

# 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 5 November 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 8pm), 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; East West Rail Representative, Ms B Sa’id (7.40 – 7.50pm)  
6 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 or declarations were made.

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

Six members of the public attended the meeting. Concern was raised about a number of issues with the Mulberry Homes Development. The Clerk had been attempting to initiate contact with the developers. It was suggested that a meeting with the Planning Officer, representatives from the developer, the District Councillors and the Parish Council should be convened.

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

Ms Sa’id reported that a new road cleaning regime had been started with two road sweepers cleaning the road between the A1 and A2 compounds. A wheel wash at the A1 compound was also due to be installed which should improve the state of the roads.

The A1 Compound was now fully functioning. The quantity of cabins had had to be increased to accommodate the COVID social distancing regime.

Station Road vegetation clearance had been completed and the road was scheduled for closure from January.

A villager requested that EWR replant / reseed the flower meadow and wildlife refuges in the hedgerows which had been weed sprayed near Grange Farm as agreed by the EWR Team. The trees which had been promised were also still absent.

It was hoped that site visits in groups of three or four could be started from December and dates would be provided.

Ms Sa'id would look into a query about the intense light pollution from the floodlighting of the A1 compound and to find out whether the same level of lighting would affect the A2 compound.

Mr Golla (not in attendance) would confirm how the A2 entrance would be sited.

7.50pm Ms Sa'id left the meeting

## **5. Reports from District and County Councillors**

No reports had been received.

## **6. To confirm the Minutes of the previous meetings held on 1 and 8 October 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.

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

### **a. Clerk Salary**

The bank standing order had been updated with effect from 1 November.

### **b. Website Accessibility Statement**

The statement had been published on the website.

### **c. Planning for the Future Consultation**

The Consultation had been completed and sent to NALC and MHCLG. It was also uploaded to the Consultations section of the website.

### **d. Transparency and Competition Consultation**

The Consultation had been completed and sent to MHCLG. It was also uploaded to the Consultations section of the website.

### **e. Signs for 20 Zone Lights**

The Clerk had sent the school Head the brief.

### **f. Goods Vehicle Operators' Licence**

The Clerk had contacted Cllr David Hughes to bring up the planning perspective on the application with officers at CDC.

## **8. Finance**

### **a. To receive the Finance Report**

As at 16 October, the Accounts stood at:

|                       |            |
|-----------------------|------------|
| Co-op Current Account | £32,736.71 |
| Co-op Deposit Account | £22,402.41 |

## Outstanding Payments

None

## Standing Orders

|                                    |         | Date Cleared |
|------------------------------------|---------|--------------|
| Clerk's September salary (monthly) | £515.25 | 1/10/20      |
| Parish Hall Hire (quarterly)       | £42.00  | 1/10/20      |
| Launton Lines (monthly)            | £110.00 | 4/10/20      |

## Income

|                                    |            | Date Cleared |
|------------------------------------|------------|--------------|
| 2 <sup>nd</sup> tranche of Precept | £11,201.50 | 18/9/20      |
| Deposit Account ½ yearly Interest  | £22.80     | 5/10/20      |

The Budget Monitoring Report had been published.

AGAR update.

The Clerk had received notification from Moore Stephens indicating a typographical error in the Accounting Statements in Section 2. The Clerk had provided the correct figures to the Council, but had mis-typed it into the form, for which she apologised.

The error had been corrected by amending the form with the Chairman and Clerk initialling the correction; the Clerk returned the corrected form to the External Auditors and published it on the website.

### b. To acknowledge scrutiny and acceptance of previously circulated bank statements

The bank statement and deposit account printout were reviewed and accepted.

### c. Grant Requests – to consider any grant applications received

#### i. Cherwell Larder

The Council considered the request and **RESOLVED** to agree to a grant of £100 to support their work from March to October.

### 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  | Society of Local Council Clerks for Charles Arnold Baker 12 <sup>th</sup> Edition (invoice no:       | Admin Costs    | £123.80 |
| Bank transfer  | Royal British Legion for Poppy Wreath Donation                                                       | General Grants | £50.00  |
| Bank transfer  | D & L Thompson for War Memorial cleaning fluid                                                       | Village upkeep | £7.89   |
| Bank transfer  | Oxfordshire Association of Local Councils for Planning Course for Cllr Allpress (invoice no: W-1351) | Training       | £60.00  |

| Payment Method | Payee and reason                                                                                            | Budget           | Amount  |
|----------------|-------------------------------------------------------------------------------------------------------------|------------------|---------|
| Bank transfer  | Oxfordshire Association of Local Councils for FOI Course for Cllr Turner and the Clerk (invoice no: W-1352) | Training         | £120.00 |
| Bank transfer  | JMC Olds for backdated pay from April – September                                                           | Clerk's Salary   | £83.70  |
| Bank transfer  | JMC Olds for admin expenses (printing £15.50, Laminating £21.20, postage £3.30, telephone £8.80)            | Admin costs      | £48.80  |
|                | JMC Olds for SLCC Conference                                                                                | Training         | £15.00  |
|                | JMC Olds for mileage expenses                                                                               | Mileage expenses | £13.68  |
|                | Total                                                                                                       |                  | £77.48  |
| Bank transfer  | Oxfordshire Association of Local Councils for FOI Course for Cllr Thompson (invoice no: W-1381)             | Training         | £60.00  |

