LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 9 June 2022** at 7.30pm in Launton Parish Hall

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

In attendance: The Clerk, Mrs Jane Olds; Cllr Angus Patrick (CDC); 3 members of East West Rail team (from 7.40 to 8.01pm); 4 members of the public (3 left 8.01pm)

Apologies: Mrs Lesley Thompson

Absent: Mr Kyle Michael

1. **To receive and accept apologies for absence**
   The Council accepted Councillor Thompson's apologies.

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

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

4. **East West Rail** – to receive a progress report from the EWR Liaison Officer
   Mr Singh apologised for the delay in the opening of Bicester Road which was due to a delay by the utility companies; the bolts missing from the barriers (VRS - Vehicle Restraint System) across the bridge would be put in place once the track was live, but the work had been passed by OCC Highways. The Station Road VRS would be completed shortly.

   The Charbridge Lane bridge re-alignment had been completed and the temporary embankment was being removed.

   The road to Marsh Gibbon was on schedule to be re-opened on 17 June following completion of the bridge.

   The EWR Team had been pleased to be able to support the Friends of Island Pond Wood with the bird boxes and seed bombs and to support the Hummingbird Centre with painting some of the communal areas, landscaping outside and some first aid and defibrillator training.

   The compound was scheduled to be deconstructed from September.

8.01pm: three EWR representatives and three members of the public left the meeting.

5. **Reports from District and County Councillors**
   The Chairman welcomed Cllr Patrick to his first meeting as a District Councillor for Launton and Otmoor.

6. Minutes – to confirm the Minutes of the meeting held on 5 May and the Minutes of the Staffing Committee held on 25 May, previously circulated
The Council **RESOLVED** that the minutes from the meetings on 5 and 25 May 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. Replacement Rubbish Bins
The Clerk had hoped to order the bins, but unfortunately the Futuro one previously agreed was not now available in the cheaper 'granite' colour.

The Clerk had met with the villager who had kindly offered to instal them and had discussed the fixing arrangements.

b. Insurance Renewal
The insurance renewal had been updated.

c. Scheme of Delegation
The scheme of delegation had been published.

8. Finance

a. To receive the Finance Report
As at 16 May, the Accounts stood at:

Co-op Current Account	£39,949.25	
Co-op Deposit Account	£22,413.19	
Standing Orders		**Date Cleared**
Clerk's April salary (monthly)	£538.65	3/5/22
Launton Lines (monthly)	£110.00	4/5/22
Income		**Date Cleared**
Deposit Account Interest	£7.37	5/4/22
HMRC VAT reclaim	£1,560.00	9/5/22

The Annual Governance and Accountability Return (AGAR) and accompanying documents were published on the 21/22 accounts section of the website and submitted to the External Auditor on 19 May.

The Electors' Rights notice was posted on the noticeboard on 1 June.

b. Bank Statements – to acknowledge scrutiny and acceptance of the previously circulated bank statements
The bank statements were reviewed and accepted.

The Council **RESOLVED** to agree that as the Deposit Account bank statement had not arrived until 18 May, the £3.59 of interest credited on 5 October 2021 would be included in the current year's finances.

c. Salary – to note the decision of the Staffing Committee regarding the Clerk's salary and hours
The Council noted the Minutes from the Staffing Committee including the agreement to increase the Clerk's hours from 45 to 55 a month and to an increase in salary spine point from SCP13 to SCP16 (£12.70 per hour). The new Standing Order Payment would be set up for £698.50 from 1 July for the June payment.

d. 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	Calber Facilities Management Ltd for July grass cutting (invoice number CL456683)	Urban grass cutting	7/1/21 12. e.	£236.00	£283.20
Bank Transfer	Parish Hall for remainder of first quarter hire following agreed increase	Parish Hall Hire	5/5/22 10. d.	£48.00	£48.00

Councillor Webber would authorise the payments.

Debit Card transactions to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
9/5/22	Society of Local Council Clerks for course on "How to use Canva graphic design software"	Training	5/5/22 12. a.	£30.00	£36.00

9. Governance

a. Internal Auditor

i. To review effectiveness of the Internal Audit
The Council considered the statements and **RESOLVED** to agree them. The Chairman and Clerk signed the form.

ii. To appoint the Internal Auditor for the year 2022 / 2023
The Council **RESOLVED** to appoint Elaine Anstee for a further year.

b. Internal Financial Control

i. To reconsider the policy and checklist following advice from OALC
The Council reconsidered the policy and the checklist following advice from OALC and **RESOLVED** to adopt both documents.

ii. **To appoint a Councillor responsible for Internal Financial Control**
The Council **RESOLVED** to agree to appoint Councillor Briant as Councillor responsible for Internal Financial Control.

c. **Community Governance Review** – to receive a report from the initial consultation
The Council **RESOLVED** to note that the report had been published by CDC on 18 May. The relevant recommendations included no change to Area J (the Bicester airfield section) to keep it within the Launton boundary, but a further consultation on Area L – the Wretchwick section – would be implemented.

d. **Green and blue infrastructure in Cherwell** – to consider a consultation (closes 22 June)
The Council considered the consultation and **RESOLVED** to agree that Councillors would let the Clerk have their views which the Clerk would collate and convene an informal meeting if necessary.

e. **November meeting date** – to consider changing the date of the November meeting
The Council **RESOLVED** to agree to move the date of the November meeting from 3 November to 10 November in order that the Clerk could attend the SLCC Conference.

