

LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 6 January 2022** at 7.30pm in Launton Parish Hall

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

In attendance: The Clerk, Mrs Jane Olds; 15 members of the public (1 left 8.06pm, 11 left 9.00pm); PCSO Daniel Robertshaw (left 7.50pm); 2 representatives East West Rail project – Thaina Sa'id and Gilly West (left 8.04pm); Cllr David Hughes (CDC) (left 9.00pm)

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.

The Council **RESOLVED** to agree to re-arrange the order of the discussion on the agenda.

3. Community Speedwatch – to receive a presentation from the Police

PCSO Daniel Robertshaw outlined the project. Community Speedwatch is a not-for-profit social enterprise providing support for Speedwatch schemes. Speedwatch groups are organised by the Office of the Police and Crime Commissioner and are provided with a starter kit on a loan basis which includes a speed detection device. However, before community teams are able to be deployed to the roadside, all members of the team must undergo a number of training sessions, both online and at the roadside to ensure risk assessments have been completed.

When on duty, there should be a minimum of three members – one to use the speed detection device, one to call out the licence plates and one to take down the information. The information is then passed to the Police for logging, review and further action.

7.50pm PCSO Robertshaw left the meeting

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

Ms Sa'id gave a presentation the meeting.

The project was on schedule with the installation phase. The first part of the track from the London Road level crossing (Bicester fringe) to near to the Charbridge Lane crossing had been installed.

Both the Charbridge Lane and Station Road 'bridge decks' for the road were complete. The Charbridge Lane road and bridge had re-opened four days ahead of schedule. The northern section was complete, but due to land acquisition issues, it had been necessary to build the southern section in three phases. The final phase would be to complete the permanent southern approach and then remove the temporary approach.

The opening of the Grange Farm footbridge had been held up due to the delayed delivery of a required component. However, it was hoped that it would be opened towards the end of January or early February.

All construction traffic was being encouraged to adhere to the project's 20 is plenty campaign through villages.

The Social Values Team asked that if there were any local projects which would benefit from assistance. It had already been suggested that a first aid / defibrillator training morning would be beneficial. The Council would ask the team if assistance could be found with the Speedwatch project.

8.04pm: EWR representatives left the meeting

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

15 members of the public attended the meeting. The issue of Gigaclear was raised and it was explained that a meeting with the organisation would be arranged shortly.

The majority of the attendees wished to raise their concerns about the Grange Farm planning application (agenda item 12. a. iii) the majority of which were similar to the previous application in 2017 (reference 17/00803/OUT). The Council noted the concerns which included the potential traffic issues on Station Road and the crossroads, foul water drainage and fresh water provision, electricity provision and school provision.

6. Reports from District and County Councillors

Councillor Hughes (CDC) outlined the CDC planning process. He recommended lobbying the County Councillor regarding any Highways and drainage issues, the CDC Landscape Officer regarding any effects on the Countryside and the Environment Agency on flooding.

The application would be going to Committee and there would be a maximum of five minutes available for members of the public to speak on the application. If more than one speaker wished to speak, it would be necessary to share the time.

It was also acceptable to contact members of the Planning Committee.

However, Cllr Hughes also reiterated that the Parish Council should have a fallback position and request items which would benefit the village to mitigate the development.

Councillor Corkin (OCC) did not attend.

9.00pm Councillor Hughes left the meeting

7. Minutes – to confirm the Minutes of the meeting held on 2 December, previously circulated

The Council **RESOLVED** that the minutes from the meeting on 2 December 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. Policies

The Clerk reported that the Freedom of Information Policy and Publication Scheme, the Website Policy and the Debit Card Use Policy had all been updated and published.

b. Good Councillors' Guides

The guides had been received and distributed to Cllrs Briant, Dowman, Thompson and Webber.

c. Grass and Verge Cutting

The Clerk had confirmed the contracts with Calber and Richard Wise.

d. 20's Plenty Campaign

It was a requirement of the application that the formal minuted agreement was submitted. The Clerk would now be able to make the application.

