

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 4 June 2020** at 7.30pm online via Zoom as permitted in the *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* ("the 2020 Regulations") due to the COVID19 Coronavirus crisis

Councillors Present: Mr James Allpress, 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 Representatives from East West Rail – Mr S Golla and Ms L Kozlowsky (left 8pm) – Cllr David Hughes (CDC) (from 8.45pm – 8.55pm), 7 members of the public

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

Councillors Thompson and Turner declared a non-pecuniary interest in Item 8. a. iii. and agreed to leave the meeting for the discussion.

3. To facilitate public participation with regard to items on the agenda

7 members of the public attended the meeting.

The Council **RESOLVED** to agree to move the discussion on Items 9. c. and 9. d. to the public participation.

4. Reports from District and County Councillors

Councillor Corkin (OCC) had sent written reports. Councillor Hughes attended briefly towards the end of the meeting but had nothing of note to report.

5. To confirm the Minutes of the previous meeting held on 7 May 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.

All Minutes would be stuck in the Minute Book ready for signing.

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

a. Virtual Meeting Procedure and Online Banking Procedure

The procedures had been published.

b. Insurance Renewal

The Clerk had confirmed the insurance renewal with Zurich.

7. Finance

a. To receive the Finance Report

As at 15 May, the Accounts stood at:

Co-op Current Account	£26,950.30
Co-op Deposit Account	£22,379.61

There was one outstanding cheque of £100.00

The Standing Order of £515.25 to pay the Clerk's April salary cleared on 1 May.

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

The first tranche of the Precept (£11,201.50) was received on 17 April, the CTRS Grant (£318.05) was received on 21 April and the VAT Refund (£1,029.03) for 1 June 2019 to 31 March 2020 was received on 6 May.

The cheque for the grass cutting grant of £1,216.28 was received on 21 May and posted to the bank.

The Deposit Account received £55.66 in interest on 3 April, but no statement had been received.

The Clerk had submitted all the relevant AGAR documents to Moore Stephens and had received confirmation. All the required documents had also been published on the website. The dates for the period for the exercise of public rights under the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015 would be from Wednesday 3 June until Tuesday 14 July 2020. However, under the current circumstances if anyone would like to view them after that, it would be possible.

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

The bank statement was reviewed and accepted. The download update of the Deposit Account was also accepted.

c. Internal Audit Effectiveness – to review the effectiveness of the Internal Auditor

The Council considered and **RESOLVED** to agree that the review of effectiveness was an accurate record.

d. Internal Auditor – to consider the appointment of the Internal Auditor for the year 2020/21

The Council **RESOLVED** to agree to appoint Elaine Anstee for a further year.

e. Fixed Assets

i. To agree to allocate responsibilities to inspect the Fixed Assets

The Council **RESOLVED** to agree that

- Councillor Chisholm would have responsibility for checking the village gates and the salt bins;

- Councillor Fox would have responsibility for checking the benches and the litter bins (excluding those in the bus shelters);
- Councillor Murphy would have responsibility for checking the bus shelters, including the associated litter bins and benches;
- Councillor Thompson would have responsibility for checking the dog bins and would continue to be responsible for checking the defibrillator and cabinet on a regular basis;
- Councillor Turner would have responsibility for checking the wall by the Poplars, the War Memorial, the speed activated sign, and the land at the Poplars;
- Councillor Allpress would have responsibility for checking the condition of land of the open spaces at the Glades and Sherwood Close together with the no ball games sign in Sherwood Close
- Councillor Sanders would have responsibility for the Village pump on Station Road and
- The Clerk would check the noticeboards and the laptop.

ii. To agree to disposal of the old printer (retrospective)

The Council **RESOLVED** to agree to the disposal of the old printer.

f. 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 which Councillor Fox would authorise:

Payment method	Payee and reason	Budget	Amount
Bank transfer	L and D Thompson for printing COVID19 updated leaflet	Admin costs	£37.27
Bank transfer	Calber Facilities Management Ltd for grass cutting (invoices tbc)	Grass cutting	£504.00

The Council noted the following Debit Card transaction:

Date Cleared	Payee and reason	Budget	Amount
27/4/20	Zoom for virtual meeting	IT Costs	£14.39

8. 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: 20/01177/TPO

Proposal: T1 - Poplar - Fell to near ground level to increase light levels within the garden - poor condition, reduced vitality, suppressed, cavity located within the main stem north-west at 2m, Ivy clad - subject to TPO 17/94

Location: 7 Forest Close, OX26 5DD

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

ii. Application Number: 20/01227/F

Proposal: Two storey side extension

Location: Timber House, Blackthorn Road, OX26 5DA

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

8.33pm Councillors Thompson and Turner left the meeting while Item 8. a. iii. was discussed. Councillor Fox was Chairman for the item.

iii. Application Number: 20/01262/F

Proposal: Change of Use of land to B8 Storage

Location: Hare Leys Farm, Poundon Road, OX26 5AB

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

8.37pm Councillors Thompson and Turner re-joined the meeting.

