

# 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 6 August 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; 1 Representative from East West Rail – Ms B Sa'id (left 7.50pm); Cllr Ian Corkin (OCC) (left 7.50pm), six 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**

No requests were declared.

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

6 members of the public attended the meeting.

The Council **RESOLVED** to agree to move the discussion on Item 11 to the public participation.

One member of the public spoke on Item 12. g. and was aware that the item had to be discussed in confidential session due to the sensitive nature of the issue. The Council explained that further legal advice needed to be obtained but that it was hoped that an amicable agreement could be reached.

**4. Reports from District and County Councillors**

Councillor Corkin (OCC) reported that he had joined the Parish Council together with representatives from EWR, OCC and the local MP's office for a meeting on 23 July to discuss the issues surrounding the three-day Bicester Road closure at the bridge from 22 July. A number of points had been made and taken on board by the relevant parties. He welcomed the liaison between the Parish Council and EWR on getting the Parish Hall car park repaired.

Councillor Corkin had circulated the proposal to share the purchase of a vehicle activated speed sign amongst several parishes. Seven local Parishes had expressed an interest in the project which would be part of TVP's Speedwatch campaign.

Councillor Corkin also reported that there had been a slight increase in COVID-19 cases in East Oxford.

Both the District Council and County Council were examining the current budget and the consequences of the additional unexpected expenditure (which had not been funded by central Government) made in relation to the pandemic together with the loss of income from other areas. Of bigger concern would be the consequences next year.

Councillor Hallchurch briefly attended the meeting but could not be heard.

**5. To confirm the Minutes of the previous meeting held on 2 July 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. Bin Liner**

The liner for the bin outside Costcutter had been delivered and installed.

**b. Recording of Meetings Policy**

The policy had been updated and published.

**7. Finance**

**a. To receive the Finance Report**

As at 22 July, the Accounts stood at:

|                       |            |
|-----------------------|------------|
| Co-op Current Account | £25,527.49 |
| Co-op Deposit Account | £22,379.61 |

**Outstanding Payments**

|               |        |
|---------------|--------|
| Bank transfer | £37.27 |
|---------------|--------|

|       |        |
|-------|--------|
| Total | £37.27 |
|-------|--------|

**Standing Orders**

|                                |         | <b>Date Cleared</b> |
|--------------------------------|---------|---------------------|
| Clerk's June salary (monthly)  | £515.25 | 1 July 2020         |
| Parish Hall Hire (quarterly)   | £42.00  | 1 July 2020         |
| <i>Launton Lines</i> (monthly) | £110.00 | 6 July 2020         |

**Income**

No income had been received

**Further information**

A thank you note had been received from the Hummingbird Centre for the grant made last month.

The Clerk had sent off the application to the Co-op for Councillor Chisholm to be an additional user on the online banking.

**b. To receive the quarterly Budget Monitoring Report** (deferred from July)

The Council **RESOLVED** to review and accept the Budget Monitoring Report.

**c. To acknowledge scrutiny and acceptance of previously circulated bank statement**

The bank statement was reviewed and accepted.

**d. Special grant application** – to consider a request from *Launton Lines* for support with the April edition

The Council **RESOLVED** to agree to help with support for the £96 shortfall incurred on the April edition should the application to CDC's COVID support grant be unsuccessful.

**e. Fixed Assets** – to receive reports from Councillors on the inspection of the Fixed Assets

The Council received reports from the Councillors.

