

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 5 December 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

Apologies: None

1. To receive and accept apologies for absence

No Councillors were absent.

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

No members of the public attended the meeting.

4. Reports from District and County Councillors

Councillor Corkin (OCC) sent his apologies and a written report which had been circulated and published on the website.

5. To confirm the Minutes of the previous meeting held on 7 November 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. Digital Clerk Webinar – the Clerk reported that the course had been interesting and useful.

7. Finance

a. To receive the Finance Report

As at 22 November, the Accounts stood at:

Co-op Current Account	£29,655.42
Co-op Deposit Account	£22,323.95

There were 2 outstanding cheques totalling £200.00

The Standing Order of £504.90 to pay the Clerk's October salary cleared on 1 November

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

The Deposit Account had received £55.52 in interest for the half year.

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

The bank statements were reviewed and accepted.

c. To consider the draft budget for 2020/20

The Clerk presented the draft budget for further consideration at the January meeting.

Unfortunately, due to the General Election, the Government had not presented the Autumn Statement or agreed the District Council Settlement. This had meant that CDC had not been able to provide parishes with the Tax Base Figure.

d. To consider and approve invoices for payment itemised on the Payment Schedule

The Council **RESOLVED** to approve the following invoice for payment:

Cheque no:	Payee and reason	Budget	Amount
200799	Bates Wells & Braithwaite London LLP for Fees for professional services for Parish Council representation for Parish Hall Lease (January to September)	Parish Hall Project	£1,140.00

The Council noted the following Debit Card transaction:

Date Cleared	Payee and reason	Budget	Amount
12/11/19	SLCC Enterprises for Digital Clerk Webinar	Training	£36.00

8. Governance

a. Councillor Vacancy – to note Jeanne Walker’s resignation and consider the Councillor vacancy

The Council noted Jeanne Walker’s resignation and thanked her for her contribution to the Parish.

The Council **RESOLVED** to agree to advertise the vacancy on the noticeboards and in *Launton Lines* and discuss all applications received at the January meeting.

b. Financial Regulations – to consider the revised Financial Regulations recommended by NALC
The Council considered the minor revisions to the Financial Regulations and **RESOLVED** to adopt the document including an additional change to point 6.1 regarding Clerk’s expenses from quarterly to three times a year.

c. Dispensation Procedure and Form – to consider a Dispensation Procedure
The Council considered the procedure and form and **RESOLVED** to adopt both documents.

d. Freedom of Information and Publication Scheme – to review the Policy
The Council considered the Policy and **RESOLVED** to agree to adopt it.

e. Website Policy – to consider a Website Policy

The Council considered the website policy and **RESOLVED** to agree to adopt it.

9. Training

- a. **OALC Training** – to consider attendance at OALC courses over the forthcoming months
The Council noted the courses and **RESOLVED** to agree that Councillors Turner and Sanders together with the Clerk should attend the Charity Law course on 12 February.

Further, the Council **RESOLVED** to agree that the Roles and Responsibilities training on 18 March should be available to the new Councillor following co-option.

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: 19/02377/F**

Proposal: Two storey extension to side and single storey extension to rear including demolition of existing garage and rear extension
Location: Ivy Cottage, Station Road, OX26 5DS

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

ii. **Application number: 19/02403/DISC**

Proposal: Discharge of conditions 8 (finished floor levels) 9 (materials) 14 (trees and landscaping) 17 (car parking) & 18 (cycle parking) of 18/01333/F
Location: Bicester Heritage, Buckingham Road, OX26 5HA

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

iii. **Application number: 19/02419/REM**

Proposal: Reserved matters to 17/01173/OUT - Appearance of housetypes and general appearance of the scheme. Landscaping - Detailed landscape design of the play area, parkland and plots. Layout of the scheme. Scale - Height and massing of the scheme
Location: OS Parcel 4846 South East Of Launton Road And North East Of Sewage Works Blackthorn Road

As the Council had not received paper copies of the plans, the Council **RESOLVED** that copies should be requested and that discussion should be deferred until the January meeting.

iv. **Application number: 19/02550/F**

Proposal: Great Lakes Ltd - Redevelopment of part of golf course to provide new leisure resort (sui generis) incorporating waterpark, family entertainment centre, hotel, conferencing facilities and restaurants with associated access, parking and landscaping
Location: Land to the east of M40 and south of A4095 Chesterton

The Council considered the application and **RESOLVED** to object to the development on the grounds that it would cause considerable harm and would be of great detriment to local area amenity land. The site was not specified for any form of development in the Local Plan.

The Council also objected on the grounds of the inappropriate siting of the development in a green field area with unsuitable road access which would compound the already significant traffic issues in and around Bicester.

The Council also had concerns about the water usage and treatment.