9. Finance

a. To receive the Finance Report and Budget Monitoring Report

As at 16 December, the Accounts stood at:

Co-op Current Account	£33,277.88
Co-op Deposit Account	£22,405.82

Standing Orders

		Date Cleared
Clerk's November salary (monthly)	£529.20	1/12/2021
Launton Lines (monthly)	£110.00	6/12/2021

Direct Debits

Information Commissioner annual renewal	£35.00	10/12/2021
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Income

		Date Cleared
Launton Plotters insurance contribution	£10.00	21/11/2021

The Pensions Regulator re-enrolment and re-declaration was completed on 15 December.

The Bank had confirmed the updated mandate. The fobs for the online banking were awaited.

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

The bank statement was reviewed and accepted.

c. Draft Budget – to consider the draft budget for 2022 / 23

The Clerk presented the draft budget which the Council considered.

Following discussion, the Council **RESOLVED** to agree to a budget of £36,621 (reduced from £45,520 the previous year).

d. Precept – to consider and agree the setting of the Precept level for 2022 / 23

CDC had informed the Parish that the estimated Tax Base figure for the year 2022/23 would be 566.4 (previous year 536.3).

Having agreed the budget, and taken the Reserves and surplus into account, the Council considered the Precept request and **RESOLVED** to agree to an increase of £6,899 on the previous year to £29,895. The annual cost to a Band D household would be £52.78 – an increase of £9.90 over the whole year.

The Council also noted that the equivalent Band D cost to a Bicester Town Council resident for 2021/22 was £131.94.

The Clerk would inform CDC of the decision and publicise the information in *Launton Lines*.

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

e. Grant Applications – to consider any grant applications received

i. St Mary's Church – for assistance with grass cutting

The Council received the request but asked for further financial information in order that a decision could be made more objectively.

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	Net Payment	Payment inc VAT
Bank Transfer	Jane Olds for SLCC Practitioners' Conference (Invoice no BK204091-1)	Training	2/12/21 11. a.	£75.00	£90.00
Bank Transfer	Oxfordshire Association of Local Councils for Good Councillor's Guides	Training	2/12/21 11. b.	£20.00	£20.80

Councillor Thompson would authorise the payments.

10. Governance

a. Meeting Dates – to consider and agree the meeting dates for the forthcoming year including the Annual Parish Meeting

The Council **RESOLVED** to agree the following dates for Parish Council meetings, with planning meetings convened as required.

7 April

21 April – Annual Parish Meeting

5 May – Annual Meeting of the Parish Council (venue TBC)

9 June – change of date because of the 2 June bank holiday

7 July

4 August

1 September

6 October

3 November

1 December

2023

5 January

2 February

2 March

b. Staffing Committee – to agree a date for the committee to meet

The Council **RESOLVED** to agree to ask the Clerk to check hall availability and circulate some appropriate dates.

c. Scheme of Delegation – to consider a scheme of delegation to come into effect in the event that the Parish Council is unable to meet

The Council **RESOLVED** to agree to adopt the following Scheme of Delegation:

In the event that it is not possible to convene a meeting of the Council in a reasonable time due to the continuing COVID-19 outbreak or other national event (such as a period of official mourning), the Clerk shall have delegated authority, after discussion with the Chairman and Vice Chairman (or other Councillors if the Chairman and / or Vice Chairman are indisposed), to make decisions on behalf of the Council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline.

The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.

The delegated authority will cease once it is possible for the Council to meet formally after the event.

d. Policy Review

i. Marking the Death of a Senior National Figure – to consider the revised policy following updated advice from OCC

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

e. OCC Local Transport and Connectivity Plan – to note the consultation (5 January – 16 March)

The Council noted the consultation and agreed to consider a response at the February meeting.

11. Training

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

The Clerk had provided a list of training from OALC and asked Councillors to confirm availability.

