

LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 7 October 2021** at 7.30pm in Launton Parish Hall

Councillors present: Mr Kyle Michael, Mrs Lesley Thompson, Mr Simon Turner (Chairman), Mrs Jaqueline Webber

In attendance: The Clerk, Mrs Jane Olds; Cllr David Hughes (CDC) (until 8.14pm); 2 representatives East West Rail project – Thaina Sa'id and Charles Hurst (until 8.03pm); 6 members of the public (1 left 8.03pm)

Apologies: Mrs Abigail Dowman and Mr Ed Sanders

1. To receive and accept apologies for absence

The Council accepted Councillors Dowman and Sanders' 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

6 members of the public attended the meeting.

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

Ms Sa'id reported that the Jarvis Lane footbridge was ready to open, which was a milestone achievement. Track had been laid up to Charbridge Lane from Bicester to enable engineering trains to deliver more of the necessary materials. The footbridge at Grange Farm was due to be completed shortly, however, the route of the footpath had still not been formally agreed.

The Charbridge Lane road closure would take place between 17 October to 17 December to enable the road to be connected over the bridge. The structure of the bridge had been constructed using Design for Manufacturing and Assembly (DFMA) method which prevented raw materials being brought on to site and reduced HGV movements.

Station Road bridge had been constructed in a similar way to the Charbridge Lane bridge. The structure was complete.

Most of the complaints received had been due to construction traffic. EWR took complaints seriously and asked that, if possible, photographs of the licence plate of the vehicle be provided in order that it was easier to follow up.

The majority of the concerns from the public was about the Charbridge Lane road closure and the effect on the village of the high volume of traffic. It was explained that OCC had requested the full closure for two months rather than a partial closure with traffic controls for four months as the more efficient option.

The Clerk had requested traffic lights at the A41 Blackthorn Road junction, but it was explained that this would not be possible as it was not part of the official diversion route; however, it would be kept under consideration because of the history of the junction. Signage including the change of the wording of one of the matrix signs to remind HGVs that the road was not suitable would be investigated as would at least one temporary pedestrian crossing. The Clerk would be liaising with EWR and OCC Highways on ways to mitigate the effects on the village.

8.03pm Mr Hurst and Ms Sa'id, together with one member of the public, left the meeting.

5. Reports from District and County Councillors

Cllr Hughes reported that the District Council was getting back to a 'new normal'. The Planning Team was settling down after some senior staff changes. Cllr Hughes had received a report about the Yew Tree drainage; unfortunately, as the ditch had been filled in by the developer in 2014, it was not possible to use Planning procedures to require the developers to take the appropriate remedial action. However, it was hoped that the CDC drainage expert would be able to have a look and make suggested measures.

Cllr Corkin (OCC) sent his apologies.

8.14pm Cllr Hughes left the meeting

6. **Minutes** – to confirm the Minutes of the meeting held on 2 September, previously circulated
The Council **RESOLVED** that the minutes from the meeting on 2 September be accepted as a true record and were signed by the Chairman.

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

a. Policy Review

The Clerk reported that the Media and Press Policy together with the Meeting Attendance Policy had been updated and published on the website.

b. Bus Shelter Noticeboards

The Clerk reported that the noticeboards had been installed in the shelters on Station Road and Bicester Road by Sherwood Close.

8. Finance

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

As at 16 September, the Accounts stood at:

Co-op Current Account	£28,321.00
Co-op Deposit Account	£22,405.82

Standing Orders

Clerk's August salary (monthly)	£529.20	Date Cleared
Launton Lines (monthly)	£110.00	1/9/21
		6/9/21

Income

Launton WI contribution to Zoom use	£9.00	Date Cleared
		10/9/21

The remittance for the 2nd tranche of Precept (£11,498.00) had been received but did not appear on the bank statement.

- b. Bank Statement** – to acknowledge scrutiny and acceptance of the previously circulated bank statement

The bank statement was reviewed and accepted.

- c. Banking** – to review and agree the additional account signatories and electronic banking authorisers following Councillor Hawes' resignation

The Council **RESOLVED** to agree to Cllr Kyle Michael being added as a signatory and electronic banking authoriser together with Cllr Webber agreed previously.

