

LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 5 August 2021** at 7.30pm in Launton Parish Hall

Councillors Present: Mrs Janice Hawes (until 9.22pm), Mr Kyle Michael, Mr Ed Sanders (Vice Chairman), Mrs Lesley Thompson, Mrs Jaqueline Webber

In attendance: The Clerk, Mrs Jane Olds; 3 members of the public; Cllr Sandy Dallimore (CDC)

Apologies: Mrs Abigail Dowman, Mr Simon Turner (Chairman)

1. To receive and accept apologies for absence

The Council accepted Councillors Dowman and Turner'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.

Nothing was raised.

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

No representatives from the project were in attendance.

5. Reports from District and County Councillors

No reports had been received.

6. Minutes – to confirm the Minutes of the meeting held on 20 May, previously circulated, and receive the notes from the informal meetings on 3 June and 1 July

The Council **RESOLVED** that the minutes from the meeting on 20 May be accepted as a true record and were signed by the Chairman of the meeting. The notes of the informal meetings were received.

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

a. From May

i. Insurance Renewal

Zurich had confirmed the renewal.

b. From July

i. Parliamentary Boundary Commission Consultation

The consultation had been responded to. The response welcomed the new proposal that there would be a Bicester constituency which would include all of Bicester and the surrounding villages rather than splitting it as had been previously proposed.

ii. Bus Service

Following the consultation, OCC had agreed that the Red Rose number 17 Aylesbury to Bicester service would serve Launton from 31 August.

8. Finance

a. To receive the Finance Report and quarterly budget monitoring sheet

As at 16 July, the Accounts stood at:

Co-op Current Account	£32,178.96
Co-op Deposit Account	£22,405.82

Standing Orders		Date Cleared
Clerk's May salary (monthly)	£529.20	1/6/21
Clerk's June salary (monthly)	£529.20	1/7/21
Launton Lines June (monthly)	£110.00	4/6/21
Launton Lines July (monthly)	£110.00	5/7/21
Launton Parish Hall storage (July quarter)	£42.00	1/7/21

Income		Date Cleared
VAT Reclaim	£1,667.81	10/6/21

The Annual Governance and Accountability Return (AGAR) was published and sent to the External Auditor on 25 May.

The VAT Reclaim from 1 April 2020 to 31 March 2021 was submitted to HMRC on 28 May.

The budget monitoring sheet for 1 April to 30 June was published and circulated.

b. Bank Statements – to acknowledge scrutiny and acceptance of the previously circulated bank statements for May, June and July

The bank statements were reviewed and accepted.

c. Banking – to review the bank signatories and agree additional electronic banking authorisers
The Council **RESOLVED** to agree to remove all former Councillors from the bank mandate and to add Councillors Hawes and Webber to the mandate as both cheque signatories and electronic banking signatories. Councillors Sanders, Thompson and Turner remain signatories.

The Clerk would arrange the appropriate forms.

d. Internal Audit

i. Internal Audit – to review the effectiveness of the 2020/21 Internal Audit

The Council considered the statements and **RESOLVED** to agree them.

ii. Internal Auditor – to consider the appointment of the Internal Auditor for the year 2021/22

The Council **RESOLVED** to agree to appoint Elaine Anstee as internal auditor for the year 2021/22.

e. Fixed Assets – to agree to allocate responsibilities for inspection of the Fixed Assets

The Council **RESOLVED** to agree that:

- Councillor Webber would have responsibility for checking the salt bins, West End Footpath and the outside benches;
- Councillor Hawes would have responsibility for checking the village gates, the open space in Sherwood Close and the 'no ball games' sign in Sherwood Close;
- Councillor Dowman would have responsibility for checking the bus shelters (including the associated litter bins and benches);
- Councillor Thompson would have responsibility for checking the litter bins and dog waste bins and would continue to be responsible for checking the defibrillator and cabinet on a regular basis;
- Councillor Turner would have responsibility for checking the wall by the Poplars, the War Memorial, the speed activated sign, and the land at the Poplars;
- Councillor Michael would have responsibility for checking the open space at the Glades;
- Councillor Sanders would have responsibility for the Village pump on Station Road and
- The Clerk would check the noticeboards and the laptop.

