

LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 2 September 2021** at 7.30pm in Launton Parish Hall

Councillors present: Mrs Abigail Dowman, Mr Ed Sanders (Vice Chairman), Mrs Lesley Thompson,

In attendance: The Clerk, Mrs Jane Olds; 5 members of the public

Apologies: Mr Kyle Michael, Mr Simon Turner (Chairman), Mrs Jaqueline Webber

1. To receive and accept apologies for absence

The Council accepted Councillors Michael, Turner and Webber's apologies.

The Council noted the resignation of Councillor Janice Hawes.

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

5 members of the public attended the meeting.

Regarding item 12. h. one member of the public asked for clarification which was provided.

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

No representatives from the project were in attendance. The Clerk was awaiting dates of an informal meeting.

Confirmation had been received that Charbridge Lane would be closed between 17 October and 17 December while the bridge was joined to the road. The diversion route was still to be finalised, but the Council had been assured that Launton would not be included in the route. Traffic lights at the Blackthorn Road junction would not be arranged.

5. Reports from District and County Councillors

No reports had been received. However, the Clerk had spoken to Councillor Hughes and had asked for further help with moving on the Yew Tree Field issue (see item 13. b.) and had sent him the Parish Council responses to planning applications 21/02097/F and 21/02286/F.

6. Minutes – to confirm the Minutes of the meeting held on 5 August, previously circulated

The Council **RESOLVED** that the minutes from the meeting on 5 August be accepted as a true record and were signed by the Chairman of the meeting.

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

a. Banking

The Clerk had asked Councillors Hawes and Webber to complete their sections of the mandate. However, with the resignation of Councillor Hawes it would be necessary to reconsider the signatories at the next meeting.

b. Internal Auditor

The Clerk had confirmed Elaine Anstee's continuing appointment.

c. Policies and Procedures

The Clerk had updated the Internal Financial Controls Policy, the Internal Audit Terms of Reference, the Online Banking Payment Procedure, the Dispensations Procedure and Form and the Vacancy Procedure and published them all on the website.

d. CDC Statement of Community Involvement

The Clerk had responded to the consultation about the planning process.

8. Finance

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

As at 16 August, the Accounts stood at:

Co-op Current Account	£30,906.99
Co-op Deposit Account	£22,405.82

Standing Orders		Date Cleared
Clerk's July salary (monthly)	£529.20	2/8/21
Launton Lines (monthly)	£110.00	4/8/21

Income

None

b. Bank Statement – to acknowledge scrutiny and acceptance of the previously circulated bank statements for August

The bank statement was reviewed and accepted.

c. External Audit Conclusion – to receive the report and certificate from the External Auditors

The External Audit had concluded that there were no issues to be brought to the Council's attention. The Council **RESOLVED** to accept the External Audit report and certificate.

The report and certificate had been published on the 20/21 Finance section of the website and the Conclusion of Audit notice published on the website and the noticeboards as required.

d. Fixed Assets – to receive the reports on the inspection of the Fixed Assets

The Council **RESOLVED** to defer discussion and review until the October meeting.

e. Data Projector – to consider the purchase of a data projector for presentation of documents to in-person meetings together with a bag for transportation

The Council **RESOLVED** to agree to the purchase of the Optoma H184x 3600 Lumens HD ready data projector at a cost of no more than £350 together with a carry bag and a four-way, surge protected 5m extension cable (costs to be confirmed).

