

# LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 3 March 2022** at 7.30pm in Launton Parish Hall

**Councillors present:** Mr Andrew Briant, Mrs Abigail Dowman, Mr Kyle Michael, Mr Ed Sanders (Vice Chairman), Mrs Lesley Thompson, Mrs Jaqueline Webber

**In attendance:** The Clerk, Mrs Jane Olds; 3 members of the public

**Apologies:** Mr Simon Turner (Chairman)

**1. To receive and accept apologies for absence**

The Council accepted Councillor Turner's apologies.

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

Nothing was declared.

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

No representatives were able to attend.

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

3 members of the public attended the meeting. One member of the public wished to speak on agenda item 11. c. regarding a Neighbourhood Plan. The Council thanked the member of the public and noted their comments.

**5. Reports from District and County Councillors**

District Councillor did not send a report.

Cllr Corkin reported via email that he had put an update on the village Facebook group about the works surrounding the Rodney House road issues which had had such an impact on the traffic through the village and had included when the work was due to finish. He had also asked OCC Officers for an update on the A41 corridor review, particularly in relation to the Parish Council's involvement.

Cllr Corkin was happy to support the Council's application for the 20mph speed limit.

**6. Minutes – to confirm the Minutes of the meeting held on 3 February, previously circulated**

The Council **RESOLVED** that the minutes from the meeting on 3 February be accepted as a true record and were signed by the Vice 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. Weed Spraying**

The Clerk had confirmed the contract with Tim Jenkins.

**b. Replacement Rubbish Bin**

The Clerk had not had an opportunity to order the bin, but a villager had kindly offered to install it.

**8. Finance**

**a. To receive the Finance Report and Budget Monitoring Report**

As at 23 February, the Accounts stood at:

|                       |            |
|-----------------------|------------|
| Co-op Current Account | £31,659.80 |
| Co-op Deposit Account | £22,405.82 |

| Standing Orders                  |         | Date Cleared |
|----------------------------------|---------|--------------|
| Clerk's January salary (monthly) | £529.20 | 1/2/22       |
| Launton Lines (monthly)          | £110.00 | 4/2/22       |

**Direct Debits**

None

**Income**

|                                                                                                |        |        |
|------------------------------------------------------------------------------------------------|--------|--------|
| Caversfield Parish Council contribution to Clerk's attendance at SLCC Practitioners Conference | £30.00 | 7/2/22 |
|------------------------------------------------------------------------------------------------|--------|--------|

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

The bank statement was reviewed and accepted.

**c. Internal Financial Control** – to receive a report from the Councillor responsible for Internal Financial Control

Councillor Dowman had inspected the books on 26 January and confirmed that everything was in order.

**d. Grant Applications** – to consider any grant applications received

**i. Launton Sports and Social Club** – for Jubilee celebration event

The Council considered the request and **RESOLVED** to agree to award £1,000 to the event. It was understood that the Parish Council might be able to apply to CDC for a grant. If this was the case, the Council would discuss the best way forward with the applicant.

**e. Clerk Working from Home Allowance** – to consider offering the full allowance of £6 per week for the year 2021/22, to be paid annually, following HMRC regulations

The Council **RESOLVED** to agree to pay the Clerk the full annual Working from Home Allowance of £312 agreed by HMRC.

