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 additional meeting held on **Thursday 29 April 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, Mr Mike Murphy, Mr Ed Sanders, Mrs Lesley Thompson, Mr Simon Turner (Chairman)

In attendance: The Clerk, Mrs Jane Olds; 3 members of the public

Apologies: Mrs Lizzie Chisholm

Absent: Mr Chris Fox

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**
   Nothing was declared.

3. **To facilitate public participation with regard to items on the agenda**
   3 members of the public attended the meeting.

   Added on 20/5/2021: *Regarding Agenda Item 6. a. i. Parish Hall Lease - a villager expressed considerable concerns that the Parish Council was currently taking on too many projects and the Parish Council might not be the right organisation to take it on.*

4. **Finance**
   a. **To receive the Finance Report**
      As at 31 March, the Accounts stood at:

Co-op Current Account	£26,037.82
Co-op Deposit Account	£22,402.41
Total holdings	£48,440.23

      The budget monitoring report had been published.

   b. **Statement of Accounts** – to consider and approve the Statement of Accounts for the year ending 31 March 2021
      The Council **RESOLVED** to approve the Statement of Accounts.

c. Internal Audit – to receive the report and review framework from the Internal Auditor
The Council **RESOLVED** to agree to accept and receive the report.

d. AGAR Signature Redaction – to consider redaction of the signatures on the web version of the Annual Governance and Accountability Return to protect the signatories from 'specific and identifiable threats' of identity theft and GDPR concerns
The Council **RESOLVED** to agree to redact the signatures on the web version of the AGAR acknowledging that this was against the Accounts and Audit Regulations, but that it was to protect the signatories from the specific and identifiable threats of identity theft. There was no issue with the full documents being viewed in person once it was possible to do so.

e. External Audit – to consider the 2020/21 AGAR for submission to the External Auditor

i. Annual Governance Statement - to consider the questions and respond accordingly
The Clerk had circulated the questions prior to the meeting and then read them out for confirmation. The Council **RESOLVED** to agree to all the Governance questions. The Chairman and Clerk would sign the form when possible.

ii. Accounting Statements - to consider and agree the accounting statement figures
The Clerk had provided the meeting with the figures which included the Asset Register. The Council **RESOLVED** to agree the Accounting Statements. The Clerk had signed the form; the Chairman would sign the form when possible.

iii. Electors' Rights – to consider and approve the dates
The Council **RESOLVED** to approve the dates for the Electors' Rights as 3 June to 14 July. The notice would be posted in accordance with the Regulations.

iv. Statement of Variance – to consider the draft Statement of Variance
The Council **RESOLVED** to agree the Statement of Variance.

f. Budget – to agree the budget for 2021/22
The Council **RESOLVED** to agree the revised budget.

g. Reserves – to consider the Policy and confirm the reserves for 2021/22
The Council **RESOLVED** to agree to the policy and the following reserves:

3 months' running costs	£5,200.00
Sherwood Close maintenance (s106)	£5,651.78
Glades Open Space Maintenance	£3,572.00
Parish Hall Contingency	£5,000.00
Asset Replacement fund (initiated 05.01.12)	£2,300.00
Election Expenses	£1,600.00
Insurance Excess	£300.00
External Audit Contingency	£200.00
Clerk sickness / overtime contingency	£1,200.00
General Contingency Funds	£2,000.00
Defibrillator contingency	£280.00
Bus shelter contingency	£2,750.00
Trees contingency	£3,000.00
Fete contingency	£1,000.00

h. 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	David Moore for Sherwood Close maintenance	Village upkeep and weed spraying	£30.00
Bank transfer	CDC for winter dog bin emptying	Dog bin emptying	£604.86
Bank transfer	Elaine Anstee for 20/21 Internal Audit	Audit	£100.00

The Council noted the grants which were arranged for payment on 21 April:

Payment Method	Payee and reason	Budget	Amount
Bank Transfer	Friends of Island Pond Wood for grass cutting grant	General Grants	£384.00
Bank Transfer	Launton Congregational Church for grass cutting grant	General Grants	£210.00
Bank Transfer	St Mary's PCC for CDC COMF Grant for Community Café Support Worker	CDC COMF Grant	£1,275.00
Bank Transfer	Launton Parish Hall for CDC COMF Grant for Parish Hall Re-opening	CDC COMF Grant	£1,250.00
Bank Transfer	Friends of Island Pond Wood for CDC COMF Grant for Quiet Reflection Area	CDC COMF Grant	£1,100.00

