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 3 September 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 Ed Sanders, Mrs Lesley Thompson, Mr Simon Turner (Chairman)

In attendance: The Clerk, Mrs Jane Olds; East West Rail Representative, Ms B Sa'id (left 7.40pm); Ms Sarah-Jane Curtis and Mr Charlie Morgan, Representatives from Bicester Motion (left 8.10pm); nine members of the public

Apologies: Mr Mike Murphy

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

2. **Requests for Dispensations, Declarations of Interest, gifts and hospitality**
   No requests or declarations were made.

3. **To facilitate public participation with regard to items on the agenda**
   Nine members of the public attended the meeting. Nothing was raised.

4. **East / West Rail** – to receive a progress report and welcome the EWR Liaison Officer
   Ms Sa'id reported that the A1 Site compound, which was the current priority, was progressing well and the units were being fitted out. The archaeology works in Mill Meadow were continuing and the Charbridge Lane re-alignment was starting.

   The Station Road archaeology works were also continuing. The fencing by Grange Farm was going to be revised together with the footpath routes around that area. The bat surveys on Station Road would be commencing shortly.

   Tours would start to be arranged of the works, but only in small groups.

7.37pm Ms Sa'id left the meeting.

5. **Bicester Motion** – to welcome representatives from Bicester Motion and Bicester Aerodrome Company to give an update
   Ms Curtis and Mr Morgan attended the meeting to give an update.

Ms Curtis reported that the Command Works – the newly built units off Skimmingdish Lane – had been finished. Seven technology and motor businesses were already in lease discussions. The next phase of the development project, which already had outline planning permission, would be the Innovation Quarter which would give 250,000 square feet of unit space. Bicester Motion was currently in discussions with potential occupiers.

The planning consent for the hotel had been for 340 rooms, but it was now decided that this was too big. They were working with an operator to discuss further options. The next planning application was likely to be for the 'Experience Quarter' which would be for cars and 4x4s together with powered and pedal cycles. However, this was still at the pre-application stage.

During the lockdown, most businesses had closed, but now they were all running again. The Wriggly Monkey Brewery was also still operating and the Heritage Skills Academy had a new cohort of apprentices.

Mr Morgan reported that the Bicester Aerodrome Company took over the running of the airfield in July when the Gliding Club vacated.

The airfield would remain an unlicensed airfield and it was not intended for it to be used as a 'transport hub'. A Safety Management Group had been established to look at the operations with safety at its core.

Previously there were three designated runways, but this has been reduced to two specified grass runway directions, however, these were not directed at Launton and would remain on the same course as previously. Some of the driving tracks would be outside the aviation field, but some would be within the perimeter track, on part of the flying field.

There were still some gliders on site and it was anticipated that another group would be joining in due course. These gliders would be launched by aircraft tug rather than by winch.

Moving forward, it was hoped that the Company could promote new innovations of flying including battery-powered flight and e-tech, but that they were not intending to re-create the "Silverstone model".

There were a number of events planned over the next year and it was hoped that flying would be able to be integrated into these, including the October Scramble.

It was intended that a 4x4 track would be introduced as part of the Experience Quarter.

Concern was raised about the noise from cars driving round the tracks. Mr Morgan assured the meeting that there were no specific track events planned or plans for further expansion, but that the track was hired out for individual use.

Concern was also raised about the preservation of the airfield as it was such an important asset. The meeting was assured that any building work would take place outside the curtilage of the airfield.

8.10: Ms Curtis and Mr Morgan left the meeting

6. Reports from District and County Councillors

No reports had been received.

7. To confirm the Minutes of the previous meeting held on 6 August 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. Marking the Death of a Senior National Figure Policy

The policy had been updated and published.

b. Parking on pavements and West End parking

The Clerk had spoken to the Community Policing team and reported that unless they saw the offending parking they were not able to do anything; however any reports via 101 would be looked into and acted on if possible.

Regarding the inconsiderate parking on West End, it was suggested that a notice be erected at Island Pond Wood to ask if visitors had parked considerately. Further consideration to mitigate the parking issue would be considered in due course.

c. Costcutter rubbish bin

The bin had been relocated.

9. Finance

a. To receive the Finance Report

As at 21 August, the Accounts stood at:

Co-op Current Account	£24,608.24	
Co-op Deposit Account	£22,379.61	
Outstanding Payments		
Bank transfer	£37.27	
Total	£37.27	
Standing Orders		**Date Cleared**
Clerk's July salary (monthly)	£515.25	3/8/20
Launton Lines (monthly)	£110.00	4/8/20

Income

No income had been received

Further information

Councillor Chisholm had received the bank fob and set it up.

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

The bank statement was reviewed and accepted.

c. Sherwood Close – to consider a further payment for additional maintenance work
The Council received photographs of Mr Moore's work in Sherwood Close and **RESOLVED** that as the work had taken longer than anticipated to pay Mr Moore for a further hour's work. The Clerk would ask for an additional invoice.

d. 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 Chisholm would authorise:

Payment method	Payee and reason	Budget	Amount
Bank Transfer	Calber Facilities Management Ltd for August grass cutting	Urban Grass cutting	£252.00
Bank transfer	David Moore Maintenance Services for maintenance of Sherwood Close public area	Village upkeep and weed spraying	£45.00

10. Governance

a. Policy Review

i. Emergency Plan
The Council **RESOLVED** to agree to review the plan. Councillor Thompson and the Clerk would provide a draft revised plan for the next meeting.