This had not been budgeted for as it had not been seen as a requirement in January when the budget was set. Therefore, the Council **RESOLVED** to agree to transfer the total cost of the equipment from the Asset Replacement Reserve to the IT Costs budget.

f. 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 August grass cutting (invoice number CL451045)	Urban grass cutting	7/1/21 12. e.	£276.00
Bank Transfer	JMC Olds for contribution to SLCC Conference	Training	5/8/21 10. b.	£300.00
Bank Transfer	Moore for External Audit Review Fee (invoice number 307279)	Audit		£240.00
Bank Transfer	T L Jenkins Landscaping Ltd for weed spraying and clearance of Station Road, and the alleyways between Sycamore Road, Yew Tree Close and Ancil Avenue (invoice number 3338)	Village Upkeep and Weed Spraying	4/2/21 12. e.	£756.00

9. Governance and Consultations

a. 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 further defer the decision until more Councillors were present.

ii. Fete Committee (1 Councillor)

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

b. Policy Review – to review:

i. Media and Press Policy

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

ii. Meeting Attendance Policy

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

10. Training

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

Councillor Dowman would confirm whether she would be able to attend the Roles and Responsibilities training on 25 November.

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: 21/02551/F**

Proposal: Demolition of the existing garage; the conversion, alteration, and repair of the existing barn and the erection of a single storey side extension to the existing barn to form ancillary accommodation relating to the main house - Yew Tree Farmhouse

Location: Yew Tree House, Station Road, OX26 5DX

The Council considered the application and **RESOLVED** that there were no objections to the proposal. However, if the Officer was minded to approve the application, a condition should be included that access for the current Yew Tree Close residents must be assured at all times.

ii. **Application Number: 21/02447/F**

Proposal: Proposed side and rear extensions and raising the roof slightly to accommodate bedrooms at 1st floor level

Location: 30 Ancil Avenue, OX26 5DJ

The Council considered the application and **RESOLVED** to agree to object to the proposals on the following grounds. The overbearing / overlooking impact on the neighbouring property which raising the roof could have, together with the position of the windows; together with the impact of the height of the new chimney in the single storey extension. Furthermore, it was not possible to give any formal consideration to the materials proposed due to the lack of a Design and Access Statement.

iii. **Application Number: 21/02660/TCA**

Proposal: T1 x Laburnum - Carefully sectional dismantle and fell to ground level. G1 x Sycamore - Fell. G2 x Purple leaved Plum, Cypress and Sycamore - Fell to ground level. G3 x Mixed species - Clear vegetation to provide clear view to signs. Fell all

Location: Bicester Heritage, Buckingham Road Bicester small diameter saplings directly adjacent FP. Clear vegetation around bus stop to give 1.0m minimum clearance.

The Council considered the application and **RESOLVED** to agree that there were no objections to the proposal, but to request that more trees were planted to replace those removed.

iv. **Application Number: 21/02443/F**

Proposal: Variation of condition 2 of 18/01345/F - Minor amendments to Plot 2 only. Changes to internal layout and elevations. Addition of one window to front elevation, change of porch to oak framed and addition of orangery. Additional accommodation at loft level

Location: Land South West Of South Riding, Station Road, Launton

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

v. Application Number: 21/02808/F and 21/02805/LB

Proposal: Change of use of farmhouse to C1 guest house accommodation

Location: Manor Farm, Bicester Road, OX26 5DP

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

b. To note notices of decision – as itemised on the Planning Report

i. Application Number: 21/02057/LB

Proposal: Removal of a structural wall and installation of new structural roof supports.

Location: Building 129, Bicester Heritage, Buckingham Road, Bicester, OX27 8AL

Original application not received.

Listed building consent subject to conditions (9 August)

ii. Application Number: 21/02207/F

Proposal: Proposed Sun Lounge to rear of property

Location: 38 Yew Tree Close, OX26 5AE

Refusal of permission (19 August)

iii. Application Number: 21/01921/F

Proposal: Variation of condition 2 (plans) of 18/01345/F - Change condition to reflect amended floor layout for Plot 1 only. The changes to the internal layout has required minor movement of windows. A plant room has been added behind garage to accommodate thermal store, MVHR and additional electrical works for ASHP, solar and underfloor heating, bringing the garage forward approx 1m