**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  | Friends of Island Pond Wood Ltd for grant                                                                                       | General grants                  | 3/2/22 8. d. ii. | £1,000.00   | £1,000.00       |
| Bank transfer  | Navitas Design Ltd for Website hosting and SSL (invoice no 30066)                                                               | Website Hosting and Domain Name | 1/4/21 9. d.     | £74.99      | £89.99          |
| Bank transfer  | JMC Olds for admin expenses (printing £73.57; meeting costs £3.00; laminating costs £9.00; postage £1.93)                       | Admin Costs                     | 1/4/21 9. e. ii. | £87.50      | £87.50          |
|                | JMC Olds for mileage expenses                                                                                                   | Mileage Expenses                | 1/4/21 9. e. ii. | £25.65      | £25.65          |
|                | Total                                                                                                                           |                                 |                  |             | £113.15         |
| Bank transfer  | JMC Olds for Working from Home Allowance 21/22                                                                                  | Working from Home Allowance     |                  | £312.00     | £312.00         |
| Bank transfer  | Oxfordshire Association of Local Councils for Annual Subscription                                                               | Subscriptions                   | 1/4/21 9. d.     | £224.10     | £268.93         |
| Bank transfer  | Oxfordshire Association of Local Councils for Managing Difficult People and Conversations for Cllr Thompson (Invoice no W-2059) | Training                        | 3/2/22 10. a.    | £55.00      | £66.00          |

Councillor Thompson would authorise the payments.

Debit Card transactions to note:

| Date Cleared | Payee and reason                     | Budget      | Minute Ref    | Net Payment | Payment inc VAT |
|--------------|--------------------------------------|-------------|---------------|-------------|-----------------|
| 17/1/22      | Land Registry for Title Plan of Bull | Admin Costs | 3/2/22 16. c. | £6.00       | £6.00           |

## 9. Governance

### a. Policies

#### i. Health and Safety Policy – to consider adoption of the policy

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

#### b. OCC Local Transport and Connectivity Plan – to consider a response to the consultation (5 January – 16 March)

The Council considered the response previously circulated and **RESOLVED** to agree to submit it to OCC.

- c. **Boundary Commission Consultation** – to consider a response to the consultation on Parliamentary Boundaries (22 February to 4 April)  
The Council **RESOLVED** to agree that no further response was necessary.

## 10. 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. Councillor Thompson had been booked on to the Managing Difficult People and Conversations session on 23 March. The Council **RESOLVED** to agree to Councillor Webber attending the Roles and Responsibilities training on 28 September. The Clerk would book the course in the new financial year.

## 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: 22/00398/F**

Proposal: A double storey side extension by converting existing garage. New window to the front of the property where the garage door currently sits and a new 1st floor bathroom window to the rear of the property. Single storey extension at the rear of the property. Single storey extension to the front of the property to bring the line of the property in line with the current garage and porch. The property will be rendered at the front, side and 1st floor at the rear of the property. The single storey rear extension will remain brick.

Location: 3 Chestnut Close, OX26 5DE

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: 21/03982/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

Permission for development subject to conditions (1 February)

ii. **Application Number: 21/03905/F**

Proposal: An in-keeping, two storey rear extension (one part above existing ground floor, one part new two storey extension)

Location: New Cottage, Station Road, OX26 5DS

Permission for development subject to conditions (8 February)

iii. **Application Number: 19/02081/F**

Proposal: "2 No. Industrial Buildings with a metal frame structure and metal/timber cladding wall panel construction systems, divided into 8 No. Class B General units of varying sizes with associated car parking and landscaping - Resubmission of 19/00545/F"

Location: Land Adj To Unit E25, Telford Road, Bicester

Permission for development subject to conditions (24 February)

- c. **Neighbourhood Plan** – to receive a request to consider creating a village Neighbourhood Plan  
The Council considered the request which had been discussed at previous meetings over a number of years.

Following the publication of the CDC Local Plan in 2011, the Council had been assured that an additional 'villages' section was to be produced by CDC which would direct how villages could develop over the lifetime of the plan and that villages would not need individual Neighbourhood Plans. Unfortunately, events overtook CDC and the villages section had never been published. The Parish Council had been assured, however, that it would be incorporated into the latest iteration of the Local Plan currently under review.

Following a discussion, the Council **RESOLVED** to agree not to take the proposal any further. It was acknowledged that it was a great deal of work and cost and would require many more volunteers from the village than were currently available to take the project forward.

However, the Parish Council would provide a robust response to the next Local Plan consultation.

