

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 March 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, Mrs Lizzie Chisholm, Mr Chris Fox, Mr Mike Murphy, Mr Ed Sanders, Mr Simon Turner (Chairman)

In attendance: The Clerk, Mrs Jane Olds; Thaina Sa'id – East West Rail (until 7.42); Six members of the public

Apologies: Mrs Lesley Thompson

1. To receive and accept apologies for absence

The Council accepted Councillor Thompson'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

Six members of the public attended parts of the meeting.

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

Ms Sa'id reported that the current project focus would be preparation for the structures and the earth works. The temporary Charbridge Lane diversion (in place until 24 December) had been built in order that the bridge over the railway could be constructed; the piling work was currently in progress. The Tythe Barn access works were still dependent on the archaeology team, but work was continuing. On Station Road, preparation work was being undertaken for the sill beams and the bigger beams which would take about a month to complete; the road was scheduled to close from 3 May until April 2022 for the construction of the diverted road and bridge.

The Jarvis Lane footbridge was due to be delivered to site on 15 / 16 March. The Grange Farm footbridge progress would be confirmed in due course.

The Bicester Road bridge, which had been an extensive refurbishment including replacement of the parapet and the installation of a vehicle restraint system, was due to re-open on 1 April.

The level crossing at London Road, Bicester, was also scheduled for a temporary closure between 28 August and 2 September for alterations to the signalling system.

7.42pm: 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 4 February 2021, previously circulated

The Council **RESOLVED** that the minutes be accepted as a true record with the addition of the words “The possibility of grant funding was discussed.” under item 12. d. 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. Document Retention Policy and the Planning Pre-application Protocol

Both documents had been updated and published.

b. Meeting Dates

The dates had been published on the noticeboards and on the website.

c. Noticeboards for the bus shelters

No progress had been made on the order.

d. Weed Spraying

The Clerk had confirmed the contract with the contractor Tim Jenkins.

8. Finance

a. To receive the Finance Report

As at 22 February , the Accounts stood at:

Co-op Current Account	£27,410.86
Co-op Deposit Account	£22,402.41

Outstanding Payments

None

Standing Orders

		Date Cleared
Clerk’s January salary (monthly)	£529.20	1/2/21
Launton Lines (monthly)	£110.00	4/2/21

Income

		Date Cleared
S106 Funding for Parish Hall furniture	£2,462.00	2/2/21
Wendlebury Parish Council contribution to Zoom	£30.00	12/2/21
Wendlebury Parish Council purchase of 11 th edition of <i>Local Council Administration</i>	£30.00	12/2/21

The Clerk had met with the Internal Auditor.

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

The bank statement was reviewed and accepted.

- c. Website Domain Name, Hosting and Email** – to agree to continue with the current providers and consider a quotation for additional email storage

The Council **RESOLVED** to agree to renewing the website domain name – Launton-pc.gov.uk – with Fasthosts (a two year renewal) at a cost of £61 plus VAT and to maintaining the website hosting, SSL Certificate and email with Navitas Design Ltd at a cost of £74.99 plus VAT.

The Council **RESOLVED** to agree to extend Cllr Simon Turner’s email box with a further 2GB at a cost of £10 per year when necessary.

- d. CDC Containing Outbreak Management Fund** – to consider projects appropriate for application
The Council **RESOLVED** to agree to delegate consideration of the applications from village groups to Councillors Allpress, Fox, Sanders and Turner with the Clerk to administrate. The closing date for applications to the Council was 12 March and a meeting was arranged for Thursday 18 March at 8pm in order to give time to make the formal application to CDC by 26 March.
- e. Grant applications** – to consider any grant applications received
The Council **RESOLVED** to award £150 to the Volunteer Driver Service and £150 to the Parishes Against Wolf campaign with the residue of £296 from the year’s grant allocation to be carried forward to the following year.
- 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	Navitas Design Ltd for Website Hosting and SSL Certificate	Website hosting and domain name	£89.99
Bank transfer	JMC Olds for admin expenses (printing £20.37, paper £4.38, postage £4.81, telephone £9.04)	Admin costs	£38.60
	Mileage expenses	Mileage expenses	£18.00
	Total		£56.60
Bank transfer	OALC for 21/22 Subscription (invoice no: L00174/2021/1)	Subscriptions	£268.05

9. Governance and Consultations

a. Policy Review

- i. Training and Development Policy** – to consider the adoption of the policy

The Council **RESOLVED** to agree the policy.

- ii. Marking the Death of a Senior National Figure** – to consider the revised policy to take account of the current restrictions

The Council **RESOLVED** to agree the small updates to take the COVID-19 restrictions into account. The Clerk confirmed that black armbands would be available if required.

- b. Communication Strategy** – to consider membership of the working group

The Council **RESOLVED** to agree to postpone formation of the group until after the election.

- c. **Elections Briefing** – to note the date of the Parish Council election as 6 May and receive a briefing

The Council noted the date of the election.

The Clerk informed the meeting that the Notice of Election was to be published on Monday 29 March for display on the noticeboards and website.

All nominations for Councillor must be submitted to CDC by hand at Bodicote House between Tuesday 30 March and Thursday 8 April, 10am and 4pm. A Statement of Persons Nominated would be published by 4pm on Friday 9 April at which point the Council would know whether or not the election was contested.

