

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 4 February 2021** 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 8.19), Mr Chris Fox, Mr Mike Murphy, Mr Ed Sanders, Mrs Lesley Thompson, Mr Simon Turner (Chairman)

In attendance: The Clerk, Mrs Jane Olds; four members of the public

Apologies: Mrs Lizzie Chisholm

1. To receive and accept apologies for absence

The Council accepted Councillor Chisholm’s apologies.

2. Requests for Dispensations, Declarations of Interest, Gifts and Hospitality

Councillor Thompson declared a non-pecuniary interest in Item 11. a. ii. and agreed to leave the meeting for the discussion.

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

Four members of the public attended the meeting.

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

No representatives were available to attend the meeting. However, the winter report had been received and published on the Parish Council website. The Parish had been assured that there would be temporary traffic lights on the A41 / Blackthorn Road junction during the closure of the (Launton) Bicester Road at the railway bridge 8 February to 1 April. The Council wished to thank Councillor Corkin and the Clerk for their efforts in obtaining the traffic controls.

5. Reports from District and County Councillors

Cllr Ian Corkin sent his apologies. No reports had been received.

6. To confirm the Minutes of the previous meetings held on 7 January 2021, 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. Precept

The Precept requirement had been confirmed with CDC.

b. Communication Policy

The policy had been updated and published on the website.

c. Ethical Standards Consultation

The consultation had been completed, sent to the Public Standards Department and published on the website.

d. Grass Cutting

The Clerk had confirmed the contract with the contractor, Calber.

8. Finance

a. To receive the Finance Report

As at 15 January, the Accounts stood at:

Co-op Current Account	£28,956.39
Co-op Deposit Account	£22,402.41

Outstanding Payments

None

Standing Orders

		Date Cleared
Clerk's December salary (monthly)	£529.20	4/1/21
Parish Hall Hire (quarterly)	£42.00	4/1/21
Launton Lines (monthly)	£110.00	4/1/21

Income

None received

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

The bank statement was reviewed and accepted.

c. 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	Open Spaces Society for annual subscription	Subscriptions	£45.00
Bank Transfer	D Moore for repairs to Station Road and Bicester Road (Sherwood Close) bus shelters (Invoice no: DM0078)	Bus shelters	£354.00
Bank Transfer	SLCC Enterprises Ltd for Dealing with Challenging People and Situations Course (Invoice no: BK200539)	Training	£36.00
Bank Transfer	NALC Leaders Talk: why representation in local councils matters on 23 February for Lesley Thompson (Invoice no: 1597934759)	Training	£38.93

The Council noted the invoice paid between meetings:

Payment Method	Payee and reason	Budget	Minute Ref	Amount
Bank Transfer	Morleys (Bicester) Ltd for Parish Hall Furniture (to be reimbursed from S106 funding)	Parish Hall Project	7/1/21 12. a. ii.	£2,954.40

The Council noted the Debit Card transaction:

Date Cleared	Payee and reason	Budget	Minute Ref	Amount
11/1/21	Dropbox Subscription Renewal	IT Costs	9/1/20 7. c.	£95.88

9. Governance and Consultations

a. Policy Review

- i. **Document Retention Policy and Procedure** – to review the policy
The Council **RESOLVED** to agree the revised policy.

- ii. **Planning pre-application Protocol** – to review the protocol
The Council **RESOLVED** to agree that no changes were needed.

- b. **Communication Strategy** – to consider creating a small working group to formulate a strategy to review all methods of communication including written, website and Facebook
The Council **RESOLVED** to agree to form a Communication Strategy Working Group. The membership of the group would be agreed in due course.

- c. **Meeting Dates** – to consider and agree the meeting dates for the forthcoming year including the Annual Parish Meeting

The Council **RESOLVED** to agree the following dates for Parish Council meetings with planning meetings convened if required.

1 April

22 April – Annual Parish Meeting

13 May – Annual Meeting of the Parish Council (if no election is called)

3 June

1 July

5 August

2 September

7 October

4 November

2 December

2022

6 January

3 February

3 March

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

No further information had been received, so the Council **RESOLVED** to agree to await further information before making a decision.

10. Training – to consider attendance at OALC Courses

a. OALC and SLCC Courses – to consider attendance

The Council **RESOLVED** to confirm agreement that the Clerk would attend the SLCC webinar “Dealing with Challenging People and Situations” on 12 February at £30 plus VAT.

