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 February 2020 at 7.35pm in Launton Parish Hall

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

In attendance: The Clerk, Mrs Jane Olds, 4 members of the public, Secretary and Chairman of the Parish Hall Improvement Project (left 7.55pm); Cllr David Hughes (CDC) (from 9.07pm to 9.20pm)

Apologies: Mrs Lizzie Chisholm

1. **To receive and accept apologies for absence**
   The Council accepted Councillor Chisholm's apologies.

2. **Requests for Dispensations, Declarations of Interest, gifts and hospitality**
   Councillor Fox declared a non-pecuniary interest in item 10. a. i. and ii.

3. **To facilitate public participation with regard to items on the agenda**
   Members of the public attended the meeting. The Council **RESOLVED** to move Agenda Item 12. a. i. to iv. to the beginning of the meeting. A record of the discussion is under Item 12. a.

4. **Reports from District and County Councillors**
   Councillor Corkin (OCC) sent his apologies; a written report would be sent shortly.

   Councillor Hughes (CDC) joined the meeting at 9.07pm and reported that CDC had agreed a balanced budget which had been difficult to predict as it was not known how much income was due from Central Government. He reported that the implications of SODC's rejection of their Local Plan would be wide-spread and affect Cherwell's adopted plan and Oxfordshire's Growth Deal. Councillor Hughes left the meeting at 9.20pm.

5. **To confirm the Minutes of the previous meeting held on 9 January 2020, 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. **Precept**
      The Clerk confirmed that the request had been sent to CDC and she had received confirmation.

7. Governance

a. Meeting Dates – to consider and agree the meeting dates for the forthcoming year
The Council **RESOLVED** to agree the following dates for Parish Council meetings with planning meetings convened if required.
14 May – Annual Meeting of the Parish Council (Venue tbc) (provided Election Day was on 7 May)
21 May – Annual Parish Meeting (moved from April because of the election)
4 June
2 July
6 August
3 September
1 October
5 November
3 December
2021
7 January
4 February
4 March

b. Community First Oxfordshire – to consider the membership renewal
The Parish Council **RESOLVED** to agree the membership renewal.

8. Finance

a. To receive the Finance Report
As at 16 January, the Accounts stood at:

Co-op Current Account	£26,932.74
Co-op Deposit Account	£22,323.95

There were two outstanding cheques totalling £828.00

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

The quarterly Standing Order of £42 for Hire of the Parish Hall cleared on 2 January.

The Standing Order of £110 to Launton Lines cleared on 6 January.

No income had been received.

b. Internal Financial Control – to receive a report from the Councillor responsible for Internal Financial Control
It had not been possible to arrange for the Clerk and Councillor to meet so the item was deferred.

c. To acknowledge scrutiny and acceptance of previously circulated bank statement
The bank statement was reviewed and accepted.

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
200803	The Open Spaces Society for grant for fund for defending commons, green spaces and paths	General grants	£50.00
200804	Community First Oxfordshire for 2020/21 annual subscription	Subscriptions	£70.00

The Council noted the Debit Card transaction:

Date Cleared	Payee and reason	Budget	Amount
10/1/20	Dropbox for Drobox Plus Renewal	IT Costs	£95.88

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 Councillor Allpress attend the Roles and Responsibilities Course on 18 March.

8.50pm - Councillor Fox left the room while the Items 10. a. i. and ii. were considered.

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: 20/00066/ADV
Proposal: A: 1x new set of 10mm perspex letters, B: 1x new double sided pictorial with printed image, vinyl text, amenity board with vinyl text, car park directional sign illuminated by linolites to existing post, C: 2x new lanterns, D: 2x new LED floodlights and E: 1x new amenity board.
Location: 52 West End, OX26 5DG

ii. Application Number: 20/00067/LB
Proposal: Erection of illuminated and non-illuminated signs to the exterior of the building
Location: 52 West End, OX26 5DG

The Council considered the applications jointly and **RESOLVED** to support the application.

