LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 5 May 2022** at 7.30pm in Launton Primary School Hall

Councillors present: Mr Andrew Briant, Mr Kyle Michael, Mr Ed Sanders, Mrs Lesley Thompson, Mr Simon Turner (Chairman)

In attendance: The Clerk, Mrs Jane Olds; 2 members of the public

Apologies: Mrs Abigail Dowman, Mrs Jaqueline Webber

1. **To elect the Chairman for the year 2022/23**
   Councillor Sanders proposed, and Councillor Thompson seconded the proposal, that Councillor Simon Turner be elected as Chairman. The Council **RESOLVED** unanimously to elect Councillor Turner as Chairman.

   Councillor Turner signed the Declaration of Acceptance of Office.

2. **To elect the Vice Chairman for the year 2022/23**
   Councillor Turner proposed, and Councillor Briant seconded the proposal, that Councillor Ed Sanders be elected as Vice Chairman. The Council **RESOLVED** unanimously to elect Councillor Sanders as Vice Chairman.

   Councillor Sanders signed the Declaration of Acceptance of Office.

3. **To receive and accept apologies for absence**
   The Council accepted Councillors Dowman and Webber's apologies.

4. **Requests for Dispensations, Declarations of Interest, Gifts and Hospitality**
   Nothing was declared.

5. **To facilitate public participation with regard to items on the agenda**
   2 members of the public attended the meeting. Nothing specific was raised.

6. **East West Rail** – to receive a progress report from the EWR Liaison Officer
   No report had been received from the officers. However, the Clerk had been notified that overnight road closures had been scheduled for Charbridge Lane from Thursday 12 May to Friday 27 May between 8pm and 6am.

7. **Reports from District and County Councillors**
   No reports had been received.

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

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

a. Replacement Rubbish Bins
The Clerk had not had an opportunity to order the bins.

b. Risk Assessment
The Risk Assessment had been updated and published on the website.

c. Information Logs
The Clerk published the logs in the 21/22 Finance section of the website.

d. Internal Financial Control Policy
The policy had been published on the website.

10. Finance

a. To receive the Finance Report
As at 14 April, the Accounts stood at:

Co-op Current Account	£43,353.43	
Co-op Deposit Account	£22,402.41	
Standing Orders		**Date Cleared**
Clerk's March salary (monthly)	£529.20	1/4/22
Launton Parish Hall storage (quarterly)	£42.00	1/4/22
Launton Lines (monthly)	£110.00	4/4/22
Uncleared Payments		
Total:	£862.03	
Income		**Date Cleared**
CDC – Precept	£14,947.50	13/4/22

The VAT reclaim of £1,560 for 1 April 2021 to 31 March 2022 was submitted on 21 April.

The Clerk had updated the Clerk's salary standing order with the bank.

The new debit card had arrived and the payment details updated for Fasthosts (for the domain name) and Dropbox.

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

c. Grants – to consider a grant request from the Friends of Island Pond Wood for grass cutting
The Council had received a request from the Friends of Island Pond Wood for support with the annual grass cutting.

The Council **RESOLVED** to agree to a grant of £384 for the year.

d. Parish Hall Hire – to consider an increase in the contribution to the Parish Hall Hire quarterly costs
It had been realised that the hire charge (which included the Parish Council storage room) had remained static for at least 15 years and that it equated to two hours a month at £7 an hour which, it was felt, was not enough.

Following a discussion, the Council **RESOLVED** to agree to increase the current standing order from £42 a quarter to £90 a quarter (a total of £30 a month) excluding heating costs, and to back date this to the beginning of April 2022 which would require an additional £48 to be paid in due course.

The budget for the hall hire had been set at £168 for the year. The Council therefore **RESOLVED** to agree to transfer £198 from the General Contingency Reserve to the Hall Hire Reserve to cover the additional costs.

A further review would be undertaken at the end of the financial year.

e. Statement of Accounts – to consider and approve the Statement of Accounts for the year ending 31 March 2022
The Council **RESOLVED** to approve the Statement of Accounts.

f. Internal Audit – to receive the report and review framework from the Internal Auditor
The Council **RESOLVED** to agree to accept and receive the report.

g. AGAR Signature Redaction – to consider redaction of the signatures on the web version of the Annual Governance and Accountability Return to protect the signatories from 'specific and identifiable threats' of identity theft and GDPR concerns
The Council **RESOLVED** to agree to redact the signatures on the web version of the AGAR acknowledging that this was against the Accounts and Audit Regulations, but that it was to protect the signatories from the specific and identifiable threats of identity theft. There was no issue with the full documents being viewed in person.

h. External Audit – to consider the 2021/22 Annual Governance and Accountability Return (AGAR) for submission to the External Auditor

- **i. Annual Governance Statement** – to consider the questions and respond accordingly
  The Clerk had circulated the questions prior to the meeting and then read them out for confirmation. The Council **RESOLVED** to agree to all the Governance questions. The Chairman signed the form.

- **ii. Accounting Statements** – to consider and agree the accounting statement figures
  The Clerk had provided the meeting with the figures which included the Asset Register. The Council **RESOLVED** to agree the Accounting Statements. The Clerk had signed the form prior to the meeting; the Chairman signed the form.