The Council **RESOLVED** to confirm agreement Councillor Thompson would attend the NALC talk “Why Representation in Local Councils Matters” on 23 February at £32.44 plus VAT.

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: 20/03709/F

Proposal: Raise the garage roof line; extension to the rear to increase the size of the kitchen - re-submission of 20/02794/F

Location: Wits End, The Green, OX26 5EF

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

7.52pm Councillor Thompson left the meeting

ii. Application Number: 21/00137/F

Proposal: Rear extension with infill to ground floor area and new first floor extension, extend parking area and adapt and extend vehicle access to highway with removal of part of boundary wall

Location: 35 Sherwood Close, OX26 5DR

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

7.59pm Councillor Thompson re-joined the meeting

iii. Application Number: 20/03655/DISC

Proposal: Discharge of Condition 11 (surface water drainage scheme) of 17/01173/OUT

Location: Part OS Parcel 4846 South East Of Launton Road And North East Of Sewage Works Blackthorn Road

The Council considered the application and **RESOLVED** to object to the proposal on the grounds that the current assumptions in terms of flood risk levels and expected intervals between particular types of flood did not take into consideration what appeared to be a rapidly changing climate and, therefore, could not be relied upon.

For example, the flooding event intervals in the Drainage Technical Note (01) and the Flood Risk Assessment (June 2018) did not appear to be based on any historic records and the validity of them was not borne out by the recent flooding on the site.

The Council suggested that the Planning Officer should consult Thames Water regarding the recent flooding events before making a final decision; particularly as it was the rain / surface

water which was under consideration and the Council did not believe that the scheme was adequate for the needs of the development or the village as a whole.

The Council noted that Thames Water had claimed to the developers that there was no problem with capacity, but this was not what had been discussed with villagers when engineers had been visited both Blackthorn Road and West End – ie that the pump at the pumping station was capable of dealing with sewage, but not rain water.

The Council requested that if minded to approve the application that whatever was approved should not be incompatible with the OxCam Pathfinder Project which Councillor Ian Corkin had recently promoted.

iv. Application Number: 20/03661/REM

Proposal: Variation of Condition 24 (bridge over the ditch within the public open space) of 19/02419/REM - Change of wording within the condition from “a bridge over the ditch” to “a culverted section over the ditch”
Location: Part Os Parcel 4846 South East Of Launton Road And North East Of Sewage Works Blackthorn Road

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

v. Application Number: 21/00212/F

Proposal: Proposed two storey and part single storey rear extension to dwelling
Location: Crossways, Blackthorn Road, OX26 5DA

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

8.19pm: Councillor Allpress joined the meeting.

vi. Application Number: 21/00213/F

Proposal: Proposed extension to existing garage
Location: Ash Grove House, West End, OX26 5DF

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

b. Notice of Decision – to note

No Notices of Decision had been received.

c. To note Public Inquiry

i. Application Number: 19/02550/F

Appeal Reference: APP/C3105/W/20/3259189

Proposal: Redevelopment of part of golf course to provide new leisure resort (sui generis) incorporating waterpark, family entertainment centre, hotel, conferencing facilities and restaurants with associated access, parking and landscaping

Location: Land to the east of M40 and south of A4095, Chesterton, Bicester, Oxon

The Council noted that the appeal hearing would commence on Tuesday 9 February at 10am and that a number of local people had been approached to make presentations to the Inspector.

12. Village Matters

a. Parish Hall Lease

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

The final amended lease had been completed by the Parish Council solicitor and the Parochial Church Council had sent it to the PCC solicitor for consideration. A number of questions had been raised by the PCC solicitor which would be clarified at the Parish Hall Working Group meeting on 5 February.

ii. To receive a general progress report

The Clerk reported that the Hall furniture had been ordered, the tables and table trolleys had been received and the S106 funding had been applied for. The chairs and chair trolleys would be delivered shortly.

The furniture would be added to the Parish Council Asset Register.

b. Mulberry Homes – to receive a progress report

No progress had been made. No news had been received about the accident on the site which took place in early January.

c. Noticeboards for the bus shelters – to consider quotations

The Council considered the quotation and **RESOLVED** to agree to the purchase of two standard pine surround cork boards (60cm x 40cm) for the Station Road and Bicester Road (Sherwood Close) bus stops at a cost of £6.59 + VAT each.

d. Speed and traffic monitoring – to consider quotations for a VAS device

The Council received a report about speed monitoring devices and **RESOLVED** to agree to form a working group to discuss the options further. Membership of the group, which could include members of the public, would be agreed at a future meeting.

