

LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 7 April 2022** at 7.30pm in Launton Parish Hall

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

In attendance: The Clerk, Mrs Jane Olds; Cllr David Hughes (CDC) (from 9pm); two representatives from East West Rail, George Singh and Thaina Sa'id (left 7.56pm); 3 members of the public

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

Mr George Singh and Ms Thaina Sa'id attended the meeting. Mr Singh introduced himself as the new Community Liaison officer and updated the meeting on the progress of the project. Station Road had been opened with a reduced speed limit in order that additional vehicle restraining barriers could be installed. It had been noted that bridge barrier was very shiny and that the glare reflected off it from the sun could be distracting. This would be monitored.

The Bicester Road bridge works were taking shape. The works included installing a vehicle restraint system and adding the additional coping stones to the top. Contrary to some previous notifications, pedestrian access would be maintained throughout the road closure.

Charbridge Lane works were on schedule. There would be two-way temporary traffic lights between 18 and 25 April and overnight closure between 8pm and 6am from 9 to 16 May.

The EWR team had been pleased to support Island Pond Wood and asked if there were any other projects which could be helped within the village. The Council had asked for help in running a defibrillator / first aid workshop.

The team planned to hold some open days now that restrictions had been lifted.

It was hoped that an engineer would be able to attend the Annual Parish Meeting to explain the works more fully.

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

3 members of the public attended the meeting. Nothing specific was raised.

5. Reports from District and County Councillors

Cllr Hughes (CDC) attended (from 9pm) to report on the CDC Planning Committee meeting which had taken place earlier in the evening.

While the application reference 21/04112/OUT at OS Parcel 2778 Grange Farm North West Of Station Cottage Station Road Launton for “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” had been recommended for approval by the Planning Officer, the Committee had voted to refuse the application.

The Council noted that Cllr Hallchurch was standing down at the May election.

Cllr Corkin (OCC) had sent a written update. This included information about the various larger planning applications which were affecting the area: an application for development around M40 Junction 10; the strategic rail freight terminal between Ardley and Middleton Stoney; the 68 houses at Grange Farm; Hawkwell village (part of the eco town) near Bucknell; Great Wolf leisure park at Chesterton; an application for development of the area around M40 junction 9 for Siemens; further development in Chesterton and the rejection of a planning application at Finmere for 25 houses.

The Heyford Park 20mph zone should be implemented shortly; the bus service from Heyford Park was under review.

Much had been achieved since the flooding events of December 2020, but there were still some outstanding issues.

6. **Minutes** – to confirm the Minutes of the meeting held on 3 March, previously circulated
The Council **RESOLVED** that the minutes from the meeting on 3 March 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. **Health and Safety Policy**

The policy had been published on the website.

b. **OCC Local Transport and Connectivity Plan**

The Plan had been submitted to OCC.

c. **Neighbourhood Plan**

The Clerk had written to the villager.

d. **Replacement Rubbish Bins**

The Clerk had not had an opportunity to order the bins.

8. Finance

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

As at 16 March, the Accounts stood at:

Co-op Current Account	£29,170.53
Co-op Deposit Account	£22,405.82

Standing Orders

Clerk's February salary (monthly)	£529.20	1/3/22
Launton Lines (monthly)	£110.00	4/3/22

Direct Debits

None

Income

None

The annual letter from the External Auditor had been received. The Council had not been selected for intermediate review so the audit would take the usual form.

The Clerk had sent the Internal Auditor the draft figures for the AGAR.

The Council received the Year End Budget Monitoring Report.

Year End

As at 31 March, the Accounts stood at:

Co-op Current Account	£29,087.13
Co-op Deposit Account	£22,405.82

Bank Transfer

Clerk's back pay (1 April 2021 – 31 March 2022)	£113.40	28/3/22
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Income

Caversfield Parish Council for use of Data Projector	£30.00	17/3/22
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- b. Bank Statement** – to acknowledge scrutiny and acceptance of the previously circulated bank statement

The bank statement was reviewed and accepted.

- c. 2021/22 Unspent Budget Items** – to consider a virement of items budgeted to the new financial year

The Council **RESOLVED** to agree a virement of the following budget items which had been previously agreed and budgeted for at meetings during 2021/22:

The Glades for general maintenance	£100.00
WI donation for refreshments for litter pick	£50.00
White Gate painting	£465.00
Grants (residue)	£392.00

The Village Upkeep budget would be:	£2,115.00
The General Grants budget would be:	£3,392.00

- d. Regular Payments** – to consider and approve the list including standing orders and direct debits
The Council **RESOLVED** to agree the following regular payments:

Launton Lines: monthly Standing Order - £110
Parish Hall: quarterly: April, July, October, January by Standing Order - £42
Parish Hall Rent (as per Agreement for Lease) - £300
Information Commissioner: annual by direct debit in December - £35
External Auditor: annual
Website domain name (with Fasthosts)
Dropbox subscription renewal
Subscriptions: annual

- i. Society of Local Council Clerks
- ii. Oxfordshire Association of Local Councils
- iii. Community First Oxfordshire
- iv. Open Spaces Society
- v. CPRE

- e. Budget** – to agree the budget for 2022/23
The Council **RESOLVED** to agree the budget expenditure total of £37,628.40 and income of £32,245.40.