Location: Land South West Of South Riding, Station Road, Launton

Permission for development subject to conditions (23 August)

iv. Application Number: 19/02708/OUT

Proposal: Outline:- Provide new employment units comprising B1 (Business), B2 (General Industrial), B8 (Storage) and D1 (Education) uses with ancillary offices, storage, display and sales, with all matters reserved except for access

Location: Bicester Heritage, Buckingham Road, Bicester

Outline permission for development subject to conditions (27 August)

c. OCC Planning Consultation – to consider the Oxfordshire 2050 consultation

The Council **RESOLVED** to agree to hold an informal discussion on Zoom once Councillors had had an opportunity to attend the webinars arranged by OCC on 8 and 9 September and to make a response after that.

12. Parish Hall Project

a. Parkinson Partnership VAT Advice – to consider a quotation from Parkinson Partnership to review the VAT implications of the project

The Council **RESOLVED** to agree to the quotation of £600 to review the VAT implications and provide a report identifying the options and recommend the best solution. The quotation included ongoing aftercare to the end of the project in case the Council had further questions. All advice would be covered by professional indemnity insurance.

b. To receive a general progress report

The Clerk reported that she had received confirmation that the Agreement for Lease document had been formally exchanged and that she was awaiting the hard copies.

13. Village Matters

a. Mulberry Homes – to receive a progress report

There was no further update from the developers. It was understood that the first house had been occupied.

b. Yew Tree Field – to receive a progress report

The Clerk reported that the OCC Footpaths Officer had confirmed that the works team had received the worksheet and were aware it needed to be completed before the winter.

The Clerk reported that she had chased the Enforcement Officer again and had also asked Cllr Hughes for assistance regarding the ditch between Yew Tree Close and Sycamore Road.

c. 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.

d. Footpath Warden Report – to receive a report

The Clerk had circulated the full report and had also passed it on to the OCC Footpaths team. The Footpath Warden was thanked for all his efforts in producing such a full and detailed report.

e. Launton Litter Pick – to agree to hold a litter pick on 25 September and to ask the WI to provide refreshments

The Council **RESOLVED** to agree to hold the litter pick on 25 September from 10.00am to 12noon meeting at the Parish Hall. The WI would be asked whether they would be comfortable providing refreshments.

The additional equipment would be ordered from CDC and the Clerk had arranged for the street sign cleaning equipment to be borrowed from OCC.

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

The group continued to support members of the village.

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

a. Cllr Tim Hallchurch – re consideration of a response to a warehouse development north of M40 J9 / off the A41.

The Council agreed that while the proposal did not affect the village directly, it would be helpful to support the other villages and to ask Cllr Hallchurch to keep the village updated.

15. Attendance at Meetings and Reports from meetings / courses

a. CPRE – Oxfordshire Plan 2050 Event, Thursday 19 August 7pm

Councillor Sanders attended the event. The information would be fed into the Parish Council response in due course.

- b. BBOWT** – Cherwell and Ray catchment partnership meeting online on Monday 6 September 10 – 12.30.

No one was available to attend.

- c. OCC** – Oxfordshire Plan Webinars either 8 September (12noon – 1.30pm) or 9 September (6 – 7.30pm)

The Clerk had circulated the webinar dates and links to sign up.

- d. Bicester Police Rural Resilience Group** – 8 September at 7pm in Piddington Village Hall
Cllr Dowman and the Clerk would attend.

- e. CDC Parish Liaison Meeting** – 10 November

For information.

16. Reports

- a. Chairman's Report**

The Chairman had nothing to report

- b. Clerk's Report**

The Clerk reported that she had asked Chris Fox whether he would like to continue as the FixMyStreet SuperUser. If he did not wish to continue, the Council would welcome a volunteer (not necessarily a Councillor) who might be prepared to undertake the training.

- 17. Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Thursday 23 September

- 18. Date of next meeting** – Thursday 7 October 2021 at 7.30pm, in Launton Parish Hall

The meeting closed at 9.12pm.

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.....