## 12. Parish Hall Project

- a. **Progress report** – to receive a report  
The Clerk had informed the Architect of the decision on the choice of layout and he would start working up proposals.

## 13. Replacement Rubbish Bin – to consider a request to replace the bin outside Costcutter

The Council **RESOLVED** to agree to the purchase of a Glasdon Futuro Bin in 'granite-colour' at a cost of £267.57 plus VAT and appropriate fixings.

## 14. Village Matters

- a. **Mulberry Homes** – to receive a progress report  
There was no further update from the developers.
- b. **Spring Tidy-up Day** – to agree to make a contribution to the WI for their assistance with the refreshments for the litter pick  
The Council **RESOLVED** to agree to make a contribution of £50 to the WI for their assistance with the refreshments.
- c. **Bus Timetable** – to note that the number 17 timetable may change due to roadworks on A41  
The Council noted that the bus operators had indicated that the timetable may need to change in order to accommodate the roadworks on the A41.

The Clerk would ask the Officer about what would happen to the service when the Bicester Road bridge was closed.

- d. **Queen's Platinum Jubilee** – to consider how to commemorate the Jubilee  
The Council **RESOLVED** to agree to review the commemoration further when it was known about whether any grants were available from CDC.

- e. **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

Correspondence was noted.

#### 16. Attendance at Meetings and Reports from meetings / courses

- a. **Gigaclear** – to receive a report from the meeting (17 February)

Councillors attended a meeting with representatives from Gigaclear – a private company which specialised in providing fibre to the premises in predominantly rural areas. The representatives explained how the work required would be undertaken. They planned to re-use the existing BT ducting, but there would need to be some trenches dug, particularly in The Poplars, Sycamore Road and Bicester Road; other connections would be made via the telegraph poles. Where trenches were dug, the Council was assured that all verges would be made good.

As the company had held a virtual public meeting there were no plans to hold a further public meeting in person.

- b. **SLCC Practitioners' Conference (15 – 17 February)** – to receive a report

The Clerk reported that the conference commenced with a very eloquent and humbling talk from Shahin Sadafi, the founding Chairman of *Grenfell United*, and finished with a talk from Andy Pain about *how to make critical decisions when the stakes are high*.

The conference covered a wide range of topics from how to use technology for hybrid meetings, an update on the Civility and Respect project, GDPR, Open Space Management, Risk Assessments, Contracts and Employment and the past present and future of Audits.

9.25pm: The Council **RESOLVED** to agree to extend the meeting for a further 10 minutes.

#### 17. Reports

- a. **Chairman's Report**

There was nothing to report.

- b. **Clerk's Report**

The Clerk had nothing further to report

- 18. **Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Thursday 24 March.

- a. **Plotters Composting Toilet**

The Clerk informed the meeting that unfortunately, the Plotters' toilet 'shed' had been damaged during Storm Eunice. It was insured under the Parish Council's insurance and the Clerk had sent Zurich photographs. There would be the usual excess which would need to be paid.

- b. **Pavement outside Church on Bicester Road**

The Clerk had been discussing state of the pavement along Bicester Road outside Church and up towards the bridge with OCC Highways. Concern had been raised that the path did not currently

comply with the Disability Discrimination Act as it was not possible for a mobility scooter or even a push chair to travel easily along the path.

The Council confirmed that the request was for improving / widening the footway. The Clerk would remind the officer that the road would be closed from 28 March and that this would be the ideal time to make the improvements.

**c. May and June meetings**

The Clerk had booked the school for 5 May due to the District Council elections in the Parish Hall.

The June meeting would take place on 9 June in the Parish Hall.

**d. Annual Parish Meeting**

The Clerk reminded the meeting that the APM would be on 21 April.

**e. Bicester Road Closure at the railway bridge**

The Clerk informed the meeting that this was now scheduled for 28 March – 27 May

**19. Date of next meeting** – Thursday 7 April 2022 at 7.30pm, in Launton Parish Hall

The meeting closed at 9.32pm.

**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.....