- f. Reserves** – to confirm the reserves for 2022/23 and consider the Policy
The Council **RESOLVED** to agree to the policy and the following reserves:

3 months' running costs	£5,700.00
Sherwood Close maintenance (s106)	£5,651.78
Glades Open Space Maintenance	£3,572.00
Parish Hall Contingency	£15,000.00
Asset Replacement fund	£3,030.00
Road Safety	£1,000.00
Election Expenses	£1,600.00
Insurance Excess	£300.00
External Audit Contingency	£200.00
Clerk sickness / overtime contingency	£1,200.00
General Contingency Funds	£2,500.00
Defibrillator contingency	£305.00
Bus shelter contingency	£3,000.00
Trees contingency	£3,800.00
Fete contingency	£1,000.00

The Council noted that, with the proposed work on the Parish Hall, it may be advisable for the Council to increase the running costs Reserve from three to six months next year.

- g. Staff Salary and Expenses**
- i. To note the NALC revised cost of living salary scale for the Clerk for 2021/22 together with the back dated amount**
The Council noted the NALC revised salary scales and the “cost of living” increase of 1.75% on Scale Point 13 to £11.97 per hour. This would make the monthly expense £538.65.

The Council also noted the total backdated pay for the year from 1 April to 31 March was £113.40 which was paid before the close of the tax year.

ii. To agree to continue payment of the Clerk's salary by standing order

The Council **RESOLVED** to agree to continue to pay the Clerk's salary by Standing Order. The Clerk would inform the bank of the change of amount.

iii. To agree to confirm the rates for the Clerk's expenses

The Council **RESOLVED** to confirm the Clerk's expenses. Printing: Double sided A4 – 11p per sheet; single sided A4 – 6p; single sided A4 colour – 10p; single sided A3 colour – 20p; postage: standard advertised cost of stamps; stationery: DL envelope – 7p; C6 envelope – 5p; C5 envelope – 6p; C4 envelope – 11p; mileage at 45p per mile as per HMRC guidelines.

h. Grant Applications – to consider any grant applications received

None had been received.

i. 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	St Mary's PCC for grass cutting grant	General Grants	3/2/22 8. d. i.	£1,500.00	£1,500.00
Bank Transfer	Launton Women's Institute - Donation for village litter pick refreshments	Village Upkeep and Weed Spraying	3/3/22 14. b.	£50.00	£50.00
Bank Transfer	David Moore for maintenance of public areas of The Glades (Invoice no: DM0084)	Village Upkeep and Weed Spraying	5/8/21 12. b.	£100.00	£100.00
Bank Transfer	Society of Local Council Clerks for annual subscription - total £144 shared with Caversfield (Invoice no: MEM239080-1)	Subscriptions	1/4/21 9. d.	£108.00	£108.00
Bank Transfer	Cherwell District Council for winter dog bin emptying (Invoice no: 2005814)	Dog bin emptying	3/2/22 13.	£503.36	£604.03

Councillor Webber would authorise the payments.

9. Governance

a. Risk Assessment – to consider and agree the Risk Assessment for 2022/23

The Council considered the Clerk's recommended amendments and **RESOLVED** to agree the updated Risk Assessment.

b. Information Logs – to review and note:

The Council **RESOLVED** to review and note the following logs:

- i. Freedom of Information Disclosure Log**
- ii. Gifts and Hospitality Log**
- iii. Training and CPD Log**

The Clerk would publish them on the Finance section of the website.

c. Policies

i. Internal Financial Control Policy – to review and adopt the policy

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

d. Webhosting – to confirm the webhosting, email and SSL Certificate renewal for 2022/23

The Council **RESOLVED** to agree the annual cost of £74.99 plus VAT for hosting and SSL together with £10 for additional mailbox capacity.

e. Parish Remuneration Report – to receive the report from CDC and to consider the allowances for 2022/23

The Council received the report and **RESOLVED** to agree that members would not claim any of the allowances except for mileage to external meetings where necessary.

f. Letter to request support in raising the profile of the national Civility and Respect project – to consider sending a letter to Victoria Prentis

The Council **RESOLVED** to agree to send the drafted letter to Mrs Prentis.

g. NALC Smaller Councils – to consider how NALC might be able to help smaller Councils

The Council considered the proposal. Suggestions included campaigning for Councils to provide a carers' allowance to enable a wider section of society to become Councillors, making training more flexible and providing online training similar to ILCA, but specifically designed for Councillors.

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.