## 9. Governance

### a. Policy Review

#### i. Emergency Plan – to consider revision of the plan

The Council **RESOLVED** to agree to defer consideration for a future meeting.

8.00pm Cllr Allpress joined the meeting

#### ii. Risk Assessment – to consider the Risk Assessment for the year 2020 / 21

The Council considered the Risk Assessment and **RESOLVED** to agree the revised “Likelihood x Impact” criteria taken from the Joint Panel on Accountability and Governance Practitioners' Guide (JPAG), with the addition of the inclusion of the Station Road pump as an asset.

#### iii. Data Protection Policy and Freedom of Information Disclosure Log – to review the current policy

The Council reviewed the policy and **RESOLVED** to agree that no further changes were necessary.

### b. Carbon Footprint Trial – to consider agreeing to the Clerk contributing to a SLCC carbon footprint initiative

The Council **RESOLVED** to agree to the Clerk contributing data to a Society of Local Council Clerks carbon footprint initiative.

### c. Complaint letter – to receive a letter of complaint from a member of the public and consider a response

The Council **RESOLVED** to agree to discuss the letter in Confidential session at the end of the meeting.

## **10. Training** – to consider attendance at OALC Courses

### **a. OALC Courses** – to consider attendance

The Clerk confirmed that she had booked Councillor Allpress on to the Planning Training on 17 November and Councillors Turner and Thompson (Cllr Allpress could not attend) and the Clerk on to the Freedom of Information refresher training on 2 December.

The Clerk also informed the meeting about the ILCA (Introduction to Local Council Administration) course which Councillors and Clerks could undertake at a cost of £99 plus VAT. A number of the Councillors were interested in the training.

## **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: 20/02497/F**

Proposal: Area of grasscrete and associated landscaping to form an extension to the Orchard Car Park

Location: Orchard Car Park, Bicester Heritage, Buckingham Road, OX27 8AL

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

#### **ii. Application Number: 20/02631/F**

Proposal: Change of use from Sui Generis MOD use to Class E to allow for the making, sale and distribution of gin

Location: Mission Motorsport, Building 105 2, Bicester Heritage, OX27 8AL

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

#### **iii. Application Number: 20/02657/TPO**

Proposal: T1 (Lombardy Poplar) - Fell - subject to:- TPO 17/94

Location: 5 Forest Close, OX26 5DD

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

#### **iv. Application Number: 20/02758/F**

Proposal: Addition of dormer window to north-west elevation to facilitate loft conversion

Location: 37 Yew Tree Close, OX26 5AE

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

#### **v. Application Number: 20/02794/F**

Proposal: Create new gable end on garage to raise roof line; extension to the rear to increase size of kitchen

Location: Wits End, The Green, OX26 5EF

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

**b. Notice of Decision**

The Council noted the following Notices of Decision:

**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  
Permission for development subject to conditions (9 October)

**c. Appeal to note**

**i. Application number: 19/02550/F – Great Wolf Resorts, Chesterton**

The application which was refused by Cherwell District Council had been referred to the Planning Inspector.

**12. Village Matters**

**a. Parish Hall Lease**

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

The Parish Council Solicitor had clarified further points raised at the previous Working Group meeting and these would be taken back to the next Working Group meeting the following day for decision.

It was hoped that the final draft would be available for the December meeting.

**ii. Tables and Chairs** – to consider an initial quotation for new chairs and tables for the hall subject to 12. a. iii.

The Clerk supplied quotations from four suppliers for tables and chairs for the Parish Hall. The Council **RESOLVED** to agree to the quotation from Morleys, but the order would not be placed until confirmation of the funding (see 12. a. iii.) had been received.

**iii. S106 Agreement** – to consider requesting the S106 agreement funds reference number 13/00186/F for chairs and tables for the hall

The Council **RESOLVED** to agree apply to Cherwell District Council for the full amount of funding – £2,462 – available as part of the S106 agreement and to spend it on the furniture for the Parish Hall as agreed in item 12. a. ii. above.

**iv. To receive a progress report**

There was nothing further to report.