- Councillor Chisholm reported that the village gates were in need of cleaning and painting. Two of the salt bins were satisfactory, but the one on the bridge appeared to be used as a bottle bank and the lid of the third on Station Road by the bus stop had cracked. The Clerk would contact the Winter Service team for advice on a repair to the bin lid and had already asked a painter for quotations for refurbishing the gates.
- Councillor Fox reported that all the benches were satisfactory apart from the bench by the pump which needed new slats. All the bins were fully functioning, but many were being used for disposal of dog litter.
- Councillor Murphy reported that there was no change to the bus shelter by the Bull and that he and Councillor Fox would look into refurbishing it in due course. The woodwork in the Station Road shelter needed further inspection by a roofer. There were four tiles which needed attention on the Sherwood Close shelter. All the shelters could do with having the cobwebs removed and being swept. All the bins and benches were satisfactory.
- Councillor Thompson reported that she checked the defibrillator and cabinet on a weekly basis and all was in order. The dog bins were all satisfactory, but she raised concern that they might not be being emptied as regularly as the Parish Council was paying and that this should be monitored.
- Councillor Turner reported that the wall by the Poplars was satisfactory, but that the poplar trees themselves needed pollarding again. The War Memorial was satisfactory, but needed a clean; some of the LEDs on the speed activated sign were not working and suggested swapping it with the spare one (currently in the store cupboard in the Parish Hall)
- Councillor Allpress reported that the grass areas in the Glades and Sherwood were satisfactory, but that the shrubs needed cutting back.
- Councillor Sanders reported that the pump looked good, but that the hard standing needed weeding and the brambles cutting back.
- The Clerk reported that the door on the notice board on the Parish Hall was showing signs of decay and the board by the bull was starting to rock. Councillor Fox would look at how to repair them. The laptop was satisfactory.

**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 Thompson would authorise:

| Payment method | Payee and reason                                                                                                      | Budget        | Amount  |
|----------------|-----------------------------------------------------------------------------------------------------------------------|---------------|---------|
| Bank Transfer  | Oxfordshire Association of Local Councils for Councillor Fundamentals online course (7 September) (invoice no W-1275) | Training      | £42.00  |
| Bank transfer  | Calber Facilities Management Ltd for June grass cutting (Invoice no: CL441863)                                        | Grass cutting | £252.00 |

## 8. Governance

### a. Policy Review

#### i. Marking the Death of a Senior National Figure

The Council considered the policy and **RESOLVED** to re-adopt it without changes.

#### b. NALC Code of Conduct Consultation – to consider a response to the consultation

The Council **RESOLVED** to agree to delegate Councillor Thompson and the Clerk responding on the Council's behalf. The Clerk also encouraged the Councillors to make a personal response.

## 9. Training – to consider attendance at OALC Courses

The Clerk reported that the Councillor Fundamentals course on 7 September had been booked, but unfortunately the other two courses were already fully booked.

The Council **RESOLVED** to agree that if further dates for either the Chairing and Facilitation Skills Course or the Experienced Councillor Course were made available that the Clerk could book them if they were convenient for the Councillors.

## 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: 20/01227/F (resubmission)

Proposal: Replace existing side extension with larger single storey side extension. Add two storey front extension, creating an L shaped property with a private rear garden. Construction of porch on the front elevation

Location: Timber House, Blackthorn Road, Launton, OX26 5DA

The application had been resubmitted due to the proposal's change of description. The Council noted the objection from the neighbour regarding the rendered finish but recognised that that area of the village had a varied street scene with neighbouring properties already using a variety of finishes. The Council **RESOLVED** to agree that as there were pros and cons on both sides of the argument to leave it to the Planning Officer's informed opinion.

#### ii. Application Number: 20/01904/TPO

Proposal: T4 & T5 Ash Trees - Crown reduce up to 4m. T6 Ash Tree - Remove large sucker growth - Subject to TPO 13/1999

Location: Ash Grove House, West End, OX26 5DF

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

**iii. Application Number: 20/01040/F (resubmission)**

Proposal: Relocation of the highway access, rerouting of the driveway and relocation of the associated bunding at The Tythe Barn

Location: Network Rail at The Tythe Barn, Bicester Road, OX26 4SR

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

**b. Notice of Decision**

The Council noted the following Notices of Decision:

**i. 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: Federation of British Historic Vehicles Clubs, Bicester Heritage, Buckingham Road, OX26 5HA

Permission for development subject to conditions (17 June)

**ii. 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

Consent under tree preservation order(s) subject to conditions (20 July)

**iii. Application Number: 20/01262/F**

Proposal: Change of Use of land to B8 Storage

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

Permission for development subject to conditions (16 July)

**iv. 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

Application withdrawn (31 July)

**For information**

The Clerk reported to CDC that the Notices of Decision had not been sent through automatically for some time. They acknowledged that there was a fault in the system and were looking into it.