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: 22/00573/F

Proposal:	The removal of existing outbuildings and the erection of a single storey outbuilding and the restoration and extension of the existing garden wall to the rear of Freeman House
Location:	Freeman House, 54 West End, OX26 5DG CDC

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

ii. Application Number: 22/00698/F

Proposal: The repair, extension and alteration of Building 144 and the change of use from Sui Generis MOD use to office (Class E)

Location: Building 144, Bicester Heritage, Buckingham Road

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

iii. Application Number: 22/00857/F

Proposal: Variation of condition 2 (plans) of 21/00212/F - Condition to be varied to allow for the construction of dormer window as indicated on attached drawings. The dormer window to rear the bedroom would provide additional head height within the room and make the bedroom more practical in providing additional floor area within the bedroom

Location: Crossways, Blackthorn Road, OX26 5DA

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

Received 5 April

iv. Application Number: 22/00558/F

Proposal: Extension of dropped kerb

Location: 32 Sycamore Road, OX26 5DY

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: 22/00069/F

Proposal: Change of Use from Sui Generis to Class E (to allow for office/showroom), and associated works.

Location: Building 136 Petrol Tanker Shed Bicester Heritage Buckingham Road Bicester

Permission for development subject to conditions (8 March) (note associated 22/00070/LB withdrawn)

ii. Application Number: 22/00079/F

Proposal: Removal of conservatory; construction of single storey extension

Location: 15 Chestnut Close, OX26 5DE

Permission for development subject to conditions (9 March)

iii. Application Number: 22/00092/F

Proposal: Demolish existing dining room, lounge and conservatory to the rear of the house. Build a single storey extension to provide a lounge/dining room.

Location: Dellow, Blackthorn Road, OX26 5DA

Permission for development subject to conditions (10 March)

iv. Application Number: 22/00187/F

Proposal: Proposed container to house woodchip boiler.
Location: Manor Farm Bicester Road, OX26 5DP
Permission for development subject to conditions (17 March)

v. Application Number: 22/00223/F

Proposal: Construction of pair of garages to rear of cottage
Location: Old Coach Cottage, Station Road, OX26 5DX
Permission for development subject to conditions (22 March)

12. Parish Hall Project

- a. Planning Application** – to consider submitting a planning application to Cherwell District Council
The architect had provided draft documents for the Working Group to consider. The Working Group had given feedback and was awaiting a response from the architect. Enquiries had also been made with OCC Highways about how the roadway could be improved to the side of the building.

13. Village Matters

- a. Mulberry Homes** – to receive a progress report
There was no further update from the developers.
- b. Village Litter Pick (19 March)**
- i. To receive a report**
The litter pick was a great success with more than 30 families coming along to help. The Council thanked the volunteers and the WI for their delicious refreshments.
- ii. New equipment** – to consider the purchase of additional children's litter pickers and small hi-vis jackets
The Council **RESOLVED** to agree to defer the decision until an inventory of all the equipment could be undertaken.
- c. Queen's Platinum Jubilee** – to consider how to commemorate the Jubilee
The Clerk had received confirmation that the Parish Council or another village group may apply for a grant of £650 and had forwarded the information to the Launton Playing Field Association for the Association to apply directly for the funds. The Clerk had requested that she be informed once the outcome was known so that the Parish Council portion could be paid.
- d. 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. Letters from a villager** – re the footpaths and public rights of way
It was agreed that Councillor Turner would meet the villager informally to explain the public rights of way.
- b. Road closures** – multiple communications (both email and social media) from villagers

15. Attendance at Meetings and Reports from meetings / courses

- a. Healthy Bicester** – stakeholder meeting – 9 March at John Paul II Centre – to receive a report Villager, David Gilbert, attended the Healthy Bicester meeting.

A number of organisations gave presentations including Bicester Carbon Club which meets at St Edberg's on Monday evenings together with a basic presentation about the Carbon Cycle.

The Council would also like to thank Dave for organising the Launton Health Walks over the last three and a half years. The last one would be on 12 April.

- b. OALC Managing Difficult People and Conversations course** – 23 March
Councillor Thompson attended the course which was useful.

- c. Grange Farm Footpath** – meeting with the landowner 28 March
Councillors Sanders and Thompson met with the owner of Grange Farm about the proposed route of the public right of way.

It was understood that EWR had already agreed and finalised the route with OCC. Any changes to the agreed route had to be completed by the end of February 2022 and there would not be enough time to process any further application to meet the EWR time scales.

The OCC PRoW Officer, Beth Rutterford, also confirmed that if the new footpath needed to be diverted at a later date, the land owner (or the developer) could do so under the Highways Act or Town and Country Planning Act as part of the planning process (which would be overseen by CDC).

16. Reports

- a. Chairman's Report**

The Chairman thanked the Vice Chairman for chairing the March meeting.

- b. Clerk's Report**

The Clerk had nothing further to report.

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

- a. Annual Parish Meeting**

The Clerk reminded the meeting that the APM would be on 21 April at 7.30pm in the Parish Hall.

- b. Number 17 Bus**

The route for the bus had been changed while the bridge was closed. It would enter Launton via Blackthorn Road, then turn right into Station Road, setting down opposite the bus shelter, then stop and turn around at the bus stop in Blenheim Drive (as the S5 used to do). The bus would then stop at the bus shelter and exit Launton via Blackthorn Road.

18. Date of next meeting – Thursday 5 May 2022 at 7.30pm, in Launton School (please note change of venue)

The meeting closed at 9.21pm.

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.....