

LAUNTON PARISH COUNCIL

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

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

In attendance: The Clerk, Mrs Jane Olds; 12 members of the public (1 left 8.14pm, 9 left 9.03pm); 2 representatives from Richborough Estates (left 8.14pm)

Apologies: Mr Andrew Briant

1. To receive and accept apologies for absence

The Council accepted Councillor Briant's apologies.

2. Requests for Dispensations, Declarations of Interest, Gifts and Hospitality

Nothing was declared.

3. Richborough Estates regarding Grange Farm land off Station Road – to receive a presentation

Two representatives from Richborough Estates gave a presentation about their proposals to build 68 dwellings, including 35% of affordable homes and eight live/work dwellings to allow home working, on the land located off Station Road, just past Grange Mews.

As well as the houses, a proportion of the land would remain set aside for biodiversity net gain and would include the wooded area close to Station Road.

They intended to submit the outline plans to CDC in due course.

The representatives assured the meeting that they saw it as an expansion of the village, not Bicester.

Concerns were raised by members of the public about the foul drainage and the clean water provision together with the traffic issues and the Station Road crossroads.

4. To facilitate public participation with regard to items on the agenda

12 members of the public attended the meeting and wished to discuss Item 15. d. Traffic Issues. The Council **RESOLVED** to agree to discuss the items within Public Participation.

It was reported that the worst time for speeding through the village was between 5 and 7.30am; the Clerk would inform the Police.

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

Ms Sa'id was unable to attend.

A meeting was yet to be arranged to discuss the HGVs travelling through the village.

Ms Sa'id had sent a report. A solution had been found to the issues with Grange Farm footbridge which was in line with Network Rail standards / guidelines and the team was working hard to open the bridge either before Christmas or early January.

Regarding the Charbridge Lane Closure, the traffic ambassadors were monitoring the performance of the works traffic travelling through the village and the EWR Team had received some positive feedback about the pedestrian crossing. Unfortunately, it was not possible for the team to govern non-EWR traffic. It was also confirmed that the alignment of the bridge was correct and the construction team were on schedule to open on 17 December ready for the next phase of the traffic diversion.

Advance warning had also been given that the Bicester Road was scheduled to be closed between 11 April and 27 May, once Station Road had re-opened.

6. Reports from District and County Councillors

Neither District nor County Councillors sent reports.

- 7. Minutes** – to confirm the Minutes of the meeting held on 4 November, previously circulated
The Council **RESOLVED** that the minutes from the meeting on 4 November be accepted as a true record and were signed by the Chairman.

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

a. Register of Members' Interests

The Clerk reported that Councillor Briant's Register of Members' Interests form had been submitted to the Monitoring Officer.

b. CDC Options Paper

The Clerk reported that the response had been sent to CDC.

9. Finance

a. To receive the Finance Report

As at 16 November, the Accounts stood at:

Co-op Current Account	£34,634.42
Co-op Deposit Account	£22,405.82

Standing Orders

		Date Cleared
Clerk's October salary (monthly)	£529.20	1/11/21
Launton Lines (monthly)	£110.00	4/11/21

Income

None

- 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
Councillor Webber reported that the majority of the benches were satisfactory. However, the bench by the pump was deteriorating and would need to be replaced. The salt bins and the West End footpath were all in order.
- d. **Budget** – to consider holding an informal meeting to discuss technical aspects of the budget prior to the January meeting
The Council **RESOLVED** to hold an informal discussion.
- e. **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	The Parkinson Partnership LLP for VAT advice on Parish Hall (invoice number 776)	Parish Hall Project	2/9/21 12. a.	£600.00	£600.00

Councillor Thompson would authorise the payments.

The Council noted the following Debit Card transaction:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
18/11/21	Defib Warehouse for replacement electrode pads (invoice no: DW-45853)	Defibrillator	Statutory requirement	£76.95	£92.34

10. Governance

- a. **Staffing Committee** – to consider formation of a staffing committee and agree the terms of reference
The Council **RESOLVED** to agree a Staffing Committee Terms of Reference and to form a Committee, which would be convened when necessary. All Parish Councillors would be able to attend, but the quorum agreed would be three.
- b. **Policy Review and adoption**
 - i. **Freedom of Information Policy and Publication Scheme**
The Council considered the policy and **RESOLVED** to adopt it without any changes.
 - ii. **Website Policy**
The Council **RESOLVED** to agree to adopt the policy with one minor typographical change.
 - iii. **Debit Card Use Policy**
The Council considered the policy and **RESOLVED** to adopt it with a few minor changes.

9.27pm: the Council **RESOLVED** to agree to extend the meeting until 10pm.

11. Training

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

The Council noted the training offered by OALC and **RESOLVED** to agree to pay for the Clerk's attendance at the SLCC Practitioners' virtual Conference on 15 – 17 February at £75 plus VAT from the training budget.

- b. **Good Councillor's Guide** – to consider the purchase of hard copies of the publication at £4 each + £1.20 postage

The Council **RESOLVED** to agree to order four copies from OALC for distribution to new Councillors.

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: 21/03721/F**

Proposal: Silver Birch, Bicester Road, OX26 5DQ

Location: Ground floor extension to rear of property in order to create an independent annexe ancillary to the main dwelling

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

- b. **To note notices of decision**

No notices of decision had been received.

- c. **CDC Community Governance Review** – to consider a response to the proposal to adjust the Launton Parish boundaries

The Council **RESOLVED** to agree to respond that the Launton Parish boundaries should be maintained as they were currently for both suggestions.

