Lighting Team. No further installation date had been received.

e. Barriers Outside School – to receive a progress report

No further news was available.

f. Expressway – to receive a progress report and note 19 September presentation

Prof Rogers' presentation was very successful with more than 80 villagers attending. Cllr Barry Wood replied on behalf of the District Council. The Editor of *Launton Lines* had written a report for the October edition and the Clerk had added Prof Rogers' presentation to the Parish Council website.

g. Station Road Pump – to receive a progress report

Councillor Fox was thanked for mending the bench by the pump. It was reported that it had been difficult to find any accurate historical information about the pump for an information board. If more information came to light it would be looked at again.

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

- a. **CPRE** – welcome pack
- b. **NALC** – Bulletins
- c. **Rural Services Network** – updates
- d. **Healthwatch** – updates
- e. **Villager** – re play equipment
- f. **TVERC Autumn Recorders Conference**
- g. **OCC** – Footsteps campaign
- h. **CDC** – Empty Homes Week
- i. **Ordnance Survey** – Public Sector Mapping Agreement newsletter
- j. **OALC** – September update

15. Attendance at Meetings and reports from meetings / courses

- a. **SLCC Meeting** – 26 September
The Clerk attended the meeting at Nicholson’s Nurseries.
- b. **OALC Budgeting and VAT Courses**
Councillor Turner attended the courses which he found very informative and helpful. He informed the meeting that it would be highly advisable to discuss the VAT implications of the Parish Hall refurbishment works with Steve Parkinson, the session leader, in due course.
- c. **Rural Community Resilience Group** – 2 October
Councillor Turner and the Clerk attended the meeting. It was confirmed that three speed checks had been undertaken by the Police on both Blackthorn Road and Station Road and further checks would be performed in due course. No speeders were caught.
- d. **Open Day at Deddington Highways Depot** – 5 October
The Clerk hoped to attend.
- e. **Age UK Loneliness discussion** – 8 October
No Councillors were able to attend.
- f. **Joint Parishes Meeting** – 8 October
No Councillors were able to attend.
- g. **CDC Parish Liaison Meeting** – 13 November
The Clerk gave the date and asked for attendees.

16. Reports

- a. **Chairman’s Report**
The Chairman had nothing further to report.
- b. **Clerk’s Report**
The Clerk reported that she had been writing up her tasks for contingency planning and had chased the Planning Officer responsible for the CDC Planning Portal changes.

17. Items for information or next Agenda only

a. Next Agenda

The Clerk requested all items for the next agenda be submitted by Thursday 24 October

b. OCC Street lighting upgrade

The County Street Lighting Team will be carrying out essential column and lantern replacements within the village towards the end of October. The roads affected are Blenheim Drive, Chestnut Close, Sycamore Road, The Poplars, The Spinney, West End, West End Close and the Parish Hall. Both Bicester Road and Station Road's lights were much newer and would be replaced in due course.

18. Date of next meeting – Thursday 7 November 2019 at 7.30pm Launton Parish Hall

The public meeting closed at 8.56pm

The meeting reconvened in Confidential Session

19. Internal Audit – to consider the appointment of the Internal Auditor for the year 2019/20

The Clerk had approached four Internal Auditors from OALC's list (including the previous Internal Auditor) for quotations.

The Council considered all the options and **RESOLVED** to agree that it was good practice to change Internal Auditor occasionally and to appoint Elaine Anstee as the Parish Council Internal Auditor for the year 2019/20 at a cost of £100 for the work with mileage costs extra.

The Confidential Session closed at 9.03pm

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.....