**c. Cherwell District Council Local Plan Review 2040 – to consider the consultation**

The consultation period for the review as from 31 July to 14 September. However, following an appeal to CDC at the Parish Liaison Meeting by a number of parishes, a further two week extension had been agreed.

The consultation would be considered fully at the September meeting.

The following agenda item was discussed at the beginning of the meeting under Public Participation

**11. East / West Rail** – to receive a progress report and welcome the EWR Liaison Officer

The Clerk reported that the July newsletter had been received, circulated and published on the Parish Council website.

Ms Sa'id gave an update. The Parish Hall Car Park work was started on 6 August and would be completed on 7 August. EWR apologised for the inconvenience caused by the road closure but felt that the meeting on 23 July was productive; the road works outside the compound were now complete until the works on the Allotment access were started (but it was not anticipated that this would incur a full closure).

The two-storey cabins at the A1 Compound (Bicester Road) would start to be installed from 10 August.

The archaeology on Mill Meadow was due to be backfilled once the archaeology project was complete. It was understood that a Roman road had been discovered together with parts of a wagon and some bones.

A temporary car park had had to be created at the A2 Compound to accommodate additional cars due to not being able to use minibuses from the A1 Compound at present.

The traffic lights at the Station Road crossing had been installed and the haul road was complete. Ms Sa'id was compiling a list of future road closures which would be shared with the Parish Council in due course.

A detailed information board was due to be installed by Mill Meadow and discussions were starting to erect a board by the Parish Hall.

7.50pm Ms Sa'id and Councillor Corkin left the meeting.

**12. Village Matters**

**a. Parish Hall Lease**

**i. To consider and agree the Agreement to Lease and the final Lease**

The documents had been forwarded in their current form to Caroline Dyer at the Diocesan Board of Trustess (Oxford) Limited and a number of issues, which should have been clarified and resolved by the PCC's solicitor, had been raised. The Council, therefore, **RESOLVED** to agree to defer consideration to the next meeting.

**ii. Car Park** – to receive a progress report

The Clerk was pleased to report that following a meeting with Councillor Turner and representatives from East West Rail, the East West Rail team were prepared, as part of their outreach project, to help do basic repairs to the car park and road using the equipment available at the Compound. They had agreed to fill in all the potholes and make good the surface with a temporary fix. This would take place on 6 and 7 August.

**iii. To receive a progress report**

No further progress had been made.

- b. Village Support Group** – to receive a progress report and note any actions or expenditure necessary

Councillor Thompson reported that the group had changed their name to the Launton Village Support Group.

It was still possible for volunteers to sign up on the Parish Council website.

No further expenditure had been made.

- c. Station Road Crossroads** – to consider the request of the installation of a mirror at the crossroads and yellow lines near the crossroads on Bicester Road

The Council considered the OCC Officers' report. County did not fund or install road mirrors on the public highway for the following reasons:

- the information that the mirrors provide differs from individual to individual, particularly due to perception of speed and distance etc;
- the reflected image can be distorted for a variety of reasons including glare from sunlight or headlamps which affected the driver's vision;
- visibility issues during bad weather (rain, snow, frost);
- they were prone to vandalism;
- the reliance on the mirror's restricted image may compromise the safety of other road users (pedestrians and cyclists) who do not appear in the mirror.

The Council **RESOLVED** to accept the Officers' opinion about the mirror. The Council also understood that yellow lines near the junction were unnecessary as the Highway Code stipulated that cars should not be parked within 10 metres of a junction and therefore, advice would be sought from the Police.

- d. Bin repairs** – to consider a repair to the liner in the Station Road bin by the pump

Councillor Fox reported that he had taken the liner to be repaired and was awaiting a quotation.

9.26pm – the Council **RESOLVED** to agree to extend the meeting until 9.50pm.

- e. War Memorial** – to receive an update on the maintenance of the memorial

Councillor Thompson reported that there was currently no progress, but she would gather a working party in due course which may include Duke of Edinburgh volunteers.

