

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 December 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; Cllr Ian Corkin (OCC) (from 8.05pm to 8.35pm); Cllr David Hughes (from 7.40pm to 8.00pm); Mrs Louise Wilson (OCC, Group Manager Network Co-ordination) (until 8.05pm); 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 concerning 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

No representatives were available to attend the meeting. However, it was understood that the Station Road closure from 6 January would not take place until May to allow for other roadworks and closures to take place first, including a closure of the (Launton) Bicester Road at the railway bridge for eight weeks, but the timing for this was still to be confirmed.

5. Mulberry Homes – to receive a report from the developer

Representatives from the developers had been invited to the meeting, but did not attend.

A number of villagers raised concerns about the development. The CDC Enforcement Officer and Planning Officer had been in discussions with the developers. The Enforcement Officer had clarified a number of issues which had been circulated to concerned villagers and added to the Parish Council website.

The OCC Road Agreements Officer had visited the site and requested that vehicles should be jet washed before leaving the site and that the road should be cleaned more frequently.

Comments had also been received about construction vehicles travelling through the village which would be looked into.

6. Reports from District and County Councillors

Councillor Hughes (CDC) indicated that he would help liaise with the Mulberry developers and the planning officers and outlined emails he had received from the CDC Planning Enforcement Officer.

8.00pm: Cllr Hughes left the meeting

Councillor Corkin (OCC) joined the meeting at 8.05pm. While the Mulberry development was not part of his County Council brief, he was also keeping watch on the situation. He confirmed that CDC was taking the issue seriously and it was receiving high level attention.

Following the flooding around his ward area in early October, Cllr Corkin had met with representatives from Thames Water. He was aware of the issues with the pumping station and urged villagers to record any issues with either flooding or the pumping station with Thames Water whenever it occurred in order that the company could build up a comprehensive picture.

The S5 bus service was under severe pressure as it was not subsidised and Stagecoach had taken the decision to reduce the service to some of the villages it currently served. Cllr Corkin had been meeting with officers at County Hall to work on a temporary solution.

The COVID test and trace system within the county was working well and had just made its 500th trace.

Trading Standards had reported that another HGV violation on the Blackthorn Road had been prosecuted. This could only be achieved with the villagers who reported the breaches.

It had been hoped that West End would have had the potholes repaired and a surface dressing this summer. This had now been chased and it was hoped that the work would be added to the 2021 list.

There was still some availability in the County Councillor Priority Fund, but Cllr Corkin had wanted to contribute smaller grants to community organisations rather than statutory bodies. He requested that any community groups which had a project requiring funding should get in touch as soon as possible.

8.35: Cllr Corkin left the meeting.

7. To confirm the Minutes of the previous meetings held on 5 November 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. Local Council Administration

The 12th edition was due to be published on 9 December. Wendlebury Parish Council had agreed to pay £30 for the 11th edition.

b. Risk Assessment and Data Protection Policy

The two documents had been updated and published.

c. Carbon Footprint Trial

The Clerk had attended a meeting on 23 November and was awaiting updated software.

d. Complaint Letter

The letter had been sent.

e. Trees at the Poplars

The Clerk had confirmed the order with Alchester Tree Services

f. Remembrance Commemoration

The Zoom broadcast of the service was a success.

g. Crossroads Fingerpost

The fingerpost had been re-instated.

9. Finance

a. To receive the Finance Report

As at 23 November, the Accounts stood at:

Co-op Current Account	£31,514.64
Co-op Deposit Account	£22,402.41

Outstanding Payments

None

Standing Orders

		Date Cleared
Clerk's October salary (monthly)	£529.20	2/11/20
Launton Lines (monthly)	£110.00	4/11/20

Income

None received

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

The bank statement was reviewed and accepted.

c. External Audit Report – to receive and note the External Auditor's Report

The Council **RESOLVED** to note the report and agreed to ensure that there were no mis-stated figures in future.

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 Thompson would authorise:

Payment Method	Payee and reason	Budget	Amount
Bank Transfer	Moore for External Audit (Invoice no: 17137/979)	Audit	£240.00
Bank Transfer	David Moore Maintenance Services for agreed maintenance of Sherwood Close borders and shrubbery (Invoice no: DM0077)	Village Upkeep and Weed Spraying	£60.00
Bank Transfer	Cherwell Larder	General Grants	£100.00
Bank Transfer	Calber Facilities Management Ltd for September and October grass cutting (Invoice nos: CL444438 and CL444439)	Urban Grass Cutting	£504.00

10. Governance

a. Parish Remuneration Report – to receive and accept the report from CDC

The Council received the report and **RESOLVED** to agree that members would not claim any of the allowances except for mileage to external meetings where necessary. A note to this effect would be added to the public notice.

b. Policy Review

i. Emergency Plan – to consider revision of the plan

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

ii. Financial Regulations – to review and consider the Financial Regulations

The Council considered the Financial Regulations and **RESOLVED** to agree that the document was up-to-date and no changes were necessary.

iii. Communication Policy – to review and consider the Communication Policy

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

iv. Social Media Policy – to review and consider the Social Media Policy

The Council **RESOLVED** to agree to the additions in the second paragraph and to adopt the policy.

v. Draft Expenses Policy – to consider an expenses policy to complement the Parish Remuneration Report

The Council **RESOLVED** to agree to adopt the Policy.

c. Census – to consider appointing a Councillor to be responsible for liaison and promotion of the 2021 Census

The Council **RESOLVED** to agree to await further information before making a decision.

11. Training – to consider attendance at OALC Courses

a. OALC Courses – to consider attendance

The Council **RESOLVED** to agree that Cllr Turner and the Clerk would attend the GDPR course on 9 February 2021. Other Councillors would check their availability and let the Clerk know.