The Councillors would make their reports to the next meeting.

f. Spending decisions made under Delegated Authority – to confirm decisions made

i. Zoom – to agree to the continuance of the annual subscription for Zoom

The Council **RESOLVED** to agree to the expenditure of £119.90 ex VAT for the annual Zoom subscription.

ii. To confirm all other expenditure

The Council **RESOLVED** to confirm the following expenditure:

Payment Method	Payee and reason	Budget	Minute Ref	Amount
June payments				
Bank Transfer	Calber Facilities Management Ltd for May grass cutting (invoice number CL 449042)	Urban grass cutting	7/1/21 12. e.	£276.00
Bank Transfer	Richard Wise for first rural verge cut (invoice number 2771)	Verge Cutting	1/4/21 13. c.	£264.00
July payments				
Bank Transfer	Calber Facilities Management Ltd for June grass cutting (invoice number CL449722)	Urban grass cutting	7/1/21 12. e.	£276.00
Bank Transfer	Bates Wells & Braithwaite London LLP Client Account A/C for professional services for advising on the Parish Hall lease and agreement for lease and amending up documents	Parish Hall Project	7/12/17 10. a.	£729.00

Payment Method	Payee and reason	Budget	Minute Ref	Amount
Bank Transfer	Oxfordshire Association of Local Councils for Employing staff with confidence course for Cllr Simon Turner (Invoice no: W-1717)	Training	1/4/21 11. a.	£60.00
Bank Transfer	Oxfordshire Association of Local Councils for Chairmanship course for Cllr Ed Sanders (Invoice no: W-1718)	Training	1/4/21 11. a.	£120.00
Bank Transfer	JMC Olds for admin expenses (printing £42.23, laminating £9.20, postage £3.08, telephone £0.95)	Admin Costs	1/4/21 9. e. ii.	£55.46
	Mileage expenses	Mileage expenses	1/4/21 9. e. ii.	£38.61
	Total			£94.07
Bank Transfer	Oxfordshire Association of Local Councils for Experienced Councillor course for Cllrs Ed Sanders and Lesley Thompson (Invoice no: W-1730)	Training	1/4/21 11. a.	£120.00

g. Invoices for payment – to consider and approve invoices for payment itemised on the Payment Schedule

The Council **RESOLVED** to approve the following invoices for payment:

Payment Method	Payee and reason	Budget	Minute Ref	Amount
Bank Transfer	Calber Facilities Management Ltd for July grass cutting (invoice number CL450420)	Urban grass cutting	7/1/21 12. e.	£276.00
Bank Transfer	Richard Wise for verge cutting – 2 nd cut (invoice number 2787)	Verge cutting	1/4/21 13. c.	£264.00
Bank Transfer	Campaign to Protect Rural England for membership subscription	Subscriptions	1/4/21 9. d.	£36.00
Bank Transfer	Cherwell District Council for uncontested election fee	Election costs		£40.95
Bank Transfer	BBS The Business Store for two pine surround cork noticeboards for Station Road and Bicester Road (Sherwood Close) bus shelters	Noticeboards	4/2/21 12. c.	£15.82

9. Governance and Consultations

a. Formation of Working Groups – to consider formation and membership of

i. A Communication Strategy Working Group

The Council **RESOLVED** to agree to set up the formation of the working group, but to defer consideration of the membership of it until the October meeting.

ii. A Speed and Traffic Monitoring Working Group

The Council **RESOLVED** to agree to the formation of a working group and to Councillor Hawes joining the group. Terms of reference would be formed and invitations made to the wider community to join the group.

b. Parish Hall Working Group – to consider terms of reference for a Parish Council-led Parish Hall Working Group

The Council considered the terms of reference and **RESOLVED** to agree to accept them with minor amendments. It would be reviewed in one year.