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: 21/03915/F

Proposal: Change of use of Building 105 Bay 3 from workshop / storage (Use Class B2 / B8) to Class E (to allow for the making, sale and distribution of gin), and associated works.

Location: Building 105 – 3, Bicester Heritage, Buckingham Road, OX27 8AL

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

ii. Application Number: 21/03982/F

Proposal: Variation of Condition 12 (windows) of 21/02443/F - condition varied to allow full-height top-hung windows to the bathroom and en-suite

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.

iii. Application Number: 21/04112/OUT

Proposal: Outline application for the erection of up to 68 dwellings (Use Class C3), including up to 8 live-work dwellings, public open space, access, infrastructure and demolition of existing buildings

Location: OS Parcel 2778, Grange Farm, North West Of Station Cottage Station Road, Launton

In order that the Council could consider the application fully, the Planning Officer had agreed to receive the response following the February meeting.

The Council **RESOLVED** to agree to hold an informal online meeting to consider the points made by the members of the public and form a draft response which would be put to the February meeting.

The Council noted that the application was currently scheduled to be considered at CDC's 10 March Planning Committee.

b. To note notices of decision

i. 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

Permission for development subject to conditions (13 December)

ii. 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, OX26 5EH

Permission for development subject to conditions (13 December)

iii. 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

Permission for development subject to conditions and Listed Building Consent subject to conditions (30 December)

- c. **CDC Community Governance Review** – to consider a response to the proposal to adjust the Launton Parish boundaries
The Council **RESOLVED** to agree to the response with minor changes.

13. Parish Hall Project

- a. **Progress report** – to receive a report
The Clerk reported that she had received a good number of responses to the consultation and would be collating them shortly.

14. Weed Spraying – to consider and agree the contract

The Clerk was still awaiting a quotation.

15. Bus Shelter Cleaning – to consider a quotation

The Council **RESOLVED** to agree to contract the Shield Group to provide one clean a year of the bus shelter by the Bull at a cost of £65. This would be reviewed in a year to check if it was adequate.

16. Village Matters

- a. **Mulberry Homes** – to receive a progress report
There was no further update from the developers.
- b. **Community Infrastructure** – to consider further suggestions for village needs and requirements
The Council **RESOLVED** to agree that no other suggestions had been made. A meeting with the CDC Community Infrastructure Officers would be arranged to discuss the needs.
- c. **Traffic issues**
 - i. **Community Speedwatch** – to consider forming a Community Speedwatch group
Due to time constraints, the Council **RESOLVED** to agree to defer consideration to a future meeting.
- d. **Queen's Platinum Jubilee** – to consider how to commemorate the Jubilee
Due to time constraints, the Council **RESOLVED** to agree to defer consideration to a future meeting.

9.57pm: the Council **RESOLVED** to agree to extend the meeting until 10.10pm.

- e. **Spring Village Tidy-up Day** – to consider a date, request supplies and ask the WI to provide refreshments
The Council **RESOLVED** to agree to Saturday 19 March between 10am and 12noon and to ask the WI to assist with refreshments.

The Clerk would complete the CDC form for supplies in due course and send *Launton Lines* the poster.

- 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.

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

18. Attendance at Meetings and Reports from meetings / courses

a. **Gigaclear** – to consider agreeing to meet with representatives

The Council **RESOLVED** to agree to meet.

b. **Healthy Bicester** – stakeholder meeting – 9 March at John Paul II Centre

The Council noted the date and would agree a representative in due course.

19. Reports

a. **Chairman's Report**

The Chairman had nothing to report.

b. **Clerk's Report**

The Clerk had nothing further to report.

20. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Thursday 20 January.

a. **Bicester Road Pavement outside Church**

The Clerk had chased Highways about providing a pavement which was fit for purpose and could accommodate mobility scooters and pushchairs.

21. Date of next meeting – Thursday 3 February 2022 at 7.30pm, in Launton Parish Hall

The meeting closed at 10.08pm.

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.....