

LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 4 November 2021** at 7.30pm in Launton Parish Hall

Councillors present: Mrs Abigail Dowman, Mr Ed Sanders, Mrs Lesley Thompson, Mr Simon Turner (Chairman), Mrs Jaqueline Webber

In attendance: The Clerk, Mrs Jane Olds; 3 members of the public (1 left 8.45pm); Mr Andrew Briant (participated as a Councillor after Item 9. a.)

Apologies: Mr Kyle Michael

1. To receive and accept apologies for absence

The Council accepted Councillor Michael'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.

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

Unfortunately, Ms Sa'id was unable to attend. However, she had requested a meeting to discuss the HGVs which were cutting through the village to look at ways to reduce the impact on the community.

It was hoped that the Grange Farm footbridge would be opened before Christmas; there was a safety trip hazard which would have prevented OCC from approving until it was rectified.

5. Reports from District and County Councillors

Neither District nor County Councillors sent reports.

6. Minutes – to confirm the Minutes of the meeting held on 7 October, previously circulated

The Council **RESOLVED** that the minutes from the meeting on 7 October 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. Grants Policy

The Clerk reported that the Policy together had been updated and published on the website.

b. OCC 2050 Consultation

The Clerk reported that the consultation response had been finalised and sent to OCC.

8. Finance

a. To receive the Finance Report

As at 15 October, the Accounts stood at:

Co-op Current Account	£39,142.80
Co-op Deposit Account	£22,405.82

Standing Orders

		Date Cleared
Clerk's September salary (monthly)	£529.20	1/10/21
Launton Parish Hall storage (quarterly)	£42.00	1/10/21
Launton Lines (monthly)	£110.00	4/10/21

Outstanding Payments

4 outstanding payments totalling	£1,557.72
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Income

		Date Cleared
Precept – 2 nd tranche	£11,498.00	17/9/21

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

The bank statement was reviewed and accepted.

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

The Council received reports from the Councillors

- Councillor Dowman reported that the bus shelters were in good condition. The shelter by the Bull needed cleaning and the Perspex renovating or replacing.
- Councillor Turner reported that the gates on Blackthorn Road were deteriorating and were in need of some structural work, however this would wait until the Mulberry development had been completed.
- The open space in Sherwood Close was in good order, but the fig tree on the corner needed cutting back.
- Councillor Webber would report on the salt bins, West End footpath and the outside benches at a later date.

d. 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	Calber Facilities Management Ltd for October grass cutting (invoice number CL452360)	Urban grass cutting	7/1/21 12. e.	£230.00	£276.00
Bank Transfer	Launton Women's Institute for supplying refreshments for the Litter Pick	Village upkeep and weed spraying	7/10/21 14. e.	£50.00	£50.00
Bank Transfer	Royal British Legion for poppy wreath	General donations	7/10/21 14. h. i.	£50.00	£50.00

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	David Moore for Sherwood Close Maintenance (invoice number: DM0082)	Village upkeep and weed spraying	6/8/20 18.	£60.00	£60.00
Bank Transfer	Alchester Tree and Garden Services for The Poplars tree work (invoice number: 01036)	Trees/ Landscaping	5/11/20 12. b.	£1,455.00	£1,746.00
Bank Transfer	JMC Olds for admin expenses (printing £75.60, laminating £16.10, postage £16.20, telephone £0.41)	Admin Costs	1/4/21 9. e. ii.	£108.31	£108.31
	Mileage expenses	Mileage expenses	1/4/21 9. e. ii.	£21.15	£21.15
	Total				£129.46

Councillor Thompson would authorise the payments.

9. Governance

a. Councillor Vacancy – to consider the vacancy and any applications for co-option

The Council had received one application from Mr Andrew Briant. Following consideration, the Council **RESOLVED** to agree to co-opt Mr Briant to the Council.

Mr Briant completed his Declaration of Acceptance of Office form and joined the Councillors.

b. Working Groups

i. Communication Strategy Working Group – to consider Councillor membership

The Council **RESOLVED** to agree that Councillors Webber and Briant would join the group.

ii. Speed and Traffic Monitoring Working Group – to consider membership

The Council noted that the FixMyStreet superuser was prepared to join the group. The Council **RESOLVED** to ask Councillor Michael whether he would be prepared to help.

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 appoint Councillor Dowman as the Councillor responsible for internal financial control.

ii. Fete Committee

The Council **RESOLVED** agree to appoint Councillor Thompson as the Councillor responsible for representing the Parish Council on the Fete Committee.

10. Training

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

No further training was available. The 2022 programme was due to be published shortly.

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: 21/03427/F**

Proposal: Variation of condition 1 (plans) of 19/02419/REM - To change the design of the garage to Plot 53 to an office over garage

Location: OS parcel 4846 South East Of Launton Road Blackthorn Road

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

ii. **Application Number: 21/03375/F**

Proposal: Increase width of existing dropped kerb to serve existing paved hardstanding to front of dwelling

Location: 34 Sycamore Road, OX26 5DY

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

iii. **Application Number: 21/03558/OUT**

Proposal: OUTLINE - Residential development for up to 250 dwellings including affordable housing and ancillary uses including retained Local Wildlife Site, public open space, play areas, localised land remodelling, compensatory flood storage, structural planting and access.