c. Councillor appointments – to consider and agree Councillor responsibilities within the Parish Council and external bodies

i. Councillor Responsible for Internal Financial Control

The Council **RESOLVED** to agree to defer the decision until more Councillors were present.

ii. Island Pond Wood Board (1 Councillor)

The Council **RESOLVED** to agree that Councillor Thompson would continue to represent the Parish Council.

iii. Parish Hall Improvement Project Working Group (2 Councillors)

The Council **RESOLVED** to agree that Councillors Turner and Sanders would continue to represent the Parish Council.

d. Policy Review – to review:

i. Internal Financial Control Policy

The Council considered the policy and **RESOLVED** to adopt it.

ii. Internal Audit Terms of Reference

The Council considered the terms of reference and **RESOLVED** to adopt the document.

iii. Online Banking Payment Procedure

The Council considered the procedure and **RESOLVED** to adopt it.

iv. Dispersations Procedure and Form

The Council considered the policy and form and **RESOLVED** to adopt them.

v. Vacancy Procedure

The Council considered the procedure and **RESOLVED** to agree to adopt it.

10. Training

a. OALC – to consider any further training offered by OALC

The Council considered the training list and **RESOLVED** to agree that Councillors could attend appropriate courses including the Staff Appraisals course, the Planning course and the Roles and Responsibilities course, subject to availability.

- b. SLCC** – to consider making a contribution towards the Clerk’s attendance at the SLCC Annual Conference

The Council **RESOLVED** to agree to make a contribution of £300 from the training budget towards the Clerk’s attendance at the SLCC Annual Conference. Attendance would contribute to the Clerk’s Continual Professional Development points.

11. Planning

- a. Planning applications** – to consider all recent applications received from Cherwell District Council detailed below and any other planning applications submitted and published on the CDC planning portal between the circulation of this agenda and the meeting

i. Application Number: 21/02097/F

Proposal: Demolition of existing bungalow and construction of 4 new dwellings.
Existing vehicular access to be widened

Location: Salamanca, Bicester Road, OX26 5DQ

The Council considered the application and **RESOLVED** to object to the proposals on the grounds of over development; loss of natural habitat, including trees and hedgerows; parking and vehicular access.

ii. Application Number: 21/02286/F

Proposal: Construction of a coffee unit with drive-thru facility and indoor seating with associated access, car parking, landscaping and servicing parking

Location: Land North West Of Launton Road Roundabout Adjoining,
Skimmingdish Lane, Caversfield

The Council considered the application and following a vote of four Councillors to one, **RESOLVED** to object to the proposals on the grounds of the ecological loss of a green field site, particularly when there were many appropriate brown field sites in the area; inappropriate materials and no promotion of renewable energy; siting of an urban requirement in a semi-rural setting; potential traffic congestion and the effect on the visitors, residents, staff and emergency services at the neighbouring care home.

iii. Application Number: 21/02207/F

Proposal: Proposed Sun Lounge to rear of property

Location: 38 Yew Tree Close, OX26 5AE

The Council considered the application and **RESOLVED** to object to the proposals on the grounds that the nature of the development was overbearing to the neighbouring property.

9.25pm The Council **RESOLVED** to agree to extend the meeting until 10pm.

iv. Application Number: 21/02454/F

Proposal: Removal of rear conservatory, roof and dormer. New single storey rear extension and raising of the roof. (Re-submission of 21/00937/F)

Location: 13 Blackthorn Road, OX26 5DA

The Council considered the application and **RESOLVED** to agree that following the re-submission there were no comments or objections to the proposals.

- b. To note response to 21/01224/OUT Bicester Motion**

The Council noted the response submitted on 10 June.