b. Notice of Decision

The Council noted the following Notices of Decision:

i. 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: Mulberry Homes, OS Parcel 4846 South East Of Launton Road And North East Of Sewage Works Blackthorn Road

Approval of reserved matters subject to conditions (30 April)

ii. Application Number: 20/00475/F

Proposal: Variation of conditions 1 (approved plans) & 3 (use of buildings) of 19/02275/F - to allow the B1(a) (Business) use at the New Technical Site

Location: Bicester Heritage, Buckingham Road, OX26 5HA

Permission for development subject to conditions (7 May)

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

Listed building consent subject to conditions (7 May)

iv. Application Number: 19/02132/F

Proposal: Demolition of existing bungalow; erection of two storey, four bedroom detached dwelling
Location: Sport Villa Bicester Road, OX26 5DP
Permission for development subject to conditions (21 May)

9. Village Matters (Items 9. c. and 9. d. were discussed at the beginning of the meeting)

a. Parish Hall Lease

i. To receive a progress report

Councillor Turner reported that the progress on the lease had stalled because of a difference of opinion between the PCC and their solicitor; it was hoped that this would be resolved shortly.

The Working Group had held two meetings and discussed what to talk to the architect about at a meeting to be held on 12 June.

b. COVID19 Village Support

i. Emergency Relief Fund – to consider creating a Parish Council Emergency Relief Fund

The Council considered the request and **RESOLVED** to agree to use £100 from the General Contingency Fund Reserve in case of need.

ii. Progress Report – to receive a progress report and note any actions or expenditure necessary

The group had been fairly quiet but had recently supported two vulnerable people in different situations.

The following two agenda items were discussed at the beginning of the meeting under Public Participation

c. East / West Rail – to receive a progress report and welcome a representative to report on the footpath closures

The Council welcomed Steve Golla and Lesia Kozlowsky from the East West Rail project.

Ms Kozlowsky apologised to the village for the way the original footpath closure signage had been handled. Unfortunately, the original signage had been installed by an over-zealous contractor (in good faith) but had not been agreed by the project team; the Highways Authority procedures had also not been followed and so these signs had been removed. The signs had been replaced by officially approved signs which included contact details.

Rumours that the footbridge would be opened before the current crossings were closed were neither correct, nor even possible.

The creation of the haul road which the Parish Council, and others, had lobbied for to reduce the number of HGVs using the village roads was another reason why the footpaths had to be closed in order to protect the public and the workforce.

However, once the work had progressed, the EWR representatives agreed that the temporary opening of the footbridge would be reviewed.

A Community Liaison Officer had been appointed as a single point of contact and they would be in post from 15 June. It was agreed that EWR would produce a monthly update for *Launton Lines*.

The Council noted the removal of an oak tree with a Red Kite's nest in which had been reported to the relevant authorities. However, Mr Golla assured the meeting that according to the site ecologists, all the relevant conservation requirements were followed and that there was no evidence of a nest at the time of removal.

One lane of Station Road would be closed from 11 June to allow for vegetation clearance and Mr Golla would confirm this in due course.

Mr Golla informed the meeting that there would be a new traffic management system from the Bicester Road railway bridge out of the village towards the Charbridge Lane roundabout which would extend the current traffic lights to beyond the new compound entrance from 11 June. However, it was not planned to close the Bicester Road.

It was agreed that a list of FAQs would be put on the website as soon as possible.

- d. The Glades** – to consider allowing the owners of 24 The Glades to extend their hard-standing drive over Parish Council-owned land

The Council considered the request from the owners of the house to convert the area of Parish Council-owned grass which had been maintained during their ownership, to hard standing for cars to park on.

The Council **RESOLVED** to agree to look into a way of undertaking an agreement provided it was not harmful to the Parish Council's interests.

8.10pm the meeting resumed discussion at Item 4

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

- a. Cllr Corkin** – updates
- b. CDC** - bulletins
- c. Rural Services Network** - bulletins
- d. NALC** – updates
- e. BBOWT** – Oxfordshire Catchment Catch-up conference 22 May
- f. Oxfordshire Healthwatch** – update
- g. OCC Traveller Services** – update
- h. Various villagers** – re footpath closures
- i. Clerks and Councils Direct**
- j. CPRE Countryside Voices** – magazine

- 11. Attendance at Meetings and reports from meetings / courses**

The Clerk had been attending regular catchup meetings via Zoom with her Oxfordshire SLCC Clerk colleagues.

12. Reports

a. Chairman's Report

The Chairman had nothing further to report.

b. Clerk's Report

The Clerk reported that OALC had put a tentative training programme together for the autumn.

13. Items for information or next Agenda only

a. Next Agenda

The Clerk requested all items for the next agenda be submitted by Thursday 18 June.

b. Blackthorn Road Closure

The road would be closed between 29 June to 3 July for excavation in verge and road to connect parent main to new site main in carriageway

c. White Gate Clearance

Grateful thanks were made to the Allpress family who had cleared the vegetation around the white gates.

14. Date of next meeting – Thursday 2 July 2020 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 9.05pm

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.....