Location: Land On The North East Side Of Gavray Drive Bicester (in Bicester South And Ambrosden Ward)

The Council considered the application and **RESOLVED** to object on the grounds of flooding and the affect on the wider area. The site was known to flood regularly, and the Parish was concerned that any mitigation to flooding on the site would exacerbate the issue elsewhere, particularly nearer Launton and the main A4421, Charbridge Lane.

Additionally, the Council requested that the Construction Management Plan and Travel Management Plan ensured that no construction traffic be directed through the village of Launton.

iv. **Application Number: 21/03556/F**

Proposal: RETROSPECTIVE - Works to land at Station Cottage to accommodate the East West Rail scheme incorporating an embankment regrade, construction of a small retaining wall and demolition of a small part of Station Cottage

Location: Station Cottage Station Road Launton Bicester OX26 5EH

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

v. **Application Numbers: 21/02551/F and 21/02552/LB**

(Re-consultation following receipt of amendments)

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 5DXA

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

b. To note notices of decision

i. 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

Withdrawal of application (4 October)

ii. 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

Permission for development subject to conditions (8 October)

iii. Application Number: 21/02892/F

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

Location: 16 The Glades, OX26 5ED

Permission for development subject to conditions (15 October)

iv. Application Numbers: 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, Bicester, OX27 8AL

Permission for development subject to conditions and Listed building consent subject to conditions (22 October)

v. Application Numbers: 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

Permission for development subject to conditions and Listed building consent subject to conditions (29 October)

vi. 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

Permission for development subject to conditions (29 October)

vii. Application Numbers: 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

Permission for development subject to conditions and Listed building consent subject to conditions (1 November)

- c. **CDC Options Paper Consultation** – to consider a response to the consultation
The Council **RESOLVED** to agree to the draft response provided.

12. Parish Hall Project

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

The report from the Parkinson Partnership had been received the day of the meeting and so would be considered at the December meeting.

The Clerk had started to put together a series of web pages about the Parish Hall and the plans for the Parish Council website and was awaiting comments from the Councillors before publication.

13. 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 handrails would be installed on either side where the footpath crossed the ditch, but that there was no timeframe for the work to be completed.

- c. **Bus Stops**

- i. **Road Markings** – to consider a suggestion to mark the position of the bus stops on the Bicester Road

The Council considered the suggestion. The Council **RESOLVED** to agree that this was not a big issue and that vehicles did not generally park in the area of the bus stops and so it wasn't necessary to mark them out. However, the Clerk would ask the Highways team if it could be kept in mind for the future once the Launton Mews/Mulberry Homes development on the Blackthorn Road and the potential development at Salamanca had been completed.

- ii. **Bus Shelters** – to consider a suggestion to erect bus shelters at the bus stops on the northern side of Bicester Road

The Council considered the suggestion and **RESOLVED** to agree to monitor the use of the bus and the likelihood of the service being maintained for a long period of time.

- d. **Queen's Platinum Jubilee** – to consider how to commemorate the Jubilee

It was agreed to continue to look into the costs of mugs and eco-friendly reusable travel cups.

The Friends of Island Pond Wood would investigate holding a Big Jubilee Lunch over the Jubilee weekend.

A beacon would not be required. However, a commemorative bench was suggested.

The Launton Fete would take place on Saturday 11 June.

8.45pm – 1 member of the public left the meeting.

e. Village Remembrance Commemoration

The Silent 'Soldiers' had been installed by the War Memorial and the Pump. The Annual Service of Remembrance would take place from 10.40 on 11 November. The poppy wreath had been arranged.

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. Gwynne Harrington's family – requesting that her name might be remembered in a street name

b. Villager – re dog bin emptying

c. Villager – about the temporary parking restrictions on Bicester Road for the temporary pedestrian crossing

15. Attendance at Meetings and Reports from meetings / courses

a. OALC Appraisals for Parish Council Staff Course – 12 October

Councillor Turner reported that it was a useful course and that a Staffing Group would need to be formed in due course.

b. SLCC Conference – 13 – 14 October

The Clerk provided the Council with a written report.

c. CDC Parish Liaison Meeting – 10 November

Councillor Turner and the Clerk would attend.

16. Reports

a. Chairman's Report

The Chairman had nothing to report.

b. Clerk's Report

Following a number of negative or unhelpful comments on social media over the last few months, the Clerk had written an article about 'being kind' to be included in the November edition of *Launton Lines* and published on social media. It had generated some lovely responses.

The Clerk reported that she had also started to draft an article about the responsibilities of the Parish Council and the wider authorities which would be linked to the Action Plan.

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

a. Bicester Road Pavement by Church

The Clerk had requested that OCC Highways investigate the possibility of widening the path by the Church in order that mobility scooters and pushchairs access the pavement.

b. Bethel Chapel, Station Road

The Clerk had received confirmation that the Chapel was now permanently closed and that new Trustees had been appointed.

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

The meeting closed at 9.20pm.

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.....