- c. **Launton Countryside Craft Centre** – to receive a presentation from the developer
The applicant had chosen not to make a presentation.
- d. **To note responses to planning applications made with the Clerk's delegated authority** – as itemised on the Planning Report
- i. **Application Number: 21/01512/F**
Proposal: Single storey rear extension & porch
Location: The Stone House, Station Road, OX26 5DS
No objection or comment.
- ii. **Application Number: 21/01637/F**
Proposal: Single storey side extension with internal and external alterations.
Minor revision to previously approved planning 20/02299/F to the front elevation, changing the window of the new single storey extension to a front door and re-purposing the proposed music room to an established entrance hall. No other changes to the plans
Location: 38 West End, OX26 5DG
No objection or comment.
- e. **To note notices of decision** – as itemised on the Planning Report
- i. **Application Number: 21/00563/F**
Proposal: Minor amendments to approved application 20/02758/F to include additional South-East facing roof light over dressing area
Location: 37 Yew Tree Close, OX26 5AE
Permission for development 15 April
- ii. **Application Number: 21/00634/F**
Proposal: A new temporary tensile structure is required directly behind building 1B. Landscaping works are required to the rear of buildings 1A and 1B, which involve concreting over the existing square gravelled areas and adding a new concrete ramped area for lorry vehicles to drive over.
Location: Arrival Automotive UK, 11 Longlands Road, OX26 5AH
Permission for development 21 April
- iii. **Application Number: 21/00635/F**
Proposal: Arrival Automotive UK is a manufacturer of purpose build electric vehicles for commercial customers. This site will be used as an automotive manufacturing plant and the following proposed MEP equipment is required: 2 No new private transformers to the front of buildings 1A and 1B and to the rear of these buildings 4 No HVAC units and ducting attached to the buildings, 1 No water test booth, 1 No pump house, 1 No sprinkler tank and 1 No guard hut
Location: Arrival Automotive UK - Plot 1A, 10 Longlands Road, OX26 5AH
Permission for development 21 April
- iv. **Application Number: 21/00744/F**
Proposal: Change of use from Sui Generis MOD use to Class B2 / E to create workshop and office space.

Location: Empire Homes, Building 118, Bicester Heritage, Buckingham Road,
OX27 2AL

Permission for development 28 April

v. Application Number: 21/00602/F

Proposal: Proposed demolition of existing conservatory and erection of single
storey extension to front of existing bungalow

Location: 31 Ancil Avenue, OX26 5DL

Permission for development 21 April

vi. Application Number: 21/01078/F

Proposal: Ground floor single-storey rear extension

Location: 19 Yew Tree Close, OX26 5AE

Permission for development 7 June

vii. Application Number: 21/01512/F

Proposal: Single storey rear extension & porch

Location: The Stone House, Station Road, OX26 5DS

Permission for development 18 June

viii. Application Number: 21/00937/F

Proposal: Demolition of existing rear conservatory and lobby, erection of new
single storey rear extension. Removal of existing roof and dormer, new
first floor added.

Location: 13 Blackthorn Road, OX26 5DA

Refusal of permission for development 28 June

ix. Application Number: 21/01637/F

Proposal: Single storey side extension with internal and external alterations.
Minor revision to previously approved planning 20/02299/F to the
front elevation, changing the window of the new single storey
extension to a front door and re-purposing the proposed music room
to an established entrance hall. No other changes to the plans

Location: 38 West End, Launton, OX26 5DG

Permission for development 1 July

x. 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

Permission for development 14 July

f. CDC Statement of Community Involvement – to consider the consultation

The Council **RESOLVED** to respond that there was no opinion regarding the first three (engaging and consulting on planning policy documents; Neighbourhood Planning advice; and large-scale development), but that it did not agree with question 4 regarding the proposal to only use site notices, rather than neighbour notification letters, when publicising planning applications. It was felt that neighbour notification letters were of significant benefit in the planning process.

Regarding question 5, the Council welcomed the approach of Planning Officers accepting representations on planning applications submitted after the formal consultation period had ended. It had enabled a good working relationship between Parish Councils and District Officers.

12. Village Matters

a. Parish Hall

- i. **Design Proposal** – to consider the PCMS Design terms of engagement, proposal and outline Scope of Works for the Parish Hall

The Parish Council considered the documents and **RESOLVED** to agree to engage PCMS Design in the stages proposed, but to protect the Council, to go up to Stage H for the time being with an agreement to continue further as the project expanded.