Added at the meeting: The possibility of grant funding was discussed.

e. Weed Spraying – to consider and agree the contract

The Council **RESOLVED** to agree to TL Jenkins Landscaping Service Ltd quote to spray and clear Station Road, the alleyways between Sycamore Road, Yew Tree Close and Ancil Avenue, returning to clear and dispose of the dead waste for £630 plus VAT.

f. Verge Cutting – to consider and agree the contract

Unfortunately, the Clerk had still not received a quotation.

g. Yew Tree Path – to receive a progress report

No further progress had been made.

h. Village Tidy-up day – to note postponement

The Council noted the postponement, but hoped that it might be able to arrange an autumn litter pick instead.

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

Councillor Thompson reported that the third leaflet had been produced and well received. Due to the urgency of publication, it had not been necessary or appropriate to apply for funding for it. However, the previous payment for ink was adequate for the printing.

Councillor Thompson thanked the members of the support group for help with the production of the leaflet and the army of villagers who had helped to distribute it.

The Council had also received a thank you letter from the daughter of a villager who was very appreciative of the group and the help she and her mother had received.

A medicine delivery service was available from the Alchester Running Club - who were registered with CDC – for those who needed prescriptions collected.

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

- a. **Rural Services Network** – updates
- b. **NALC** – Chief Executive's bulletins
- c. **A villager** – congratulating PC on work done on the Bicester Road bus stop
- d. **One villager** – emails regarding:
 - 1. Covid19 Priority Fund
 - 2. Defibrillator reminder in the village
 - 3. Ethical standards and the Covid 19 vaccination
 - 4. Allotment access and temporary allotment parking (2 emails)
 - 5. Census jobs still going ahead
 - 6. Village support to vaccine
 - 7. Trees, speed/traffic monitoring and the Precept
- e. **CDC** – Parish updates
- f. **Thames Valley Police** – police and crime bulletins
- g. **Various villagers** – re concern about the bridge closure and the exit from Blackthorn Road
- h. **Healthwatch** – updates
- i. **OCC Consultation on Bicester Active Travel Scheme**
- j. **Cllr Ian Corkin** - updates
- k. **Great Wolf Campaign** – thank you note for joining the group
- l. **OCC** – winter support grants for people affected by pandemic
- m. **OCC** – definitive route for Public Footpath Number 9
- n. **A villager** – re light pollution at the EWR compound
- o. **EWR** – funding announcement
- p. **Community First Oxfordshire** – Community Review offer and skills workshops
- q. **BBOWT** – Cherwell and Ray Catchment Partnership meeting (15 February)
- r. **Open Spaces Society** – update
- s. **OALC** – January update
- t. **A villager** – re the state of the pavement from the church to the bridge (forwarded to Highways)
- u. **TVERC** – update
- v. **TOE2** – seeking new Chair

14. Attendance at Meetings and reports from meetings / courses

a. Elections Briefing – 26 January

The Clerk reported that she had attended the Elections Briefing. CDC was planning on the elections taking place on 6 May as per the latest Government guidance. The elections would be for:

- the Police and Crime Commissioner
- one District Council seat (currently Simon Holland)
- all County Council seats and
- the Parish Council

CDC was working hard to ensure that everything was kept as safe and secure as possible. A further briefing would take place on 2 March.

The Clerk had written an Elections Timetable for prospective Councillors which had been included in the Elections section of the Parish Council website.

15. Reports

a. Chairman's Report

The Chairman had nothing further to report.

b. Clerk's Report

The Clerk reported that she had been asked to join an Internal Audit Forum to help inform the group about how smaller parish councils work within the process.

It had been confirmed that the trees in the grass area in Sycamore Road were the responsibility of Oxfordshire County Council

A further Parliamentary Boundary Review had been launched in early January. The latest review would be known as the 2023 Review.

16. Items for information or next Agenda only

a. Next Agenda

The Clerk requested all items for the next agenda be submitted by Thursday 18 February.

17. Date of next meetings

The Council **RESOLVED** to agree to meet on Thursday 4 March 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 8.54pm.

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.....