

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 7 May 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 (from 9.05pm), 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, Mr Alex Bond from PCMS Design (until 7.57pm), 1 representative of the Launton Help for Self-Isolating Residents and 1 member of the public

Apologies: None

1. To elect the Chairman for the year 2020/21

Councillor Thompson proposed, and Councillor Fox seconded the proposal, that Councillor Simon Turner be elected as Chairman. The Council **RESOLVED** unanimously to elect Councillor Turner as Chairman.

The Declaration of Acceptance of Office form would be signed when possible.

2. To elect the Vice Chairman for the year 2020/21

Councillor Turner proposed, and Councillor Chisholm seconded the proposal, that Councillor Chris Fox be elected as Vice Chairman. The Council **RESOLVED** unanimously to elect Councillor Fox as Vice Chairman.

The Declaration of Acceptance of Office form would be signed when possible.

3. To receive and accept apologies for absence

No apologies had been received.

4. Requests for Dispensations, Declarations of Interest, gifts and hospitality

No requests were declared.

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

Two members of the public attended the meeting.

The Council **RESOLVED** to agree to move the discussion on Items 12. a. and 12. b. to the public participation.

6. Reports from District and County Councillors

Councillor Corkin (OCC) had hoped to attend but had been delayed by a CDC meeting.

No District Councillors had been in contact.

7. To confirm the Minutes of the previous meeting held on 2 April 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.

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

a. Staff Salary

The Clerk had updated the Standing Order with the bank.

b. Budget

The revised budget had been published.

c. Policies

The Reserves and Internal Financial Controls Policies had been published.

9. Governance

a. Virtual Meeting Procedure – to consider adoption of the draft procedure

The Council considered the procedure and **RESOLVED** to adopt it.

b. Online Banking Payment Procedure – to consider adoption of the draft procedure

The Council considered the procedure and **RESOLVED** to adopt it.

c. Councillor Responsible for Internal Financial Control – to consider and agree the appointment

The Council **RESOLVED** to agree to appoint Councillor Allpress as the Councillor responsible for Internal Financial Control.

d. Appointment of Councillor for Island Pond Wood – to consider appointment

The Council **RESOLVED** to agree to appoint Councillor Thompson as the Councillor representative.

e. Appointment of representatives for Parish Hall Working Group – to consider appointment

The Council **RESOLVED** to agree to appoint Councillors Turner and Sanders together with the Clerk to represent the Parish Council on the Working Group.

10. Finance

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

As at 22 April, the Accounts stood at:

Co-op Current Account	£20,699.85
Co-op Deposit Account	£22,323.95

There was one outstanding cheque totalling £100.

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

The quarterly Standing Order of £42 for Hire of the Parish Hall cleared on 1 April

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

The VAT reclaim from 1 June 2019 to 31 March 2020 for the value of £1,029.03 was made on 30 April.

No income had been received but the payment confirmations for the Precept and CTRS grant had been received from CDC.

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

The bank statement was reviewed and accepted.

c. Statement of Accounts – to consider and approve the Statement of Accounts for the year ending 31 March 2020

The Council **RESOLVED** to agree to approve the Statement of Accounts which had been previously circulated.

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

The Council **RESOLVED** to agree to accept and receive the report.

e. AGAR Signature Redaction – to consider redaction of the signatures on the web version of the Annual Governance and Accountability Return to protect the signatories from ‘specific and identifiable threats’ of identity theft and GDPR concerns

The Council **RESOLVED** to agree to redact the signatures on the web version of the AGAR acknowledging that this was against the Accounts and Audit Regulations, but that it was to protect the signatories from the specific and identifiable threats of identity theft. There was no issue with the full documents being viewed in person once it was possible to do so.

f. External Audit – to complete the External Audit Annual Governance Statement for 2019/20

The Council **RESOLVED** to agree to all the Governance questions. The Chairman and Clerk would sign the form when possible.

g. External Audit – to complete the External Audit Accounting Statements for 2019/20

The Clerk provided the meeting with the figures and the Council **RESOLVED** to agree the Accounting Statements. The Chairman and Clerk/RFO would sign the form when possible.

h. To consider and agree the Insurance Renewal for 2020/21

The Council considered the insurance renewal and **RESOLVED** to agree to maintain the insurance with Zurich Municipal with the slight increase from £460.85 to £467.49.

i. Clerk Expenses – to confirm the rates for Clerk expenses

The Council **RESOLVED** to confirm the Clerk’s expenses. Printing: Double sided A4 – 11p per sheet; single sided A4 – 6p; single sided A4 colour – 10p; single sided A3 colour – 20p; postage: standard advertised cost of stamps; stationery: DL envelope – 7p; C6 envelope – 5p; C5 envelope – 6p; C4 envelope – 10p; mileage at 45p per mile as per HMRC guidelines.