Regardless of whether an election took place, Councillors come into office on Monday 10 May.

Further information was available on the Parish Council website.

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

The Clerk informed the meeting that Census Day was Sunday 21 March and that it was going ahead. All households should have received a postcard giving brief information and a letter containing login details and how to obtain paper copies would be arriving shortly.

- e. **Local Transport and Connectivity Plan** – to consider the OCC Consultation

The Council considered the consultation at length and **RESOLVED** to agree that the Clerk would co-ordinate the response and submit it online.

- f. **Community First Oxfordshire Community Review** – to consider the CFO proposal

The Council **RESOLVED** to agree to defer discussion until after the May election.

10. Training

- a. **OALC and SLCC Courses** – to consider attendance

The Council noted the dates of future courses which would be booked after the May election.

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: Re-consultation - Amendments: 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: 20/03655/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 Launton

The Council considered the application and **RESOLVED** that it was not possible to make an informed comment on the technical issues regarding the drainage or the height of the development. However, the Council would ask the Planning Officer to ensure that the neighbours' views had been taken into consideration.

b. Notice of Decision – to note

i. Application Number: 20/03296/F

Proposal: First floor extension (over existing ground floor extension)

Location: Hawthorn Cottage, Bicester Road, OX26 5DP

Refusal of permission for development (12 February)

ii. 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

Permission for development (23 February)

c. CDC Local Plan Review – to complete the Village Services Questionnaire (by 31 March)

The Clerk had started to complete the questionnaire. The Council **RESOLVED** to agree to delegate completion of the form to the Clerk once the Councillors had added their comments to the form.

9.30pm: The Council **RESOLVED** to agree to extend the meeting until 9.50pm

12. Village Matters

a. Parish Hall Lease

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

The Lease and Agreement to Lease documents were currently with the PCC Solicitor.

ii. To receive a general progress report

The Clerk reported that the final tranche of the Hall furniture – the chairs – had been received.

b. Mulberry Homes – to receive a progress report

No progress had been made.

c. Verge Cutting – to consider and agree the contract

The Clerk was still awaiting a quotation.

d. Yew Tree Field – to receive a progress report

The Clerk had received confirmation from the OCC Countryside Access Officer that she was working with the CDC Landscape Officer to improve the flooding situation before next winter.

The work would focus on the link between Yew Tree Close and the football fields as the footpath to the north of the site was closed for the EWR works.

The CDC Officer had secured some funding to clear the vegetation around the ditch. Once the ground had dried out, the OCC team would bring in a digger to clear the ditch and investigate whether there was a culvert under the footpath and unblock it if possible.

It was likely that further works would be needed in due course.

Councillor Thompson had also found out about the ownership of the ditch between Sherwood Close and Yew Tree Close. The developers – Vanderbilt – had fenced off both sides of the ditch during their development work, but the ditch was actually the responsibility of the owners of the properties on Sherwood Close to maintain and the fencing on the Sherwood side had not, apparently, been agreed. It also appeared that the ditch was blocked nearer Yew Tree Farmhouse and this would need further investigation. The Clerk would make enquiries with the CDC Planning Team.

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

The Group had helped a number of villagers with issues recently and it was working well.

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

- a. **NALC** – Bulletins and updates
- b. **Parishes Against Wolf** – updates
- c. **CDC** – Parishes updates
- d. **Healthwatch** – updates
- e. **Rural Services Network** - updates
- f. **OALC** – updates and newsletter
- g. **Community First Oxfordshire** – *Bringing your Community Together* course, feedback requested on dates and times for a future course
- h. **Villager** – thanking the Parish Council for all they're doing to help the community
- i. **BBOWT** – Catchment update

14. Attendance at Meetings and reports from meetings / courses

- a. **Bicester Police Rural Community Resilience Group** – 24 March
The Council **RESOLVED** that Councillor Sanders would attend.
- b. **Healthy Bicester Stakeholder Event** – 22 April
No one was available to attend.
- c. **GDPR Course** – Report 9 February
Councillors Turner and Allpress attended the course which was a good refresher. The training notes would be made available to the other Councillors.
- d. **Dealing with Challenging People & Situations** – Report 12 February
The Clerk attended the hour-long seminar which was extremely useful.

- e. **NALC Leaders Talk: why representation in local councils matters** – Report 23 February
Councillor Thompson would report at the next meeting.

15. Reports

a. Chairman's Report

The Chairman reported that he had been contacted about Ray Valley Solar project in Arncott. A representative would be invited to a future Parish Council meeting.

b. Clerk's Report

The Clerk reported that she had written to Victoria Prentis MP to ask for her support in extending the provision for virtual meetings. This was particularly important due to the restrictions which were likely to remain in place until at least 21 June and could prevent Parish Councils from meeting inside or convening the new Council in May.

A new Village News section had been created for the website.

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 March.

b. Road Closures

With so many road closures currently, the Clerk was keeping the Road Closure section of the website as up-to-date as possible.

17. Date of next meetings

The Council **RESOLVED** to agree to meet on Thursday 1 April 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 9.46pm.

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.....