5. 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: 21/01078/F

Proposal: Ground floor single-storey rear extension

Location: 19 Yew Tree Close, OX26 5AE

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

ii. Application Number: 21/01155/F

Proposal: First floor rear extension (over existing ground floor extension) – re-submission of 20/03296/F

Location: Hawthorn Cottage, Bicester Road, OX26 5DP

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

iii. Application Number: 21/01224/OUT

Proposal: Outline planning application for Automotive Experience Quarter comprising Commercial, Business and Services uses (Class E), Light Industrial (Class B2), Local Community and Learning Uses (Class F) and vehicle circuits (Sui Generis) with all matters reserved aside from that of access).

Location: Bicester Motion: Land at former RAF Bicester, OX26 5HA

The Council considered the application and **RESOLVED** to request a lengthy time extension in order that the application could be considered fully, but if the extension was not long enough to defer consideration to Councillors Turner, Thompson and Sanders.

6. Village Matters

a. Parish Hall Lease

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

Councillor Turner outlined the history.

Some years ago, the Parish Council had been approached by the Parochial Church Council with the proposal that it take over the running of the Church-owned Parish Hall because of the burden of running the hall and in order that a wider range of funding grants could be obtained to update the building and facilities for village-wide use.

A working group comprising representatives from the PCC, the Parish Council, the Parish Hall Management Committee and the Parish Hall Improvement Project had been established to investigate all the possibilities.

The Parish Council agreed to take over a Lease to the Hall with the purpose of running it for the wider community.

Unfortunately, a formal Lease could not be signed until a satisfactory Energy Performance Certificate (EPC) could be obtained. As had been discussed at the 1 November 2018 meeting, a great deal of remedial work would need to be undertaken to gain the Certificate which would not be cost-effective unless part of the full improvement works. Therefore, it had been agreed that a three-year Agreement for Lease would be created so that the Hall could be improved prior to the Parish Council taking over the full Lease, which in turn would be 10 days after a satisfactory EPC had been received.

It was envisaged that there would be a Management Committee to run the Parish Hall once the final Lease had been signed. During the Agreement for Lease phase, the PCC / Parish Hall Management Committee would continue to manage the Hall. The new Management Committee would comprise at least one member of the Parish Council and the PCC and would be open to the wider community.

The Lease would be for a term of 35 years. The rent, payable to the PCC, for the first three years would be £300 and would then increase to £1,000 per annum with a review every 10 years after that. During the Agreement for Lease term, the Parish Council would be responsible for £300 rent. Concern had been expressed that the PCC might receive the reduced rent for longer than the intended three years under the combination of the Agreement for Lease and the full Lease, but it had been difficult to ward against this without significant (and expensive) redrafting of both documents: an anonymous benefactor had come forward to guarantee to make up any shortfall in PCC rent in the unlikely event that this should come to pass.

The terms of the Lease were agreed in advance and would be included in the Agreement for Lease, ensuring that they would be 'fixed' when the Agreement for Lease was signed.

While Diocesan Trustees (Oxford) Limited was the overall Landlord, the Parochial Church Council would be responsible for the day-to-day decisions.

The Landlord’s neighbouring property was mentioned in the Lease, but the Meeting noted that there were no associated properties. The neighbouring school is owned by the Incumbent and Churchwardens, not DT(O)L.

Following Councillor Turner’s outlining of the full text of the Lease and the Agreement for Lease, the Council **RESOLVED** to agree to the Parish Council entering into both Agreements and to signing them when required.

ii. **To receive a general progress report**
There was nothing further to discuss.

9.27pm: The Council **RESOLVED** to agree to extend the meeting until 9.45pm

7. Items for information or next Agenda only

a. Next Agenda
The Clerk requested all items for the next agenda be submitted by Thursday 29 April.

8. Date of next meeting

The Council **RESOLVED** to agree change the date of the May meeting to Thursday 20 May to take account of the loss of the remote meetings legislation and to ensure that the Council could meet safely complying with the latest ‘Roadmap’ regulations as closely as possible.

The meeting would take place outside the Parish Hall at 7.30pm.

The meeting 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**……………………………………………….**