- f. Sherwood Close** – to consider quotations for shrubbery work

The Council **RESOLVED** to agree to move consideration of the item to confidential session at the end of the meeting.

- g. The Glades** – to receive a progress report

The Council **RESOLVED** to agree to move consideration of the item to confidential session at the end of the meeting.

- h. Winter Preparedness** – to consider whether any further salt or grit bins are needed

The Council considered the request from OCC and **RESOLVED** that no further salt or grit bins were needed, but that the lid of the bin by the bus stop on Station Road may need repair.

- i. Parking and cycling on pavements** – to receive the concerns of residents and consider further action  
The Council acknowledged that this was an issue and suggested asking one of the Bicester Rural Policing Team PCSOs for their opinion and possibly an article for *Launton Lines*.
- j. Speedwatch Vehicle Activated Sign** – to consider whether to join a consortium of parishes to purchase a VAS  
The Council considered the request from Cllr Corkin to join a consortium of parishes to buy a VAS and **RESOLVED** to agree to the proposal in principle.

However, the Clerk did alert the meeting that it would probably mean joining the Speedwatch campaign which would require volunteers to help operate the VAS.

- 13. Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required
  - a. Rural Services Network** – bulletins
  - b. CPRE** – updates
  - c. Healthwatch** – update
  - d. NALC** – updates
  - e. Deputy Lieutenant for Oxfordshire**
  - f. TVP** – Police and Crime bulletin
  - g. OCC** – updates
  - h. OALC** – July update

**14. Attendance at Meetings and reports from meetings / courses**

- a. CDC Parish Liaison Meeting** – 30 July (via Teams)  
Councillor Turner and the Clerk attended the meeting. It covered an overview from the Leader, Councillor Barry Wood, a report from Ansaf Azhar, OCC Director of Public Health & Wellbeing about the response to COVID-19 and the next steps, together with a presentation of the CDC Local Plan Review 2040; many objections were voiced on the timing of the consultation over the summer holidays and an extension was requested.

**15. Reports**

- a. Chairman's Report**  
The Chairman had nothing further to report.
- b. Clerk's Report**  
The Clerk reported that following an email from the Cabinet Office alerting her to the fact that the details for the registrant of the Parish Council domain name were out of date, she had managed to find the right process to update the details and the domain was now compliant.

**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 August.
- b. Bicester Motion / Bicester Aerodrome Company**  
Sarah-Jane Curtis and Charlie Morgan had been invited to the meeting on 3 September.



**c. Rubbish bin outside Costcutter**

It was noted that the bin had been moved and further discussions needed to be made with OCC Highways and others before anything further could be done.

**d. Further Station Road Closures**

On Monday 7 and Tuesday 8 September and on Monday 21 and Tuesday 22 September, Station Road would be closed for more EWR works. The Road Closure page on the website had been updated.

The traffic lights at the Station Road level crossing / haul road would be installed shortly.

**17. Date of next meeting** – Thursday 3 September 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 public meeting closed at 9.50 pm

The Council **RESOLVED** to agree to extend the meeting in confidential session until 10.10pm

**Confidential Session**

**18. Sherwood Close** – to consider quotations for shrubbery work

The Clerk had requested quotations from four suppliers and had received two which the Council considered.

The Council **RESOLVED** to agree to accept David Moore's quotation of:

1. Initial clear and tidy up of patch of ground nearest to pavement of weeds and trim current bushes during August 2020, taking away waste:

£45.00

2. Regularly maintain area during the year – typically in October 2020, then March, May, July and September 2021:

Per maintenance visit £15.00

3. Trim and maintain outside borders in early October with further maintenance in February 2021, subsequent maintenance each October and February:

First maintenance visit: £45.00

Subsequent visits: £30.00

The Clerk would confirm the agreement with Mr Moore and ensure that he had the appropriate Insurance.

**19. The Glades** – to receive a progress report

The Council considered the matter further and **RESOLVED** that if the residents at 24 The Glades could reach an amicable agreement with the person who objected to their request, then the permission could be re-visited in the future. However, until such time, it was not possible for the Parish Council to be involved in the covenants which had been imposed by the original developers.

The meeting closed at 10.10pm

**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.....