- **iii. Electors' Rights** – to consider and approve the dates
  The Council **RESOLVED** to approve the dates for the Electors' Rights as Monday 6 June to Friday 15 July. The notice would be posted in accordance with the Regulations.

iv. **Statement of Variance** – to consider the draft Statement of Variance
The Council **RESOLVED** to agree the Statement of Variance.

i. **Insurance Renewal** – to consider and agree the renewal for 2022/23
The Council considered the insurance renewal of £489.64 (an increase from £474.34 the previous year) and **RESOLVED** to agree to accept the quotation.

j. **SSEN Resilient Communities Fund** – to consider whether to make an application to the fund (closes 1 June)
The Council considered the proposal and **RESOLVED** to agree that the Parish Hall project was not at a stage where an application to the fund would be beneficial.

k. **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	Elaine Anstee for Internal Audit (invoice no: EA/2022/0001)	Audit	5/8/21 8. d. ii.	£110.66	£110.66
Bank Transfer	Launton Parochial Church Council for annual rent as per the Agreement for Lease (omitted from August last year when the Agreement was finalised)	Parish Hall Hire	Agreement for Lease	£300.00	£300.00
Bank Transfer	Zurich Municipal for insurance renewal (invoice no: 514388431)	Insurance	5/2/22 10. i.	£489.64	£489.64
Bank Transfer	Calber Facilities Management Ltd for April grass cutting (invoice number CL456086)	Urban grass cutting	2/12/21 14. a.	£236.00	£283.20
Bank Transfer	Launton Playing Field Association for Jubilee Grant (to top up to £1,000 from grant awarded by CDC)	Jubilee Costs	3/3/22 8. d. i. and 7/4/22 13. c.	£350.00	£350.00
Bank Transfer	Friends of Island Pond Wood for grass cutting grant	Grants	5/5/22 10. c.	£384.00	£384.00

Councillor Thompson would authorise the payments.

11. Governance

a. **Staffing Committee** – to agree a date
The Council **RESOLVED** to agree to meet on Wednesday 25 May at 8.15pm in the Parish Hall.

b. **Scheme of Delegation** – to review the scheme of delegation to come into effect in the event that the Parish Council is unable to meet
The Council considered the scheme of delegation and **RESOLVED** to agree to adopt it with one minor word change.

c. **Parish Council Appointments** – to consider Councillor representation for the following organisations

i. **Friends of Island Pond Wood** – to consider and agree the appointment
The Council **RESOLVED** to agree to appoint Councillor Dowman to represent the Parish Council

ii. **Parish Hall Working Group** – to consider and agree the appointment
The Council **RESOLVED** to agree to appoint Councillors Sanders and Turner to represent the Parish Council.

iii. **Village Fete Committee** – to consider and agree the appointment
The Council **RESOLVED** to agree to defer the appointment until the Fete organisation was recommenced for 2023.

12. 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 SLCC.

The Council **RESOLVED** to agree to the Clerk attending a seminar on how to use Canva design software on 17 May at a cost of £30 plus VAT.

The Clerk had also booked to attend the SLCC 'Big Conversation' session on 19 May (for which there was no charge).

13. 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: 22/01006/F**
Proposal: Installation of new glazed doors to existing opening
Location: Hero Building, 82 Hero Bicester Heritage, Buckingham Road, OX27 8AL
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: 22/00398/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
Permission for development subject to conditions (13 April)

ii. **Application Number: 21/04112/OUT**
Proposal: Outline application for the erection of up to 65 dwellings (Use Class C3), including up to 8 live-work dwellings, public open space, access, infrastructure and demolition of existing building (all matters reserved except principle means of access from Station Road)
Location: OS Parcel 2778 Grange Farm North West Of Station Cottage, Station Road, Launton
Refusal of permission for the development (22 April)

iii. **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
Permission for development subject to conditions (25 April)

iv. **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, Bicester
Permission for development subject to conditions (25 April)

c. Graven Hill Employment Site – to consider meeting with the developers
The Council considered the suggestion and **RESOLVED** to agree to meet for an informal conversation. The clerk would arrange a meeting.

14. Parish Hall Project

a. Planning Application – to consider submitting a planning application to Cherwell District Council
The Working Group had made comments about the plans and was awaiting the architect's final submission.

b. Progress report – to receive a report
The current iteration of the plans had been on display in the Hall for visitors to the Friends of Launton Parish Hall event on Sunday 1 May.

15. Village Matters

a. Mulberry Homes – to receive a progress report
There was no further update from the developers.

b. Queen's Platinum Jubilee – to consider how to commemorate the Jubilee
No further update had been received.

c. **Speedwatch** – to consider a proposal
The Council **RESOLVED** to defer the proposal to a future meeting.

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

17. **Attendance at Meetings and Reports from meetings / courses**
a. **Cherwell & Ray Catchment Partnership** – 16 May
No one was available to attend.

b. **CDC Parish Liaison Meeting** – 8 June (evening) at Bodicote House
Councillor Turner agreed to represent the Council at the meeting together with the Clerk.

c. **Bicester Rural Resilience Meeting** – 29 June
Councillor Dowman may be able to attend.

18. **Reports**
a. **Chairman's Report**
The Chairman reported that he had not had the opportunity to contact the villager about the footpaths and public rights of way, but he would do so.

b. **Clerk's Report**
The Clerk suggested that a date needed to be set to help clear the Parish Hall Council cupboard.

19. **Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Thursday 26 May.

20. **Date of next meeting** – Thursday 9 June 2022 at 7.30pm, in Launton Parish Hall (please note change of date)

The meeting closed at 8.34pm.

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**……………………………………………….**