

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 comment via the website.

Minutes of the meeting held on Thursday 2 April 2020 at 7.30pm online via Zoom due to the COVID19 Coronavirus crisis

Councillors Present: Mr James Allpress (from 8.17pm), 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, 2 members of the public (one from 7.40pm)

Apologies: None

1. To receive and accept apologies for absence

No apologies had been received.

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

Two Members of the public attended the meeting (one from 7.40pm). No items were raised.

4. Reports from District and County Councillors

No District or County Councillors attended the meeting. However, it was noted that Cllr Corkin had been extremely busy supporting all the Parishes during the pandemic.

5. To confirm the Minutes of the previous meeting held on 5 March 2020, previously circulated

The Council **RESOLVED** that the minutes be accepted as a true record and would be signed by the Chairman on resumption of in-person meetings.

6. Update on progress from the Minutes – the Clerk / Chairman to report on progress of outstanding items which do not require further decision

a. Litter Pick

The Litter Pick had been postponed. The Clerk had stood down the WI. However, it may be possible to do the litter pick in the autumn.

7. Finance

a. To receive the Finance Report including year end budget monitoring

As at 16 March, the Accounts stood at:

Co-op Current Account	£24,383.65
Co-op Deposit Account	£22,323.95

There were two outstanding cheques totalling £357.88

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

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

No income had been received.

The year end budget monitoring sheet had been published.

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

The bank statement was reviewed and accepted.

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

Councillor Fox made his inspection of the accounts on 17 March and reported that all was in order.

d. Regular payments – to consider and approve the list including Standing Orders and Direct Debits
The Council **RESOLVED** to agree the following regular payments:

Launton Lines: monthly - £110 by Standing Order

Parish Hall: quarterly - £42: April, July, October, January by Standing Order

Dog bin emptying: twice yearly - March / April and September / October by invoice and cheque or electronic payment

Information Commissioner: annual - £35 by direct debit in December

External Auditor: annual - £200 – if necessary; by cheque or electronic payment

Subscriptions: annual by cheque or debit card / electronic payment

Society of Local Council Clerks

Oxfordshire Association of Local Councils

Community First Oxfordshire

Open Spaces Society

CPRE

e. Staff Salary

i. To agree continuing payment of the Clerk's salary by Standing Order

The Council **RESOLVED** to agree to continue to pay the Clerk's salary by Standing Order

ii. To confirm the Clerk's spine point increase from 12 to 13 at the 2019/20 level from 1 April and agree to the cost of living increase when finalised by NALC

The Council **RESOLVED** to agree to confirm the Clerk's spine point increase from 12 to 13 at the 2019/20 level. At the current rate this would be increased to £11.45 per hour or £515.25 per month.

The Council **RESOLVED** to agree to the cost of living increase and backdate the difference to April once it had been published by NALC.

f. Zoom Subscription – to agree to a monthly Zoom subscription to enable virtual meetings

The Council **RESOLVED** to agree to the monthly Zoom subscription at £11.99 per month. The subscription would be reviewed once the current need is ended.

g. Budget – to confirm the 2020/21 budget following the year end

The Council **RESOLVED** to agree to a revised budget of £40,563 with a deficit of £1,404 as it was unlikely that everything would be spent in all budget headings and there was a general contingency of £2,000.

7.40pm – one member of the public joined the meeting.

h. Reserves – to consider the Policy and confirm the reserves for 2020/21

The Council **RESOLVED** to agree to the policy and the following reserves:

3 months' running costs	£5,200.00
Sherwood Close maintenance (s106)	£5,651.78
Glades Open Space Maintenance	£3,572.00
Parish Hall Contingency	£5,000.00
Asset Replacement fund (initiated 05.01.12)	£1,500.00
Election Expenses	£1,600.00
Insurance Excess	£300.00
External Audit Contingency	£200.00
Clerk sickness / overtime contingency	£1,000.00
General Contingency Funds	£2,000.00
Defibrillator contingency	£180.00
Bus shelter contingency	£2,500.00
Trees contingency	£3,500.00
Fete contingency	£1,000.00

i. Asset Register – to update and confirm the Asset Register

The Council **RESOLVED** to agree to the addition of the dog bin and rubbish bin purchased in June 2019 (combined value £578.13) together with the Village Pump which while of no commercial value was of historical significance and adopted by the Parish Council.

j. Internal Financial Controls – to review effectiveness

The Council **RESOLVED** to agree the Internal Financial Controls policy.

k. Internal Audit – to receive the report from the Internal Auditor

The Internal Audit had been scheduled for 20 March but due to isolation issues it had to be postponed. A new meeting via Zoom had been arranged for 3 April.

l. External Audit – to note that as the expenditure and income were over the £25,000 threshold it would not be possible to have a Limited Assurance Review

The Council noted that it would not be possible to have a Limited Assurance Review, but would instead have to complete Part 3 of the AGAR and send it to the External Auditors for scrutiny.