- d. Email mailbox** – to note the increase in mailbox space for Cllr Turner

The Council **RESOLVED** to agree to the increase in mailbox.

- e. Fixed Assets** – to receive the reports on the inspection of the Fixed Assets

The Council received reports from the Councillors.

- Councillor Webber would report on the salt bins, West End Footpath and outside benches at the next meeting.
- Councillor Dowman would report on the bus shelters at the next meeting.
- Councillor Thompson reported that the majority of the dog bins were in acceptable condition. The litter bin at Blenheim Drive was broken and needed replacing, the litter bin at Station Road by the Pump was an open style bin and it would be better to have an enclosed bin. The litter bin in the open space in Sherwood Close was broken and the bin liner did not fit so could do with replacing. The litter bin outside Costcutter was always overflowing and an enclosed bin would be more suitable.
- Councillor Turner reported that the wall by the Poplars and the War Memorial were in acceptable condition. Some of the lights had failed on the speed activated sign and it would be sensible to swap it with the spare one. The Rhododendrons in the land at the Poplars were encroaching and could do with clearing.
- Councillor Michael reported that the open space at the Glades was in a reasonable condition.
- Councillor Sanders had sent a report. The pump needed a coat of paint and consideration should be given to keep the weeds under control.
- The village gates, the open space in Sherwood Close and the 'no ball games' sign still needed allocation following Councillor Hawes' resignation.

- f. Data Projector** – to note the purchase of a data projector, the amendment to the purchase of the carry case and to agree to add the items to the Fixed Asset Register

The Council **RESOLVED** to note slight changes to the agreed purchase and to agree to add the data projector and carry case to the Asset Register with the combined value of £319.83 exclusive of VAT.

- g. Grant Requests** – to consider any grant requests received

No grant requests had been received.

- h. 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	Net Payment	Payment inc VAT
Bank Transfer	Oxfordshire Association of Local Councils for Staff Appraisals Course (12 October) for Cllr Turner (invoice number: W-1835)	Training	5/8/21 10. a.	£50.00	£60.00
Bank Transfer	Navitas Design Ltd for increase in mailbox for Cllr Turner (invoice number 29773)	IT Costs	7/10/21 8. d.	£10.00	£12.00
Bank Transfer	Calber Facilities Management Ltd for September grass cutting (invoice number CL451655)	Urban grass cutting	7/1/21 12. e.	£230.00	£276.00
Bank Transfer	CDC Summer Dog Bin Emptying (invoice number 20003400)	Dog bin emptying	1/4/21 9. d.	£1,008.10	£1,209.72

9. Governance

- a. **Councillor Vacancy** – to consider the vacancy and any applications for co-option
Mr Andrew Briant had expressed an interest in the co-option. The Clerk provided Mr Briant with the papers and formal consideration would be made at the November meeting.

b. Working Groups

- i. **Communication Strategy Working Group** – to consider Councillor membership
This was deferred until the Council had a full complement of Councillors.

- ii. **Speed and Traffic Monitoring Working Group** – to consider membership
This was deferred until the Council had a full complement of Councillors. However, one member of the public expressed an interest in joining the group.

- iii. **Working Group to advise the Parish Council on Improvements to Launton Parish Hall** – to consider membership of the Working Group from external organisations
The Council **RESOLVED** to agree to accept the following nominations from the groups agreed in the Terms of Reference:

Parish Hall Management Committee: Audrey Deeley and Joan Packer

PCC: Lynne Harper and Celia Evans

PHIP (Friends of Launton Parish Hall): Jackie Webber and Cathy Procopiou

Parish Council: Simon Turner and Ed Sanders

“Interested villagers”: Martin Evans and Rob Cornford

No other interested villagers had put their names forward.

- 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 defer the decision until there was a full complement of Councillors.

ii. **Fete Committee** (1 Councillor)

The Council **RESOLVED** to defer the decision until there was a full complement of Councillors. However, Councillor Thompson agreed to represent the Parish Council in the meantime.

d. **Policy Review** – to review:

i. **Grants Policy and Application Form**

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

e. **Dog Bin Emptying** – to consider the contract with CDC

The Council considered the contract.