- ii. **To receive a general progress report**

The Clerk had written to Steve Parkinson, OALC's VAT expert to ask about all the VAT implications and was awaiting a response.

- b. **The Glades Shrub Maintenance** – to consider a quotation for the shrub maintenance work

The Council **RESOLVED** to agree to accept David Moore's quotation of £100 for the current year as it had not been undertaken for some time and £45 for subsequent years for the annual work.

- c. **Mulberry Homes** – to receive a progress report

There was no further update.

- d. **Yew Tree Field** – to receive a progress report

There was no further update. The Clerk would chase the appropriate Officers again.

- e. **Dog bins** – to consider placement of the playing field bin and reminder notices

The Council **RESOLVED** to agree to defer the bin placement to the fixed assets discussion at the next meeting.

- f. **Footpath Warden Report** – to receive a report

The Footpath Warden reported the number of defects to the area's footpaths and agreed to supply his written report which the Clerk would circulate for information.

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

The group continued to support members of the village.

- h. **Woodland Trust Trees** – to consider applying to the Woodland Trust for a tree pack to be planted in the village and appoint a Councillor responsible for co-ordination

It was agreed at the January meeting to discuss the item at the August meeting. In the meantime, it transpired that the Plotters had already ordered a tree pack. The Council **RESOLVED** to agree to see how the Plotters' pack was received and distributed before arranging a further consignment and the Councillor responsibility.

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

The Council **RESOLVED** to agree that it was only necessary to record specific communications rather than all the circulars which had been received over the previous month.

- a. **A villager** – re overgrown hedge at Sherwood Close – Sanctuary Housing were contacted and they agreed to add it to their maintenance list
- b. **Number of villagers** – re caravan left on Station Road
- c. **Lord-Lieutenant** – Platinum Jubilee Celebrations
- d. **CDC** – Community Governance Review
- e. **OCC** – Oxfordshire Plan 2050 consultation

14. Attendance at Meetings and Reports from meetings / courses

- a. **OALC AGM** – 5 July
Councillor Thompson and the Clerk attended the meeting. Jackie Weaver was the keynote speaker and talked about the impact of her infamous meeting on her personally and Councils nationally over the last few months.
- b. **OALC Experienced Councillor Course** – 13 July
Unfortunately, Councillor Sanders was unable to attend, so the Clerk joined Councillor Thompson as it had not been possible to offer the place to another Council. It was a useful course.
- c. **CPRE** – Oxfordshire Plan 2050 Event, 7pm, Thursday 19 August, 2021
Councillor Sanders agreed to attend.
- d. **Bicester Police Rural Resilience Group** – 8 September at 7pm in Piddington Village Hall
Councillor Hawes and the Clerk agreed to attend.
- e. **BBOWT** – Cherwell and Ray catchment partnership meeting online on Monday 6 September 10 – 12.30.
Councillor Thompson agreed to attend.
- f. **CDC Parish Liaison Meeting** – 10 November
For information.

15. Reports

- a. **Chairman's Report**
The Chairman had nothing to report
- b. **Clerk's Report**
The Clerk reported that she had contacted South Central Ambulance Service and asked for suitable dates in the autumn to run another first aid / defibrillator session.

16. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Thursday 19 August

- a. **Road Closures**
 - i. **A4421 Newton Purcell** – would be closed again from 8pm on Friday 6 until 6am on Monday 9 August for further works on the new temporary bridge for the HS2 haul road.
 - ii. **London Road Level Crossing** – the road would be closed at the level crossing from 10pm on Saturday 28 August until 04.15am on Tuesday 31 August. Access would be maintained for pedestrians and mobility vehicles.

- iii. **Launton Litter Pick** – it had been suggested that an additional litter pick be arranged for 25 September. The Clerk would discuss the logistics with the WI and *Launton Lines*.

17. Date of next meeting – Thursday 2 September 2021 at 7.30pm, in Launton Parish Hall

The meeting closed at 9.54pm.

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.....