**b. Trees at the Poplars** – to consider quotations for arboricultural work

The Council **RESOLVED** to agree to Alchester Tree and Garden Services quotation of £1,455 for pollarding the five poplars and raising the crown and dead wooding the two cherry trees at a time to be arranged. The chippings would be given to Island Pond Wood.

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

Councillor Thompson reported that with the announcement of a further ‘lockdown’ the group was ready to spring back into action. Costcutter was available to take telephone orders as were the Bull and Blue Texel. The Launton Arms was closed for refurbishment. As with the previous

lockdown, anyone needing a volunteer to help collect shopping or with any other concerns could contact the group.

**d. Village Remembrance Commemoration** – to receive a progress report

The Vicar had confirmed that the commemoration would go ahead with social distancing, QR code Track and Trace, and as few people as possible. It would be broadcast to the village using the Parish Council's Zoom account.

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

The Council **RESOLVED** to thank Councillors Thompson and Sanders for their fantastic work in cleaning the memorial. Some additional lettering work would need to be undertaken in the future.

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

- a. Villagers** – re early October flooding
- b. Rural Services Network** – updates and funding digest
- c. NALC** – updates and bulletins
- d. Villagers** – EWR Footpath Closure (resolved)
- e. Need Not Greed Oxfordshire** – re 2050 plan for Oxfordshire
- f. BBOWT** – Thames Water Environmental Newsletter
- g. Cllr Corkin** – various, Community Link, COVID updates
- h. CDC** – Parishes updates
- i. TVP** – Police and Crime Bulletin
- j. Villagers** – re road speed
- k. Villagers** – various concerns about the Mulberry Homes development
- l. OALC** – October update
- m. Clerks and Councils Direct**
- n. Villagers** – re mud on road from EWR vehicles

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

- a. CDC Parish Liaison Meeting** – 11 November (6 – 8pm via Teams)  
It was agreed that Councillors Turner and Fox and the Clerk would attend.

**b. SLCC Conference** – 12 – 16 October

The Clerk attended many of the conference seminars over the week. There were a number of extremely useful sessions and presentations including a talk from Came and Company insurers on risk; hearing from the chief executives of SLCC, NALC the Improvement and Development Board and One Voice Wales; a discussion on devolution, localism and the future of local councils; small council networking; website accessibility; virtual leadership and the final talk from John Volanthen, one of the cave divers who rescued the Thai boys football team from the cave. She also represented Oxfordshire at the SLCC National Executive Committee.

**15. Reports**

**a. Chairman's Report**

The Chairman noted the concern about the Mulberry development, particularly the raising of the ground level and would, with the help of the Clerk, look into a way forward.

The Chairman wished to congratulate the Clerk on being awarded the Society of Local Council Clerks' Bryan Metcalf Award for Volunteering which she received at the SLCC Conference.

**b. Clerk's Report**

The Clerk thanked the meeting and the village for the congratulations she had received for being awarded the Bryan Metcalf award.

**16. Items for information or next Agenda only**

**a. Next Agenda**

The Clerk requested all items for the next agenda be submitted by Thursday 19 November.

**b. Road safety and yellow lines at the crossroads**

The Clerk had asked for advice from OCC about having yellow lines at the crossroads and an officer would be making an assessment shortly.

The Clerk was also investigating quotations for traffic monitoring.

**c. Blenheim Drive dropped kerb**

The Clerk had been alerted to the fact that there was no dropped kerb at the entrance to Blenheim Drive. The OCC Highways team had been approached and agreed to rectify this using their Accessibility Fund.

**d. Station Road grit bin**

The damaged grit bin had been replaced by OCC Highways at no cost to the Parish Council.

**e. Crossroads finger post**

The Clerk had chased the re-installation.

**f. Yew Tree Path**

The Clerk was investigating whether it would be possible for the EWR team to help shore up the flooded path between Yew Tree and the Playing Fields if they could gain access from the Yew Tree end.

**g. Road Closures**

The Clerk had updated the road closure list on the website.

**17. Date of next meetings**

The Council **RESOLVED** to agree to meet on Thursday 3 December 2020 which would be online at <https://us02web.zoom.us/j/76605157135> (meeting code: 766 0515 7135). It would also be possible for members of the public to dial in with a telephone.

The public meeting closed at 9.08pm.

**Confidential Session**

**18. Complaint letter** – to receive a letter of complaint from a member of the public and consider a response (deferred from 9. c.)

The Council fully considered and amended a draft response to the nine points made in the letter which the Chairman would send.

9.30pm: While in the above discussion, the Council **RESOLVED** to agree to extend the meeting for a further 15 minutes.

The confidential session closed at 9.45pm.

**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.....