Currently, CDC collected the dog waste once a week (usually on a Thursday) in the winter and twice a week (usually on a Monday and a Thursday) in the summer. The Council considered whether to reduce the collection of the dog waste from two collections a week to one in the summer, but **RESOLVED** to agree to maintain the current arrangement at a cost of £1.60 per bin per empty.

It was noted that it was not clear whether the bins were being emptied twice a week in the summer but it would be monitored and raised with the CDC officer if it was thought that the service was not acceptable.

f. **FixMyStreet Superuser** – to consider nominations to become a Superuser

Mr David Jones had volunteered to take up the position. The Council **RESOLVED** to agree to accept Mr Jones' offer of help.

g. **Parish Council Action Plan** – to consider the draft plan

The Council **RESOLVED** to agree to defer full consideration of the plan to a future meeting.

10. **Civil Parking Enforcement** – to note the changes to parking enforcement announced by OCC

The Council noted the changes to parking enforcement in the Cherwell area.

11. **Training**

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

The Clerk reported that the Roles and Responsibilities course was fully booked. The 2022 programme was yet to be published.

12. **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: 21/02938/F and 21/02939/LB**

Proposal:	Change of use from Class B8 to Class E and minor internal alterations
Location:	Bicester Heritage, Building 137 Part 1, Buckingham Road, Bicester, OX27 8AL

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

ii. Application Number: 21/03022/F

Proposal: Proposed rear single storey extension (Re-submission of refused previous application reference 21/02207/F)

Location: 38 Yew Tree Close, OX26 5AE

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

iii. Application Number: 21/03064/F and 21/03065/LB

Proposal: Single storey pool building with link to existing barn

Location: Water Moor House, Station Road, OX26 5DX

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

iv. Application Number: 21/03080/F and 21/03081/LB

Proposal: Alterations to four existing doors to replace timber tongue and groove with glass, and associated works

Location: Building 130, Bicester Heritage, Buckingham Road, OX27 8AL

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

v. Application Number: 21/02940/F and 21/02941/LB

Proposal: Refurbish and extend existing house. Remove previous modern extensions. Connect to existing outbuilding and bring up to modern standards

Location: Box Tree Farm, Station Road, OX26 5DX

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

vi. Application Number: 21/02892/F

Proposal: Proposed single storey rear extension and change front patio doors to window

Location: 16 The Glades, OX26 5ED

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

vii. Application Number: 21/03284/APP

Proposal: Temporary 7-year change of use of agricultural land for the establishment of an operator skills hub for training operatives in relation to the development of major infrastructure projects and caravan park and erection of temporary buildings

Location: Red Furlong Farm, Twyford Road, Poundon, Buckinghamshire, OX27 9BG

The Council considered the application and **RESOLVED** to respond to Buckinghamshire Council that there were concerns about the adverse effect on the local road network of the traffic attending the site as the roads were not suitable for higher densities of vehicular activity. The Council also queried the necessity of the proposal as there were two other facilities locally available.

b. To note notices of decision

i. Application Number: 21/02454/F

Proposal: 13 Blackthorn Road, OX26 5DA
Location: Removal of rear conservatory, roof and dormer. New single storey rear extension and raising of the roof. (Re-submission of 21/00937/F)"
Permission for development subject to conditions (9 September)

ii. 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 small diameter saplings directly adjacent FP. Clear vegetation around bus stop to give 1.0m minimum clearance.
Location: Bicester Heritage, Buckingham Road Bicester
'Notice of intent' to undertake works to tree(s) in a conservation area (15 September)

iii. 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
Permission for development subject to conditions (1 October)

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

The Council **RESOLVED** to agree to the draft response provided.

d. CDC Options Paper Consultation – to consider a response to the consultation

The Council **RESOLVED** to agree to hold an informal discussion on Zoom prior to the November meeting.

13. Parish Hall Project

a. To receive a general progress report

Cllrs Sanders and Turner, together with the Clerk, had met with Steve Parkinson to discuss the VAT implications of the project. Mr Parkinson agreed to provide his report for the November meeting.