8.53pm – Councillor Fox rejoined the meeting.

b. Notice of Decision
The Council noted the following Notices of Decision:

i. Application Number: 19/02326/F

Proposal: Gas store to front warehouse yard. Plant enclosure to rear of building, New ducts and stack to rear elevation.
Location: Hardide 9 Longlands Road Launton OX26 5AH
Permission for development subject to conditions (14 January 2020)

ii. **Application Numbers: 19/02690/F and 19/02298/LB**
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
Permission for development subject to conditions and Listed building consent subject to conditions (24 January 2020)

iii. **Application Number: 19/02750/F**
Proposal: (Retrospective) Change Of Use from an agricultural workshop and storage unit to an agricultural fabrication and welding workshop and retention of an office/rest room and storage buildings.
Location: Jack Barn, West End, OX26 5DG
Not proceeded with due to enforcement issues (24 January 2020)

For information:

iv. **Application Number: 19/02696/TPO**
Proposal: Line of Yew trees (12 stems) located adjacent to Church yard boundary fence line. To remove one leaning stem to a low stump (.5m), remove one suppressed stem (dying) to ground level, reduce all remaining stems/crowns by circa 6-7m reduce remaining upper branching by 2-3m to suitable growth points where practical, retaining remaining branching in line with lower growth which at present is to be retained reducing pruning shock. Additional group of Yews in corner of garden, to reprofile crowns on garden side by shortening of lateral growth by circa 2-3m to compact and improve shape. Line of Yew trees (14 of) in church yard reduce all stems/crowns by circa 6-7m reduce remaining upper branches by 2-3m to suitable growth points where practical Trees subject to TPO 1/1981.
Location: 4 The Spinney, OX25 6EP
The Arboricultural Officer was awaiting feedback from the agent regarding some concerns he had with the application. It would be further considered by CDC in due course.

c. **Oxfordshire Minerals and Waste Site Drafts Plan Consultation** – to consider a response to the consultation
The Council considered the consultation and **RESOLVED** to agree that no response was necessary.

11. **Oxfordshire Rural Services Survey** – to consider a response
The Council clarified some questions and **RESOLVED** to agree that Councillor Thompson and the Clerk would complete the survey.

12. Village Matters

a. Parish Hall Lease

i. To further consider architects proposals

Following a recommendation from Parish Hall Improvement Project group, the Council **RESOLVED** to agree to appoint PCMS Design in Haddenham as the architects for the project.

ii. To consider the future management of the hall

The Council **RESOLVED** to agree to the setting up of a Management Committee for the hall once the Agreement to Lease had been signed. Investigation would need to be made into the best approach – whether this was a separate charitable organisation or a committee run by the Parish Council.

The Council **RESOLVED** to agree to meet Tessa Hall from Community First Oxfordshire on 27 February to discuss all the options.

The Council also **RESOLVED** to pay Steve Parkinson for advice about the financial ramifications of the different options available to the Council on running halls.

iii. To consider acceptance of S106 Funding from CDC

The Council **RESOLVED** to agree to accept the funding on the understanding that it would not be able to be applied for until the Project Plan proforma and evidence of the prerequisite documentation had been provided. The information required would comprise evidence of co-funding / planning consents / building regulations / or any other regulatory mandatory requirements / three supplier quotations (unless a single tender justification could be made).

iv. To receive a progress report

The Secretary of the Parish Hall Improvement Project thanked the PCC and the Management Committee for running the hall over many years; she also thanked the Parish Council for agreeing to pay the PCC Solicitors' account and to the members of the Council on the working group. She outlined the vital need of a meeting space for the community and how well-used it was for much of the week.

Of primary importance was to make the building – and car park – fit for the 21^{st} century.

With this in mind the completion of the Lease, and Agreement to Lease, as quickly as possible was paramount.

The Council thanked the Secretary and Chairman of the Parish Hall Improvement Project for all the work that they had done to push the project forward.