The Council also considered the ‘Working from Home’ allowance which was payable to the Clerk. This had been increased by the Government from £4 a week to £6 and was to cover the expenses of running the office from the Clerk’s home (such as heating and lighting). The Council **RESOLVED** to agree to the Clerk receiving the allowance which would be split pro-rata on hours worked between the Clerk’s other Councils (on their agreement).

j. 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:

Payment method	Payee and reason	Budget	Amount
Bank transfer	T L Jenkins Landscaping Ltd for weed spraying and clearing Station Road, and alleyways between Sycamore Road, Yew Tree Close and Ancil Avenue	Village upkeep and weed spraying	£756.00
Bank transfer	Porter Consulting and Management Services Ltd (PCMS Design) for Condition and feasibility report for Parish Hall	Parish Hall Project	£1,020.00
Bank transfer	Oxfordshire County Council for Bicester Road 20mph scheme	Road Safety	£3,270.00
Bank transfer	Open Spaces Society for subscription renewal	Subscriptions	£45.00
Bank transfer	Zurich Municipal for Parish Council insurance	Insurance	£467.49
Bank transfer	E Anstee for internal audit	Audit	£100.00

The Council noted the following Debit Card transaction:

Date Cleared	Payee and reason	Budget	Amount
25/3/20	Zoom for virtual meeting	IT Costs	£14.39

11. 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: 20/00832/F

Proposal: Variation of condition 1 (plans) of 19/02275/F - to allow for external alterations

Location: Building 141, Bicester Heritage, Buckingham Road, OX27 8AL

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

9.05pm Councillor Allpress joined the meeting

ii. Application Number: 19/02132/F

Proposal: Demolition of existing bungalow; erection of two storey, four bedroom detached dwelling (resubmission)

Location: Sport Villa, Bicester Road, OX26 5DP

The Council considered the application and **RESOLVED** that while there were no specific objections to the proposal, concern should be raised about the vehicular access to the property which OCC should consider. The Parish Council wished to reiterate that the

response to the earlier application still applied that if the Officer was minded to approve the application that one of the conditions should be that, to minimise disruption on the Bicester Road at peak times, construction and delivery vehicles should be limited to between 10am and 2pm. The site was very close to two bus stops and the school and additional vehicles stopping there at school drop off and collection could cause a safeguarding issue for the children.

iii. Application Number: 20/01026/F

Proposal: First floor roof extension/alterations to create two first floor bedrooms and bathroom

Location: 5 West End, OX26 5DF

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

iv. Application Number: 20/01040/F

Proposal: Relocation of the highway access, rerouting of the driveway and relocation of the associated bunding at The Tythe Barn (submitted by Network Rail)

Location: The Tythe Barn, Bicester Road, OX26 4SR

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

v. Application Number: 20/01029/F

Proposal: Formation of a new access road off Bicester Road into Charbridge Lane Allotments and associated landscaping

Location: Part Of Highway At Allotments Charbridge Lane Bicester

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

vi. Application Number: 20/00842/F

Proposal: Variation of conditions 1(approved plans) and 3 (use of buildings) of 19/02275/F – to allow the Change of Use of Building 140 to D1 (education) us at the New Technical Site.