The Clerk would ask the school whether the hall would be available.

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 and SLCC.

b. **SLCC Conference** – to consider making a contribution to the Clerk's attendance at the SLCC Conference on 2 and 3 November
The Council **RESOLVED** to agree to make a contribution of £300 from the training budget towards the Clerk's attendance at the SLCC Annual Conference. Attendance would contribute to the Clerk's Continual Professional Development points.

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: 22/01422/F**

Proposal:	Change of Use of Building 145 to mixed use comprised of Class E (offices) and Sui Generis (display of cars)
Location:	Building 145, The Command Works, Bicester Heritage, Old Skimmingdish Lane, OX27 8FZ

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

ii. **Application Number: 22/01428/F**

Proposal:	Formation of a new access road on land north east of Bicester Road roundabout.
Location:	Part Land East And Adj To Roundabout At Junction Of Bicester Road Launton

The Council considered the application and **RESOLVED** that while there were no objections to the proposal, a request for a pavement around the north side of the roundabout would be requested for the safety of pedestrians walking into Bicester.

b. To note notices of decision

i. Application Number: 22/00111/TPO

Proposal: T1 (Yew) - a mature tree located to the rear of the property, heavily reduced to the rear and south over the neighbouring property, Crown reduce by 1.5m removing up to 2m to reshape, crown raise to 1.8m, crown clean and remove major deadwood. - Subject to TPO 013/1993
Location: 8 Forest Close, OX26 5DD
Consent under tree preservation order(s) subject to conditions (14 March)

ii. Application Number: 22/00558/F

Proposal: Extension of dropped kerb
Location: 32 Sycamore Road, OX26 5DY
Withdrawn (17 May)

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
Permission for development subject to conditions (19 May)

iv. Application Number: 22/01006/F

Proposal: Installation of new glazed doors to existing opening
Location: Hero Building 82 Hero Bicester Heritage Buckingham Road Bicester OX27 8AL
Permission for development subject to conditions (26 May)

12. Parish Hall Project

a. Planning Application – to consider submitting a planning application to Cherwell District Council
The Parish Hall Working Group had seen and discussed all the plans and was content to recommend that the Parish Council should ask the architect to submit the plans to the CDC Planning Department. The Council **RESOLVED** to agree to take up the recommendation of the Working Group and would ask the architect to submit the plans.

The Council **RESOLVED** to agree to pay the planning application fee of approximately £145 (with Parish Council Discount) plus the Planning Portal Fee of £32.20. The architects would arrange payment and which the Council would reimburse.

b. Progress report – to receive a report
There had been no other progress.

13. Village Matters

a. Speedwatch – to consider a proposal

The Council **RESOLVED** to thank volunteer David Jones for producing the comprehensive proposal about Speedwatch and to ask him to set up the group.

The Council **RESOLVED** to agree to support the group with the purchase of hi-vis vests and signage for the white gates at the entrances to the village.

The Council further **RESOLVED** to agree to allocate 'speedwatch@launton-pc.gov.uk' for the use of the Speedwatch group.

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

The correspondence was noted.

15. Attendance at Meetings and Reports from meetings / courses

a. SLCC Canva course – 17 May

The Clerk attended the course which, while it was only an hour long, was useful to see just what could be done. Unfortunately, it did not appear possible to obtain a free not-for-profit 'pro' licence, but the free version had many of the features.

b. Oxford Transport Plans discussion – 7 and 8 June – to receive a report

Councillor Sanders and the Clerk had attended the discussions. While the presentation was about Oxford and the goals of reducing emissions, it was noted that there was likely to be an impact on those who lived in villages who needed to get into the city.

c. CDC Parish Liaison Meeting – 8 June – to receive a report

Councillor Turner and the Clerk attended the meeting. The Leader's overview covered the ending of OCC and CDC's formal partnership; concern regarding the economic outlook, the possible re-introduction of the new homes bonus and the continuance of 'healthy place shaping' within the District.

There were further presentations about the refugee and asylum seeker situation within the District, an update on the implementation of the new Code of Conduct, and a planning policy update.

d. Graven Hill Employment Site – to arrange a meeting

The Council **RESOLVED** to agree to ask to meet on 16 June after 4pm.

e. Bicester Rural Resilience Meeting – 29 June

The Clerk hoped to be able to attend; the Council would also suggest to the Speedwatch co-ordinator, Mr Jones, that he may find it useful.

f. OALC AGM – 4 July at 7.30pm, via Zoom

The Clerk hoped to be able to attend.

16. Reports

a. Chairman's Report

The Chairman had nothing further to report.

b. Clerk's Report

The Clerk asked Councillors Briant and Webber for a suitable date to discuss the website.

The Clerk would be meeting with Councillors Dowman and Thompson about the Emergency Plan.

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

a. Bus timetable – the route 17 bus has a revised timetable which I've put on the website and added to Facebook

b. Gigaclear – the Clerk had found a letter in the Parish Hall letterbox about the works on the Bicester Road which would take place over 10 nights between 8pm and 6am from 14 June.

18. Date of next meeting – Thursday 7 July 2022 at 7.30pm, in Launton Parish Hall

The meeting closed at 9.08pm.

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**……………………………………………….**