

LAUNTON PARISH COUNCIL

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

Councillors present: Mrs Abigail Dowman (until 8.18pm), Mr Ed Sanders, Mrs Lesley Thompson, Mr Simon Turner (Chairman), Mrs Jaqueline Webber

In attendance: The Clerk, Mrs Jane Olds; Cllrs Gemma Coton and Angus Patrick (CDC) (until 7.42pm); 4 members of the public

Apologies: Mr Andrew Briant

1. To receive and accept apologies for absence

The Council accepted Councillor Briant's apologies.

The Council acknowledged the resignation of Councillor Kyle Michael and thanked him for his contribution to the Parish Council.

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 had sent a written report.

The construction team would be carrying out low level construction works on Sunday 10 and 17 July between 8am and 4pm near Charbridge Lane.

There would be a drop-in session at the Parish Hall on 20 July from 2 to 6pm.

The Bicester Road bridge would be closed over night from 18 to 20 July between 9pm and 5am for some additional snagging works. Access would be maintained for cyclists and pedestrians.

5. Reports from District and County Councillors

Cllrs Coton and Patrick made a joint report.

Bicester Village was currently running a consultation about their proposals for the use of the sports ground opposite the development. The London Road railway crossing was still of concern. CDC would be creating a new web page to give guidance on ways it can help in the cost of living crisis. The Councillors were making more investigations into the Gigaclear charges and contracts.

7.42pm Cllrs Coton and Patrick left the meeting

- 6. Minutes** – to confirm the Minutes of the meeting held on 9 June, previously circulated
The Council **RESOLVED** that the minutes from the meeting on 9 June 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. Internal Financial Control Policy**
The policy had been published on the website.
 - b. Green and blue infrastructure in Cherwell consultation**
The Clerk had responded to the consultation.
 - c. November meeting date**
The school had confirmed that the hall could be booked for Thursday 10 November.
 - d. Graven Hill meeting**
The Clerk had invited the team to the Parish Council meeting, but they had not responded.

8. Finance

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

As at 16 June, the Accounts stood at:

Co-op Current Account	£40,041.80
Co-op Deposit Account	£22,413.19

Standing Orders		Date Cleared
Clerk's salary (monthly)	£529.20	1/6/22
Launton Lines (monthly)	£110.00	6/6/22

Income		Date Cleared
OCC Grass cutting grant	£1,216.28	31/5/22

Due to the amount of expenditure which has incurred VAT in the last three months, an interim VAT reclaim would be submitted shortly.

The standing orders for the Clerk's salary and the Parish Hall hire were updated with the bank ready for 1 July.

- 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
The inspection had been postponed.
- d. Minute Guard Book** – to consider the purchase of a new Minute Book
The Council **RESOLVED** to agree to the purchase of a new Minute Book from Shaw's at a cost of £156 plus VAT.

- e. **Local Council Administration, 13th Edition** – to consider the purchase of the new edition
The Council **RESOLVED** to agree to the purchase of the next edition (currently on pre-order) from the SLCC Bookshop at the SLCC members’ price of £137 plus postage (full cost £163).
- f. **Grant Requests** – to consider any grant applications received
No applications had been received.
- g. **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 June grass cutting (invoice number CL457296)	Urban grass cutting	2/12/21 14. a.	£236.00	£283.20
Bank Transfer	Richard Wise for two rural verge cutting cuts (invoice number: 2861)	Rural verge cutting	2/12/21 14. b.	£480.00	£576.00
Bank Transfer	PCMS Design for Parish Hall Design Services (invoice number: 1167)	Parish Hall Project	5/8/21 12. a. i.	£7,000.00	£8,400.00
Bank Transfer	David Moore Maintenance Services for Sherwood Maintenance (invoice number: DM0086)	Village upkeep and weed spraying	6/8/20 18.	£60.00	£60.00
Bank Transfer	Oxfordshire Association of Local Councils for Managing Difficult People course for Cllr Webber (invoice number W-2168)	Training	7/7/22 10. b.	£55.00	£66.00
Bank Transfer	J Olds for admin costs (printing £63.01; laminating £13.10; postage £0.79)	Admin costs	7/4/22 8. g. iii.	£76.90	£76.90
	J Olds for mileage expenses	Mileage expenses	7/4/22 8. g. iii.	£77.94	£77.94
	Total				£154.84

Councillor Thompson would authorise the payments.

Debit Card transactions to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
13/6/22	Zoom Video Communications Inc for Annual Subscription	Meeting costs	7/4/22 8. d.	£119.90	£143.88

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
16/6/22	Planning Portal for Parish Hall planning application	Parish Hall Project	9/6/22 12. a.	£143.83	£149.20

9. Governance

a. Fixed Assets – to agree to allocate responsibilities for inspection of the Fixed Assets

The Council **RESOLVED** to agree that:

- Councillor Briant would have responsibility for checking the litter bins and dog waste bins;
- Councillor Dowman would have responsibility for checking the bus shelters (including the associated litter bins and benches) and the defibrillator and cabinet on a regular basis;
- Councillor Sanders would have responsibility for checking the village pump on Station Road;
- Councillor Thompson would have responsibility for checking the village gates and the war memorial;
- Councillor Turner would have responsibility for checking the wall by the Poplars, the speed activated sign, and the land at the Poplars;
- Councillor Webber would have responsibility for checking the salt bins, West End Footpath and the outside benches;
- The Clerk would have responsibility for checking the noticeboards, the laptop, the silent soldiers and the Parish Hall furniture.