7.58pm the meeting was suspended in order that the attendees could show their appreciation by clapping for the work of care workers

8.04pm the meeting re-commenced

m. Grant applications – to consider any grant applications received

The Council **RESOLVED** to agree to awarding a grant of £210 to Launton Congregational Church for the mowing of the Churchyard, and £200 to the Bicester Good Neighbour Scheme.

Clean Slate had also asked for a contribution, but the Council **RESOLVED** to ask for more information about the numbers of people in Launton that they supported before making a decision.

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

The Council **RESOLVED** to approve the following invoices for payment via Bank Transfer:

Cheque no:	Payee and reason	Budget	Amount
Bank Transfer	St Mary's PCC for Grass Cutting Grant	General Grants	£1,260.00
Bank Transfer	Launton Congregational Church for Grass Cutting Grant	General Grants	£210.00
Bank Transfer	Friends of Island Pond Wood for Grass Cutting Grant	General Grants	£384.00
Bank Transfer	Society of Local Council Clerks for proportion of Clerk's membership subscription (shared with Caversfield and Wendlebury)	Subscriptions	£96.60
Bank Transfer	Cherwell District Council for winter dog bin emptying (Invoice no: 7013404)	Dog bin emptying	£604.03
Bank Transfer	Bicester Good Neighbour Scheme for support grant	General Grants	£200.00

The Council noted that the donation to the WI for refreshments for the Litter Pick had been postponed.

The Council noted the following Debit Card transaction:

Date Cleared	Payee and reason	Budget	Amount
24/3/20	Zoom for virtual meeting	IT Costs	£14.39

8. Governance

a. Temporary delegation scheme in response to Covid-19 – to consider a recommended interim measure

The Council **RESOLVED** to agree the following:

The Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman (or other Councillors if the Chairman and / or Vice Chairman are indisposed) to take any actions necessary with associated expenditure to protect the interests of the community and ensure Council business continuity during the period of the pandemic COVID19 coronavirus, informed by consultation with the members of the Council.

This delegated authority ceases upon resumption of in-person meetings of the Parish Council

8.17pm Councillor James Allpress joined the meeting

b. Risk Assessment – to consider and agree the Risk Assessment for 2020/21

The Council **RESOLVED** to agree to defer consideration of the Risk Assessment to a future meeting.

c. Review Policies

- i. **Website Accessibility Statement** – to consider the statement for the website
- ii. **Grants Policy and Form** – to review and re-adopt the policy and application form
- iii. **Document Retention Policy and Procedure** – to review and re-adopt the policy
- iv. **Planning Pre-application Protocol** – to review and re-adopt the policy

The Council **RESOLVED** to agree to defer consideration of all the policies to a future meeting.

d. Elections – to note the postponement of the May Parish Council elections to 6 May 2021 and receive an update

The Council **RESOLVED** to note the postponement of the elections due to the COVID19 crisis and that the next term of office would be a three-year term from 2021.

As there was no election, the Parish's General Power of Competence would continue for a further year.

9. 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: 20/00575/F

Proposal:	An area of permeable surfacing and associated landscaping for the provision of car parking associated with the employment uses on the New Technical Site within the Bicester Heritage development parcel
Location:	Bicester Motion, Land West Of Building 138 And 139 Bicester Heritage Adjacent to Skimmingdish Lane Launton

The Council considered the application and **RESOLVED** to object on the grounds that the applicant had made no justification or demonstration of need for the requirement of an additional 112 car parking spaces. The Technical Site application (18/01333/F) was supposed to provide adequate car parking provision. The area suggested for the car parking would encroach on the undeveloped, wild area of the airfield which would have a detrimental effect on the overall street scene.

ii. Application Number: 19/02419/REM

Proposal:	(Re-submission) 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
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Location: Mulberry Homes, OS Parcel 4846 South East Of Launton Road And North East Of Sewage Works Blackthorn Road

The Council considered the application and **RESOLVED** to comment on the application. The social housing location and positions had been improved and the general layout plan was more acceptable. However, the water and sewerage issues raised in the Parish's previous response had not been addressed.

One query was raised about car charging points as it was not clear whether every house would have one fitted as standard, but there were also only two public ones which may not be adequate.