Regarding the airfield, concern was raised that Skimmingdish Lane currently acted as a boundary between Bicester and Launton and that moving the boundary would promote the encroachment and coalescence of Bicester into the surrounding villages.

13. Parish Hall Project

- a. **Parkinson Partnership VAT Report** – to receive the report

The Council **RESOLVED** to agree to receive the comprehensively reassuring report.

- b. **Plan options** – to receive the various options

The Council noted the options provided by the Architect together with the questions which had been published on the website and circulated widely:

- Do you use the hall?
- What kind of different events would you like to be able to use the hall for?
- Would you use the hall more if there were better facilities (toilets and kitchen)?
- If the kitchen was improved would you like to be able to cook full meals in it or would you bring in ready prepared food?
- Should we be improving the quality and quantity of the toilets in the hall?
- What other energy-saving or energy generating measures would you like to see in the hall?

- How do you normally travel to the hall?
- Is there anything that would encourage you to walk or cycle (if you currently drive)?

c. To receive a general progress report

The Friends of Launton Parish Hall Open Evening had made a presentation about the options and had updated the village on the status of the charity application.

14. Grass Cutting, Verge Cutting and Weed Spraying

a. Village Grass Cutting – to consider quotations for a three-year contract as specified in the brief and map

The Clerk reported that she had sent the brief and map to three well-known contractors to request a quotation for a three-year contract.

The Council **RESOLVED** to agree to accept Calber's quotation.

- For 2022: £230 per month over five months (from April to August) with an additional visit at £200 if needed in September and October for 2022 (which was the same price as 2021);
- For 2023/4: £237 per month over five months with additional cuts at £200.

b. Verge Cutting – to consider and agree the contract for the rural verge cutting

The Council **RESOLVED** to agree the quotation of up to £250 per cut (for three cuts) from Richard Wise in Fringford. The Clerk would write to confirm.

c. Weed Spraying – to consider and agree the contract

The Clerk had requested a quotation from the contractor and was awaiting a response.

15. 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 handrails had been installed on either side where the footpath crossed the ditch. The Clerk had thanked the footpaths team.

c. Community Infrastructure – to consider suggestions for village needs and requirements

Following a presentation at the Parish Liaison Meeting about the need to be prepared in case larger scale planning applications were submitted in the Parish, it was recommended that the Parish Council started a wish list of larger-scale projects which would require funding in order that it could be shared with the CDC Community Infrastructure team.

The Council **RESOLVED** to agree the following suggestions:

- Parish Hall
- Traffic management
- Footpaths / public rights of way maintenance
- New benches
- Renovating bus shelter by the Bull
- Rubbish and dog waste bins

The list could be added to in due course.

The Item D was discussed under Public Participation at the beginning of the meeting

d. Traffic issues

- i. 20's Plenty for Oxfordshire Campaign** – to consider supporting the Oxfordshire campaign and requesting assistance for the village
The Council considered the suggestion and following a discussion and representation from a number of villagers, **RESOLVED** to agree to apply for the 20's plenty project.
- ii. Village Roads** – to consider asking for help with traffic management measures
The Council **RESOLVED** to agree to ask the County Council whether there were any further new measures available and to look into the Police Community Speedwatch programme.
The Clerk would write an article for Launton Lines about Speedwatch.

It was also suggested that the Council should write to all businesses in the village to ask them to promote speed reduction to their delivery drivers and clients.

- e. Queen's Platinum Jubilee** – to consider how to commemorate the Jubilee
The insurance company had developed a guide to organising events and had confirmed that any event organised by the Parish Council, provided it had fewer than 500 attendees, would be covered by the existing policy.
- f. Village Support Group** – to receive a progress report and note any actions or expenditure necessary
One of the group's IT helpers had recently assisted a villager with their mobile telephone.

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

17. Attendance at Meetings and Reports from meetings / courses

- a. CDC Parish Liaison Meeting – 10 November**
Councillor Turner and the Clerk attended the virtual meeting. Cllr Wood gave his usual Leader's overview and highlighted the fact that the pandemic was not over and that there were a number of consequences which would need addressing. Council meetings were taking place in the Council Chamber, but with the social distancing measures in place.

Community First Oxfordshire made a presentation about their work. Following this, the meeting received an update on "Operation London Bridge" to manage the organisation surrounding the death of the monarch. Finally, CDC officers made a presentation about Community Facilities and Developer funding.

- b. OCC Meeting re Bicester Heritage (12 November)**
Councillor Sanders attended the meeting which was to discuss the transport and vehicle management options for the current planning application (21/01224/OUT).

The proposed speed limits for the Buckingham Road and Skimmingdish Lane were discussed together with the footpath access along the A4421 Buckingham Road.

c. Oxfordshire SLCC Branch Meeting and AGM – 2 December

The Clerk attended the meeting and announced that she had been elected Chairman of the Branch. Presentations were given by the Shield Group which offer a range of services including bus shelter cleaning; OCC Councillor Tim Bearder about OCC's 20 is plenty campaign and the Clerk made a presentation about preparing for Operation London Bridge.

18. Reports

a. Chairman's Report

The Chairman had nothing to report.

b. Clerk's Report

The Clerk had nothing further to report.

19. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Thursday 23 December.

a. Bus shelter cleaning

The Council wished to thank Councillors Briant, Sanders and Thompson for their great efforts to clean the bus shelter by the Bull.

20. Date of next meeting – Thursday 6 January 2022 at 7.30pm, in Launton Parish Hall

The meeting closed at 9.58pm.

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.....