The Clerk would provide a checklist for each Councillor. The inspection reports would be given at the August meeting.

b. Policy Review

i. Recording of Meetings Policy – to consider the policy

The Council considered the policy and **RESOLVED** to agree the revised policy with the Clerk's suggested minor changes.

c. Code of Conduct – to note that the new Code of Conduct and Register of Members' Interest

The Council **RESOLVED** to note the new Code of Conduct and associated Register of Members' Interest form and agreed to wait to adopt the document until training had been provided by CDC.

10. Training

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

The Council **RESOLVED** to agree to Councillor Webber attending the OALC Roles and Responsibilities course on 28 September.

b. Managing Difficult People Course – to retrospectively agree to the booking

The Council **RESOLVED** retrospectively to agree to Councillor Webber attending the course.

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: 22/01643/F**

Proposal: Variation of conditions 10 (access), 11 (revised energy strategy) & 12 (training and employment plan) of 18/01253/F

Location: Bicester Heritage, Buckingham Road, Bicester, OX27 8AL

The Council considered the application and **RESOLVED** to agree to object to the variation of Conditions 10 and 11 on the grounds that as it was such a major development, access and energy must still be finalised prior to the commencement of the project. While the circumstances under which the conditions were originally considered may have changed, the practical application had not.

ii. **Application Number: 22/01777/F**

Proposal: Demolition and rebuilding of existing kitchen extension, modernisation of the hall, changes to windows, doors and roof, improvements to energy efficiency and associated works

Location: Launton Parish Hall, Bicester Road, OX26 5DP

As this application had been made by the Council, it was **RESOLVED** that no comment would be made.

Received on 6 July

iii. **Application Number: 22/01831/LB**

Proposal: Re-pointing of stone walls to front and side elevations of the existing property. Re-point front garden wall

Location: Box Tree Farm, Station Road, OX26 5DX

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

b. **To note notices of decision**

None had been received.

c. **OCC pedestrian crossing consultation** (closes 29 July)

The Council considered the consultation and **RESOLVED** to agree to welcome the proposal to install a toucan pedestrian crossing across Charbridge Lane to enable safe pedestrian access between Launton and Bicester.

8.18pm Councillor Dowman left the meeting

12. Parish Hall Project

a. **Progress report** – to receive a report

The planning application had been validated by CDC and was currently in the consultation phase. Provided there were no queries, the decision should be received around 11 August.

The Chairman had convened a meeting and invited the other groups who could be affected by the works on the hall - the PCC, the Playing Field Association and the School – to attend. Representatives from all the groups attended.

The plans were displayed and questions were answered.

13. Website – to receive a progress report

The Clerk reported that Councillors Briant and Webber had met with the Clerk via Zoom to discuss how to move forward. Subsequently, the Clerk had provided the group with examples of WordPress themes together with Parish Councils which had used them, for consideration.

Once the theme had been selected, the website pages would be re-organised.

14. Village Matters

a. Emergency Plan – to receive an update

The Clerk reported that Councillors Dowman and Thomson had met with the Clerk to revise the plan. An article to ask for volunteers had been included on social media and in *Launton Lines*. The draft plan, excluding the volunteers list, would be forwarded to the OCC Emergency Planning team for checking before submission to the Parish Council.

b. Rubbish Bins

i. Siting of 'Costcutter' bin

The Clerk had contacted OCC Highways whether the bin could be sited on the verge next to the pillar box but due to the potential of utilities in the verge, the Highway Steward had indicated that this would not be possible.

Following further consideration, the Council **RESOLVED** to agree to install the bin on the current paving slab 'plinth'.

ii. Futuro Bin – to consider the revised price of the bin

The Council **RESOLVED** to agree the revised price of £429.98 plus fixings and VAT.

c. The Glades: wooden rail fence – to note that the low fencing around the grass area is deteriorating and to consider the best course of remedial action

The Council noted the deterioration of part of the fence and informed the Clerk of the original contractor. The Clerk would obtain quotations for the repair.

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

a. A villager – regarding traffic volumes through the village.

The Council noted the concerns and requested that it should be discussed at the August meeting.

b. Parish Path Warden – resignation

The Council noted the resignation with regret but wished to thank the Warden for his dedication and tenacity in his reporting over the years.

16. Attendance at Meetings and Reports from meetings / courses

a. OALC Managing difficult people course – 27 June

Councillor Webber attended the course following a last minute vacancy.

b. Police Rural Resilience Meeting – 29 June

No one was able to attend.

c. OALC AGM – 4 July

The Clerk attended the online meeting.

The three presentations included one from the OCC representative, Jenny Figueiredo, about the OCC's EV Charging Project. Secondly from Jamie Hartzell at the Oxford Treescapes Project (<https://www.oxtrees.uk/>) and thirdly from Nick White from Didcot Town Council who was doing an MBA in Sustainability and Climate Emergency in the town and Parish sector.

17. Reports

a. Chairman's Report

The Chairman read out Kyle Michael's resignation letter as requested by Mr Michael. The Chairman expressed shock and great regret that Mr Michael had felt it necessary to resign due to apparent bullying by members of the public, and wondered if, had the Council had been aware of this before his resignation, it might have been able to ameliorate the situation.

b. Clerk's Report

The Clerk reported that she had started work on revising the Standing Orders.

She had received a request from a villager to ask Sanctuary Housing to cut back the hedge / brambles encroaching the path in Sherwood Close. Sanctuary Housing informed the Clerk that they would add it to their annual maintenance schedule.

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

a. Community Governance Review: 2nd consultation – to note for next agenda

19. Date of next meeting – Thursday 4 August 2022 at 7.30pm, in Launton Parish Hall

The meeting closed at 8.57pm.

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.....