Initial plans had been received from the architect which were under consideration of the Working Group.

14. Village Matters

a. Mulberry Homes – to receive a progress report

There was no further update from the developers.

b. Yew Tree Field – to receive a progress report

The Clerk reported that the OCC Footpaths Officer had confirmed that the clearance team were due to clear the ditch on 7 and 8 October. It was hoped that this would greatly improve the pathway between the fields and reduce the flooding of the path. The Footpaths Officer would monitor the situation over the winter to see if it needed further work in due course.

The section by the stile on the northern side of the field was still under consideration. The Footpaths Officer was hoping to discuss the options with CDC (who has responsibility for Yew Tree Field) and get plans in place for the summer of 2022. However, the area was thought to be much more complex.

- c. **Dog bins** – to consider placement of the playing field bin and reminder notices
The Council **RESOLVED** to agree to put a notice on the bin in the playing field reminding users that if the bin was full to use another bin.
- d. **Queen's Platinum Jubilee** – to consider how to commemorate the Jubilee
The Council **RESOLVED** to agree to investigate the cost of commemorative bone china mugs and to look at alternative events. It was suggested that a group might be formed to co-ordinate events.
- e. **Winter Preparedness** – to consider whether any further grit bins or salt are required
The Council **RESOLVED** to agree that no further grit bins or salt bags were currently required.
- f. **Litter Pick** – to receive a report and to agree to make a contribution to the WI for their assistance with the refreshments for the litter pick
The Council wished to thank all those who came out to help on 25 September including the WI ladies who provided the refreshments. The Council **RESOLVED** to agree to make a contribution of £50 to the WI for their help.
- g. **Launton Chapel** – to receive an update
The Council noted that the Bethel Chapel Trustees had decided to close the building. A villager had been engaged to help tidy up the front of the Chapel grounds. All the old paperwork and membership books had been placed at the Oxford History Centre (Oxfordshire Records Office) with the reference numbers 6622 and 6893. A map of graves would be completed in due course.
- h. **Village Remembrance Commemoration**
 - i. **Poppy Wreath** – to consider a donation to the Royal British Legion for the Remembrance Day poppy wreath
The Council **RESOLVED** to agree to contribute £50 for the poppy wreath. The wreath had been ordered.
 - ii. **Silent 'Soldiers'** – to arrange for the figures to be installed and added to the Fixed Asset Register
The Council **RESOLVED** to agree to install the figures by the War Memorial and the Pump. The Clerk would arrange installation.

The Council **RESOLVED** to agree to add the figures to the Asset Register which were omitted from inclusion when purchased in 2018.
 - iii. **Remembrance Bench** – to consider a suggestion to purchase a Remembrance bench
Councillor Thompson reported that a member of the public had suggested a remembrance bench. The Council **RESOLVED** to agree to look into the project further.

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

The group continued to support members of the village.

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

- a. **Village Parish Transport Representative** – a request for bus stop markings and additional bus shelters together with concern about parked vehicles on the Bicester Road (to be added to November agenda)
- b. **A number of villagers** – regarding concern about the effects of the traffic on the road during the Charbridge Lane closure

9.27pm The Council **RESOLVED** to agree to extend the meeting to 9.35pm.

16. Attendance at Meetings and Reports from meetings / courses

- a. **Bicester Police Rural Resilience Group** – 8 September
Councillor Dowman and the Clerk attended the meeting. The minutes had been circulated.
- b. **CDC – Developing Options Webinar** – 19 or 20 October (6.30 – 8pm)
The Clerk would arrange the booking for one Councillor who wished to attend.
- c. **CDC Parish Liaison Meeting** – 10 November
Councillor Turner hoped to attend.

17. Reports

- a. **Chairman's Report**
The Chairman had nothing to report, but apologised for missing the previous two meetings.
- b. **Clerk's Report**
The Clerk reported that she would be attending the SLCC Conference on 12 – 14 October.

18. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Thursday 21 October.

19. Date of next meeting – Thursday 4 November 2021 at 7.30pm, in Launton Parish Hall

The meeting closed at 9.34pm.

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.....