CLlr Thompson expressed an interest in attending the July Experienced Councillor course which would be booked in due course.

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: 20/02824/F**

Proposal: Demolition of existing front extensions. Construction of new single-storey front extension. New door opening in existing side elevation

Location: Crows Nest, 70 West End, OX26 5DG

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: 20/02299/F**

Proposal: Proposed single storey side extension with internal and external alterations

Location: 38 West End, OX26 5DG

Permission for development subject to conditions (5 November)

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

Permission for development subject to conditions (19 November)

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

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

Location: 5 Forest Close, OX26 5DD

Consent under tree preservation order(s) subject to conditions (26 November)

iv. **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

Refusal of permission for development (2 December)

13. Village Matters

a. **Parish Hall Lease**

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

Councillor Turner reported that the final amended lease, which needed the dates changing from 2020 to 2021, was still awaited.

ii. To receive a general progress report

The Clerk had contacted Morleys to confirm that the Parish Council would like to accept the order on the proviso that the S106 Grant application, which had been sent to CDC, was agreed.

b. S5 Bus Route – to note the potential loss of the S5 bus route from the village and consider further action

The Council noted the potential loss of the S5 bus route which was a commercial decision made by the operators, Stagecoach. Cllr Corkin had been working with County Transport Planners to see if alternative provision could be made and further news was awaited.

c. Bus Shelter Repairs – to consider a quotation for repairs to the bus shelters on Bicester Road (by Sherwood Close) and Station Road

The Council **RESOLVED** to accept David Moore's quotation of £305, with an additional contingency of £100 in case of breakages, to:

- strip the Bicester Road shelter roof, paint the outside of the shelter and clean the windows
- clean the roof of the Station Road shelter, replace the two side boards with treated timber and paint and cut off overhanging branches at the back of the shelter.

The Bus Shelter budget would cover the work. The Clerk would confirm the details with Mr Moore.

d. Noticeboards for the bus shelters – to consider adding small noticeboards to the bus shelters

The Council **RESOLVED** to agree to look into the costs of installing noticeboards in the bus shelters on Station Road and Bicester Road near Sherwood Close.

e. Speed and traffic monitoring – to consider locations for a traffic monitoring survey in advance of further measures

The Council **RESOLVED** to agree to investigate the costs of a new vehicle activated sign (VAS) which, as well as indicating the speed of the passing vehicle, could record basic data, such as number of cars per hour and the speeds.

Following further consideration about speed monitoring, the Council **RESOLVED** to agree to postpone any speed monitoring until after the East West Rail works and the Mulberry Homes development were completed as there were a number of road closures and disruptions over the forthcoming year which could distort the figures.

f. Grass and verge cutting – to consider the contracts and quotations for the village grass cutting and the rural verge cutting

The Clerk was working on mapping for the quotation request for the village cutting. The Clerk had asked a local farmer for a quotation for the rural cutting.

g. Yew Tree Path – to consider a suggestion from EWR

The Council welcomed EWR's suggestion that they might be able to provide some hardcore to shore up the path as a temporary measure, but volunteers would be needed to move the material into position.

The Clerk would contact EWR and work with the Councillors to appeal for volunteers to help.

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

There was no progress to report.

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

- a. Healthwatch**
- b. Clerks and Councils Direct**
- c. NALC** – Chief Executive’s bulletins
- d. CDC** – Parish updates
- e. Villager** – re confusing notification from EWR
- f. Rural Services Network** – bulletins
- g. Villager** – re rumour of additional footbridge over the railway
- h. Cllr Ian Corkin** - updates
- i. Team against the Great Wolf development**– requesting support
- j. OALC** – November update and training programme
- k. Various villagers** – re concern about the Mulberry Homes development
- l. OCC** – re Oxfordshire Growth Board draft Strategic Vision
- m. Cllr Tim Hallchurch** – updates from CDC / OCC Chief Executive
- n. OCC Trading Standards** – re campaigns ‘Stop Loan Sharks’ and ‘Friends Against Scams’
- o. OCC** – free parking at Oxford Park and Rides
- p. 20s Plenty for Oxfordshire** – campaign – would you like to discuss it?
- q. OCC** – Oxfordshire Libraries short story competition

15. Attendance at Meetings and reports from meetings / courses

- a. CDC Parish Liaison Meeting** – 11 November

Councillors Turner and Fox, together with the Clerk, attended the meeting. Cllr Barry Wood gave his usual briefing about the state of CDC. Various briefings followed, including an update on the COVID situation, the need for Parish Emergency Plans, information about the 2021 Census and a briefing about elections. The Clerk also attended the associated Street Naming Seminar.

- b. Bicester Motion** – 18 November

Bicester Motion had invited Councillors to attend a meeting to give a showing of their ‘Experience Quarter’ video consultation prior to release to the public on 1 December. The Consultation had been publicised on the Parish Council Facebook page.

16. Reports

- a. Chairman’s Report**

The Chairman had nothing further to report.

- b. Clerk’s Report**

The Clerk reported that Wendlebury had appointed a new Clerk and she would formally finish at the end of December.

The parts to repair The Glades dog bin had been ordered.

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 December.

b. Bicester Road pavement from Sherwood Close to shop

The Clerk had received concerns about the state of the pavement which she had forwarded on to Cllr Corkin. It was hoped that the resurfacing would be added to the 2021 works schedule.

c. Winter Burglary Campaign

The new Sergeant for the Bicester area had asked the Parish to promote the national Winter Burglary campaign. The Rural Policing Team were intending to have high visibility patrols, leaflet drops and give crime prevention advice.

18. Date of next meetings

The Council **RESOLVED** to agree to meet on Thursday 7 January 2021 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 meeting closed at 9.21pm.

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.....