Concern was also raised about the maintenance contract and who would be responsible for it once the development had been completed.

iii. Application Number: 20/00786/LB

Proposal: Minor internal alterations to The Ammunition Store including the formation of 2 No structural openings (creating doorways) in an existing brick/ blockwork internal walls, infill of an existing doorway, partial infill of an existing door opening and refurbishment of existing kitchen and wc

Location: Bicester Motion, Building 123, Bicester Heritage, Buckingham Road, OX27 8AL

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

iv. Application Number: 20/00821/LB

Proposal: New partition wall to kitchen and 2 no. doors.

Location: 52 West End, OX26 5DG

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: 19/02275/F

Proposal: Variation of condition 2 (plans) of 18/01333/F - A number of changes to approved plans are required to deliver the proposed buildings. The changes include minor alterations to the fenestration of the buildings.

Location: Bicester Heritage, Buckingham Road, Bicester OX26 5HA

Permission for development subject to conditions and subject to a s106 planning agreement (31/1/20)

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

Confirmation of clearance of planning condition(s) (7/2/20)

iii. 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: Star Pubs & Bars Limited, 52 West End Launton OX26 5DG (9/3/20)

Consent to display advertisement(s) subject to conditions (9/3/20)

iv. Application Number: 20/00067/LB

Proposal: Erection of illuminated and non-illuminated signs to the exterior of the building

Location: Star Pubs & Bars Limited, 52 West End, Launton, OX26 5DG

Listed building consent subject to conditions (9/3/20)

v. Application Number: 19/02550/F

Proposal: 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: Great Wolf Resorts, Land to the east of M40 and south of A4095 Chesterton

Refusal at Committee (12/3/20)

10. Village Matters

a. Parish Hall Lease

i. To receive a progress report

Councillor Turner reported that the PCC Solicitor had received the Lease from the Parish Council Solicitor and apart from some slight typographical errors it was believed to be in order.

ii. To receive a progress report on the car park

The Clerk had contacted the Garrison parent and the Highways Team, but nothing would be arranged until it was possible to meet again.

b. East / West Rail – to receive a progress report

The Clerk had received confirmation that the road closure planned for 18 March did not take place and that the Network Rail team would take the concerns of the Parish relating to any further planned closures into account when arranging future works.

The contractors were due to start setting out the boundaries for the works in the allotments from 30 March with the majority of work taking place on 27 April, but this would be dependent on the current situation.

c. Post box – to receive a progress report

The post box had been repainted and had been commissioned ready for use. The Council wished to thank Councillor Fox for his tenacity in getting this long-awaited village facility completed.

d. Station Road Drainage Issues – to receive a report

The Clerk reported that the Highways and Drainage team had carried out some initial investigations. A sandbag wall would be built in the ditch behind The Warren house and a survey of the affected area undertaken. There was a separate root issue in a carrier pipe along Sycamore Road which would be dealt with and an additional issue with a carrier pipe which had been damaged by a utility company which required a 'dig down' to repair.

e. Public Art in Launton – to receive a progress report

The Clerk had had a telephone conversation with the CDC Officer who would arrange a further meeting with the School Headmistress and others to move the project on at a mutually convenient time.

f. Footpath between the Playing Field and Yew Tree – to receive a report and consider the best course of action

No further progress had been made, but the water levels had reduced.

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

- a. Rural Services Network** – bulletins
- b. OALC** – various updates on COVID19
- c. Healthwatch** – updates
- d. Rural Resilience Group**
- e. Police and Crime bulletins**

12. Attendance at Meetings and reports from meetings / courses

No meetings had been attended or arranged.

13. Reports

a. Chairman's Report

The Chairman had nothing further to report.

b. Clerk's Report

The Clerk reported that she and Councillor Thompson had been working with village volunteers to help start the Help For Self-Isolating Launton Residents group. A Facebook group had been formed which had more than 200 members. The Clerk had printed a leaflet which had been delivered to every household, had created some web pages on the Parish Council website together with a village.help email address and a Google Form for volunteers to sign up.

The Council wished to thank the Editor of Launton Lines for his emergency April edition and noted that the full edition was available online.

14. Items for information or next Agenda only

a. Next Agenda

The Clerk requested all items for the next agenda be submitted by Thursday 23 April.

15. Date of next meeting

The Council **RESOLVED** to agree to move the date of the May meeting to the original date of Thursday **7 May** 2020 at 7.30pm online at <https://us02web.zoom.us/j/76605157135> (meeting code:

766 0515 7135) or in Launton Parish Hall if possible. It would also be possible for members of the public to dial in with a telephone.

The meeting closed at 9.29pm

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.....