The following two items were deferred until the end of the meeting. Discussion started at 9.00pm; at 9.25 the Council **RESOLVED** to agree to continue for a further 45minutes.

b. Cherwell District Council Local Plan Review 2040 (closes 14 September, with Parish Council extension until 28 September) – to consider a response to the consultation
The Council **RESOLVED** to move discussion to the end of the meeting.

The questions were discussed. The Council **RESOLVED** to agree that the Clerk would formulate a response based on the discussion.

c. Changes to the Current Planning System (closes 1 October with responses to NALC by 17 September) – to consider a response to the MHCLG consultation
The Council **RESOLVED** to move discussion to the end of the meeting.

The questions were discussed. The Council **RESOLVED** to agree that the Clerk would formulate a response based on the discussion.

d. Planning for the Future (closes 29 October with responses to NALC by 15 October) – to consider a response to the MHCLG / NALC consultation on complete reform of the planning system
The Council **RESOLVED** to agree to defer consideration until the October meeting.

e. Transparency and competition: a call for evidence on data on land control (closes 29 October with responses to NALC by 16 October) – to consider the NALC consultation
The Council **RESOLVED** to agree to defer consideration until the October meeting.

11. Training – to consider attendance at OALC Courses
There were currently no further OALC Courses.

12. 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: 20/02228/F
Proposal: Extension to detached garage to the front & single storey side and rear extension to dwelling
Location: Wychford, 39 West End, OX26 5DF
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: 20/01488/F
Proposal: Erection of a close boarded fence to a maximum height of 2.7m on the Eastern boundary of the property
Location: Linden Lea, Blackthorn Road, OX26 5DA
Permission for development subject to conditions (24 August)

ii. Application Number: 20/01227/F
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, OX26 5DA
Permission for development subject to conditions (1 September)

c. For information
Reference 20/01227/F (Timber House) the Planning Officer had requested that the elevation facing the access point (and the street) be finished in stone on this application. New drawings had been submitted and accepted to that effect. See above for the approval.

13. Village Matters

a. Parish Hall Lease

i. To consider and agree the Agreement to Lease and the final Lease
The PCC and the Diocesan Trustees (Oxford) Ltd were still in discussions about the best way forward.

ii. Car Park – to receive a progress report
The Clerk was pleased to report that the work had been completed and a thank you note sent to the EWR team.

iii. To receive a progress report
The Working Group had looked at new replacement chairs and tables. Further examples would be tested shortly. It was understood that the Parish Council could use the £2,462 of

S106 funding from the 13/00186/F planning application as the purpose of the project was defined as "the improvement, maintenance and management of Launton Village Hall".

b. **Village Remembrance Commemoration**

   i. **Poppy Wreath** – to consider a donation to the Royal British Legion for the Remembrance Day poppy wreath
   The Council **RESOLVED** to agree to make a donation of £50 to the Royal British Legion for the Poppy Wreath, whether or not a Public Service was arranged.

   ii. **Silent 'Soldiers'** – to arrange for the figures to be installed
   The Council **RESOLVED** to agree to install the figures. One outside the War Memorial and by the Pump on Station Road.

c. **Village Support Group** – to receive a progress report and note any actions or expenditure necessary
Councillor Thompson reported that people were still helping others.

d. **Village Gates** – to consider a quotation for the refurbishment of the village 'white gates'
The Council **RESOLVED** to agree to Mr Jones' quotation of £465 to repair the Blackthorn Road and Station Road gates comprising: cutting back the hedge for access, removing any plant life growing on the woodwork, washing down the gates, sanding the woodwork, treating where necessary and then priming, undercoating and painting.

e. **War Memorial** – to receive an update on the maintenance of the memorial
Councillor Thompson reported that she and Councillor Sanders had inspected the War Memorial and had bought some cleaning fluid. Councillor Thompson had been in contact with the Air Cadets to ask if any of the local cadets might be able to help as part of their Duke of Edinburgh award and was awaiting a response; she had also asked a villager whether they might be able to help with the lettering. It was also suggested that one of the businesses at Bicester Heritage may be able to help with lettering so the Clerk would ask.

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

a. **Healthwatch** – updates
b. **NALC** - updates
c. **CDC** – Parishes bulletins
d. **Rural Services Network** - bulletins
e. **CPRE** – Cherwell Local Plan
f. **OCC** - updates
g. **TVP** – Police and Crime Bulletin
h. **Community First Oxfordshire** – Rural Services Survey Report
i. **OALC** – monthly update and consultation notices

15. Attendance at Meetings and reports from meetings / courses

No meetings had been attended.

16. Reports

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

b. Clerk's Report

The Clerk reported that she had decided to resign from her position as Clerk to Wendlebury Parish Council.

The new NALC pay scales had been announced and would be included on the October agenda.

17. Items for information or next Agenda only

a. Next Agenda

The Clerk requested all items for the next agenda be submitted by Thursday 17 September.

b. Sherwood Close – overgrown hedge

The Clerk confirmed that the overgrown hedge on Sherwood Close (the bit from Bicester Road) was the responsibility of Sanctuary Housing and they had agreed to tidy it up.

9.25pm The Council **RESOLVED** to agree to extend the meeting by 45 minutes to continue discussion of Items 10 b and c

18. Date of next meeting – Thursday 1 October 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 10.13pm

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**……………………………………………….**