It was believed that the harm to the area greatly outweighed any perceived benefit.

v. Application numbers: 19/02690/F and 19/02298/LB (received 2 December)

Proposal: Enclosure of existing timber pagoda structure using full height glazing and permanent clay plain tile roof. Alteration/extension of adding gardeners building to create link to main barn

Location: Water Moor House, Station Road, OX26 5DX

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

b. Notice of Decision

The Council noted the following Notices of Decision:

i. Application Number: 19/01147/F

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

Location: Bicester Heritage, Buckingham Road

Permission for development subject to conditions (15 November)

ii. Application Number: 19/02050/F

Proposal: Erection of a new substation

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

Permission for development subject to conditions (15 November)

c. CDC consultation on Partial Review of the Local Plan – to consider a response to the consultation (ends 20 December)

The Council considered the partial review and **RESOLVED** that no further response was necessary as the consultation covered a re-allocation of sites for the Oxford Unmet Housing need part of the Plan.

d. Weston-on-the-Green Neighbourhood Development Plan 2018-2031 – to consider the Public Consultation

The Council considered the plan and **RESOLVED** that no comment was necessary.

11. Village Matters

a. Parish Hall Lease

i. To consider the Agreement to Lease and the Lease

The Council had received the documents that afternoon, so it had not been possible to give appropriate scrutiny. However, all the changes which had been requested had been made.

There was one concern regarding the rent which needed clarification and rephrasing. The Council **RESOLVED** to agree to delegate responsibility for rephrasing the wording to Councillor Turner.

The Council would formally consider the documents at the January meeting.

ii. To receive a progress report

The working group had met the previous week and had now met three architects. Consideration of the architects' proposals would be brought to the January meeting.

b. East / West Rail – to receive a progress report and note road closures

i. To receive a progress report

No further progress had been noted apart from the advertised road closures.

ii. To consider Bruton Knowles' (acting on behalf of Network Rail) Request for Information

The Council considered the request for information and map and **RESOLVED** that the information was correct.

c. Post box – to receive a progress report

The Clerk reported that the scan details had been returned to the appropriate Post Office department and that the installation could proceed. However, while awaiting the scan results, it was understood that the traditional-style box reserved for the village was not available and a more modern style one would now be installed. The Parish Council **RESOLVED** to ask the Post Office why the traditional box was not available. The Parish Council also **RESOLVED** to agree that the current 'lamp-style' box was not acceptable, and that the more modern-style box would be satisfactory, if the older style box was definitely unavailable.

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

The lighting and posts had been installed and were awaiting programming.

The Council would look at relocating the old VAS elsewhere in the village.

e. VE Day – to consider how to mark the 75th anniversary

The Council **RESOLVED** to agree to defer the discussion to the January meeting.

f. High Sheriff Awards – to consider nominations

The Council **RESOLVED** to agree that no suitable nominations were available.

g. Station Road Drainage Issues – to receive a report

The Clerk had asked the OCC Highways team and Cllr Ian Corkin for help in solving the drainage issues. Unfortunately, the Clerk had not received a satisfactory response, but she would continue to chase.

h. The Glades – to consider further a request to install a gate between 24 and 26 The Glades to deter cyclists

The Council noted the concerns of the resident. The Council **RESOLVED** to agree that, in the first instance, a note to all the residents of the Glades reminding them that there were drives on the other side of the two accesses from the grass area and to be mindful of moving vehicles and people on the drives.

- i. **Bus Shelter Repairs** – to consider a quotation for replacing the Perspex in the bus shelter by The Bull
The Council **RESOLVED** to agree to defer the discussion to the January meeting.

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

- a. **TVP** – Victims First
- b. **Rural Services Network** – bulletins
- c. **OALC** – information about dissolved Parliament and Remembrance Sunday
- d. **Open Spaces Society** – eZine
- e. **OALC** – Oxfordshire Growth Board
- f. **OALC** – November update
- g. **No Expressway Group** – update
- h. **Healthwatch** – updates
- i. **Open Spaces Society** – asking for financial support for their Legal Fund (put with grant applications next month)
- j. **CDC** – Deddington Neighbourhood Plan – Notification of Withdrawal Statement
- k. **CPRE** – newsletter

13. Attendance at Meetings and reports from meetings / courses

- a. **CDC Parish Liaison Meeting** – 13 November

The Clerk attended the meeting. It covered Cllr Barry Wood's introduction, a presentation about Operation London Bridge (plans for the death of a Senior National Figure), a presentation about setting up a Good Neighbour Scheme and a Planning Update.

The follow-up notes had been circulated.

- b. **OALC Planning Training** – 21 November

Councillors Turner and Chisholm and the Clerk attended the training which was a useful course.

- c. **CDC Planning Training Session** – 4 December

Councillors Turner, Chisholm and Thompson and the Clerk attended the training which added to the OALC training and introduced two of the Planning Officers.

14. Reports

- a. **Chairman's Report**

The Chairman had nothing further to report.

- b. **Clerk's Report**

The Clerk reported that OCC and CDC had agreed the timescale with Network Rail to build the new tunnel under the railway to replace the Ten-Ten bridge junction over the four days of Easter 2021.

15. Items for information or next Agenda only

- a. **Next Agenda**

The Clerk requested all items for the next agenda be submitted by Thursday 26 December.

16. Date of next meeting – Thursday 9 January 2020 at 7.30pm Launton Primary School (please note change of location and date)

The meeting closed at 9.29pm

In Confidential Session

- 17. Staff Review** – to review the Clerk’s employment and salary
The Council considered the Clerk’s employment and salary and **RESOLVED** that there were no issues to be raised. The Council **RESOLVED** to agree a spine point salary increase (from 12 to 13) from April 2020 once the NALC salary agreement had been published.

The Confidential Session closed at 9.35pm

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.....