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

i. To receive a progress report

The Transport and Works Act Order had been ratified

c. Post box – to receive a progress report

The Work Order had been issued by the agents to the engineers and a 'box plate' had been ordered and issued to the collection office for fitting once the box had been installed.

d. **VE Day** – to consider how to mark the 75th anniversary
The Council **RESOLVED** to agree that it would not be possible for the Parish Council to organise an event, but that it was understood that there would be a National Toast at 3pm on 8 May; enquiries would be made with the Pubs to find out whether they would be prepared to join in.

e. **Station Road Drainage Issues** – to receive a report
The Clerk had chased Cllr Corkin.

f. **Bus Shelter Repairs** – to consider a quotation for replacing the Perspex in the bus shelter by The Bull
Following a discussion, the Council **RESOLVED** to agree in principle to the work, but requested that Councillor Fox clarify the quote. The shelter would also need painting while the Perspex was removed.

g. **Weed Spraying** – to consider and agree the contract
The Council **RESOLVED** to agree to T L Jenkins Landscaping Service Ltd quote to spray and clear Station Road for £375 and to spray and clear alleyways between Sycamore Road, Yew Tree close and Ancil Avenue for £255.

h. **Tidy up day** – to consider a date and to request supplies
The Council **RESOLVED** to agree to Saturday 18 April between 10am and 12noon and to ask the WI to assist with refreshments.

The Clerk would complete the CDC form for supplies and send *Launton Lines* the poster.

i. **Sherwood Close** – to consider a response to Sanctuary Housing regarding a request for rights of access across Sanctuary Housing land
The Council considered the request and **RESOLVED** to agree with Sanctuary Housing's decision to reject the access request. This was particularly because if access were granted, it could set a precedent for further development in this area which was currently undeveloped green space on the edge of the village and was well outside the village "development envelope"; it would be of detriment to the village, bringing the conurbation of Bicester yet closer to the village.

j. **Public Art in Launton** – to consider forming a working group to look into a public art project
Following notification from CDC that there was an amount of S106 funding available for public art in the village, the Council **RESOLVED** to agree to form a working group with school and any interested villagers. An article would go in Launton Lines.

k. **Footpath between the Playing Field and Yew Tree** – to receive a report and consider the best course of action
The Council noted, with concern, the state of the area between the Playing Field and Yew Tree Field. The primary issue was that the ditch was blocked and that, therefore, the water from the area was not draining. The Council **RESOLVED** to agree to bring the interested parties together to look at ways of improving the area and to request help from the OCC Footpaths team.

13. **Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required
    a. **Community Information Network** – spring events
    b. **Rural Services Network** – bulletins

c. **Bicester Healthy New Towns, stakeholder event** –on 12 March
d. **Healthwatch** – briefings
e. **OALC** – village halls week
f. **OCC** – SSEN Community Resilience Fund
g. **OALC** – Paul Clayden RIP
h. **Community Link** – newsletter
i. **OCC** – Better Broadband update
j. **OALC** – January update
k. **Police Joint Independent Audit Committee** – call for volunteers

14. Attendance at Meetings and reports from meetings / courses

a. **Rural Resilience Liaison Meeting** – 22 January, Ardley Village Hall.
Councillor Turner reported that was an interesting meeting. He had received confirmation from the Police that the truck parked on the Bicester Road was there legally.

The Police requested that if anyone noticed large gatherings of 'youth' which may get out of hand to let them know on 101.

15. Reports

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

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

16. Items for information or next Agenda only

a. **Next Agenda**
The Clerk requested all items for the next agenda be submitted by Thursday 20 February.

b. **Road Closure**
The Clerk alerted the meeting that Station Road would be closed on 13 April from 7.30am to 6.30pm beyond Grange Mews for more railway enabling work. More information was available on the website.

17. Date of next meeting – Thursday 5 March 2020 at 7.30pm at Launton Parish Hall

The meeting closed at 9.32pm

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**……………………………………………….**