Location: Bicester Heritage, Buckingham Road, OX26 5HA

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: 20/00228/TPO

Proposal: T1 (Horse Chestnut) - crown reduce by 2-3m to reduce end weight from branches. Tree is within close proximity to the house and has compression fork at 7ft. T2 (Beech) - crown raise low growth over village hall and Bicester Road. T3 (Horse Chestnut) - crown reduce by 2-3m. Tree is within close proximity to side of house and village hall. Replace old brace with new cobra brace. Tree also has compression fork. T4 (Apple Tree) - Fell small Apple Tree, rear garden lawn. T5 (Oak) - Remove deadwood, rear garden boundary line. - Subject to TPO 001/1981

Location: Derwen, Bicester Road, OX26 5DP
Consent under tree preservation order(s) subject to conditions (3 April)

ii. Application Number: 20/00389/F

Proposal: Gas store to front warehouse yard. Plant enclosure to rear of building, New ducts and stack to rear elevation (revised scheme of 19/02326/F - gas store has increased in size due to gas supplier's regulation requirements)
Location: Hardide, 9 Longlands Road, OX26 5AH
Permission for development subject to conditions (20 April)

iii. Application Number: 20/00849/TCA

Proposal: T1095 x Acer, T1405 x Lime - Remove to ground level and grind out stump. T1077, T1515 x Lime - Remove all significant deadwood (exempt).
Location: Bicester Heritage, Buckingham Road, Bicester
Application permitted (5 May)

c. 19/02419/REM: Mulberry Homes Reserved Matters – to note the street names selected by CDC as The Timbers, Wetland Drive, Beech Road and Coppice Way and make further comment if necessary

The Council **RESOLVED** to note the street names which had been submitted to Cherwell District Council by the Parish the previous month and had no further comment.

12. Village Matters (Items 12. a. and 12. b. were discussed at the beginning of the meeting)

a. Parish Hall Lease

i. To receive a progress report

Councillor Turner reported that the PCC was in dispute with their solicitor over the amount of work he claimed to have completed, despite being informed that he would not be undertaking any further work until requested.

ii. PCMS Report – to receive a condition and feasibility report

Mr Bond from PCMS attended the meeting to outline the report. The Council noted the report and thanked Mr Bond for his work. The report would be passed to the Parish Hall Working Group for consideration at the next meeting.

7.57pm Mr Bond left the meeting.

7.57pm the meeting was suspended in order that the attendees could show their appreciation by clapping for the work of care workers.

8.05pm the meeting re-commenced

b. COVID19 – to receive a progress report and note any actions or expenditure necessary

The Council welcomed a representative from the Launton Help for Self-Isolating Residents group who outlined the work which had been done to help villagers over the last three months. A huge amount of work had been done to co-ordinate support. An information leaflet had been delivered to all houses in mid April and a further update was due to be printed and delivered

shortly. The only expenditure so far had been on printing which the Council **RESOLVED** to agree to fund.

The Council thanked the representative and Councillor Thompson for all their valuable work and thanked the volunteers 'on the ground' who had been doing so much shopping, fetching and carrying for their neighbours.

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

The Council was informed that a new Liaison Officer was in post and the Clerk would be supplied with the email address in due course. It was hoped that the Liaison Officer would be able to write a regular update for Launton Lines.

d. Station Road Drainage Issues – to receive a report

The OCC Officer provided a written report which outlined the investigation work which had been undertaken and the conclusion that the land drainage issues beyond the highway were likely to be the responsibility of private landowners who would be contacted directly.

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

- a. Rural Services Network** - updates
- b. OCC** – various COVID19 updates
- c. Oxfordshire All In** – regular bulletins
- d. CDC** – Parishes Newsletters
- e. OALC** – updates
- f. Oxfordshire Healthwatch** - updates
- g. NALC** – Chief executive's bulletin
- h. TVP** – police and crime bulletin

14. Attendance at Meetings and reports from meetings / courses

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

15. Reports

a. Chairman's Report

The Chairman wished to record the village's thanks to the Clerk for supporting the village and Launton Help for Self-Isolating Residents group during the current COVID19 pandemic.

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 21 May.

b. Blackthorn Road Closure

29 June to 3 July for excavation in verge and road to connect parent main to new site main in carriageway

c. Blackthorn Road Garages

The Clerk had asked the CDC Planning Officer and Sanctuary Housing about the fenced off garages and had been informed that Sanctuary Housing were negotiating with the developer to sell the land, but that no planning application had been received.

17. Date of next meeting – Thursday 4 June 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 9.32pm

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.....